

COVID-19 Temporary Home Office Policy

Faculty and staff working remotely due to the COVID-19 public health emergency should use equipment and furniture that is available and can be moved from their work office (e.g., monitors, keyboards, mouse, calculators, chairs, headphones, etc.) temporarily for their work from home. When an item is impossible to move and/or additional items are needed, employees are permitted to spend up to a maximum of \$500 for necessary equipment and/or office furniture. This policy covers items such as an office chair or desk, as needed, up to \$500. IS&S should be contacted before purchasing any technology-related items such as monitors, keyboards, etc.

Employees should use Hurst Office Suppliers, Inc. for the purchase of any consumable office supplies (e.g., pens, paper, printer ink, post-its, etc.). Orders can be made online at <https://shop.hurstgroup.net/> or by calling 859.255.4422. Hurst will deliver to employee homes.

Purchases should be charged to 2100-3617-7337-500.

Items purchased with Berea funds (either institutional or from an external funding source) are the property of Berea College. Supervisors approving these expenses are required to report the purchase of office equipment or furniture to Michael Hurt, Purchasing Card Coordinator, who will keep an inventory of these items. When the employee returns to work on campus, all purchased office equipment or furniture must be brought to campus and reported to Michael Hurt. Employees¹ will be required to reimburse the College for any furniture and equipment items that are not returned. A charge for the cost of the items will be applied to the employee's Accounts Receivable (AR) account and billed to the employee. Any remaining consumable office supplies are required to be brought to campus, but no reporting is required.

If any purchases of office equipment or furniture have been made since March 13, 2020, until the published date of this policy, the purchases are to be reported to Michael Hurt. Also, if purchases have been made with personal funds, reimbursement is available by completing a non-travel report in Chrome River. A link to Chrome River is available on the Finance website: <https://www.berea.edu/vpf/office-of-accounting/purchasing-cards-and-travel-expenses/> or in myBerea. If reimbursed, the items become the property of Berea College and the above procedures must be followed.

This policy shall remain in effect until further notice.

Questions about this policy should be addressed to Jeff Amburgey, Vice President for Finance, at amburgeyj@bereda.edu or 859-985-3088.

¹ This requirement includes employees resigning or ending their employment with the College prior to the end of the pandemic or returning to work on campus.