

EXPENSE OPTIMIZATION MEASURES

Expense Optimization During the COVID-19 Crisis | Fall 2020 Extension

PAGE 1

| CATEGORY | MEASURES | LEVEL OF APPROVAL |
|-----------------------------|---|---|
| ■ NEW EMPLOYEE HIRING | Any new faculty and staff hires will be carefully reviewed to ensure only essential roles are filled | Budget Manager: <i>First review</i> Provost/COO: <i>Submits recommendation to president and CFO</i> President and CFO: <i>Final approval</i> |
| | Hiring of temporary and restricted positions will be temporarily suspended. Existing restricted position assignments, subsequent to the FY20 year-end renewal process, will not be renewed during fall 2020 term. Hiring through temp agencies is suspended. Requests for extraordinary exceptions may be submitted to the president and CFO for consideration. | Provost/COO: <i>Submits recommendation to president and CFO</i> President and CFO: <i>Final approval</i> |
| ■ EMERGENCY PAY | As of August 1, 2020, Emergency Pay has been discontinued. Please see the Staff COVID-19 Leaves Policy . | |
| ■ SUPPLEMENTAL COMPENSATION | Bonuses are temporarily suspended. No communication of a bonus should be made to employees prior to receiving approval. No new agreements will be made during the fall 2020 term unless deemed essential. Requests for extraordinary exceptions may be submitted to the president and CFO for consideration. | Vice President President and CFO |
| | Overtime work is not permitted unless deemed essential. | Supervisor |
| ■ STUDENT EMPLOYMENT | Students who perform essential duties can work remotely and can continue to do so regardless of funding source (FWS, PWP, or departmental pay). Employment for students who cannot perform essential work, whether on campus or remotely, will be suspended. | Supervisor |
| ■ CONSULTING AGREEMENTS | New consulting agreements will be temporarily suspended unless deemed essential. Requests for extraordinary exceptions may be submitted to the COO and CFO for consideration. | COO/CFO |

EXPENSE OPTIMIZATION MEASURES

Expense Optimization During the COVID-19 Crisis | Fall 2020 Extension

PAGE 2

| CATEGORY | MEASURES | LEVEL OF APPROVAL |
|--|--|--|
| ■ CAPITAL PROJECTS | <p>New non-essential capital projects will be temporarily suspended.</p> <p>In progress capital projects may continue according to the planned timeline unless suspension does not incur additional costs and/or disrupt other planned capital projects.</p> | COO/CFO |
| ■ REMOTE WORK-RELATED EXPENSES: <i>Technology</i> | <p>As of April 1, a monthly COVID-19 technology stipend of \$38 will be provided to full-time employees working remotely and intends to cover a reasonable portion of cell phone, internet, and other technology costs of working remotely. Upon supervisor and budget manager approval, COVID-19 stipends will be processed through Payroll.</p> <p>Eligible employees must work remotely full time and have not accessed emergency pay for the period receiving the COVID-19 stipend.</p> | Supervisor |
| ■ REMOTE WORK-RELATED EXPENSES: <i>Other</i> | <p>All other reasonable and necessary non-technology business expenses incurred while working remotely may be submitted for reimbursement through Accounts Payable. Requesters must demonstrate prudent budget stewardship by exploring lowest cost options that are of appropriate quality.</p> <p>Home office expenses that offer improved convenience (i.e. computer monitors, ergonomic chairs, etc.) will not be reimbursed. Accommodations will be made for employees with disabilities.</p> | Supervisor Budget Manager Finance: <i>Accounts Payable</i> |
| ■ OTHER MEASURES | <p>Use of University resources must be for essential expenditures only. Non-essential categories include but are not limited to expenses associated with virtual conferences (with the exception of faculty academic conferences and recruitment events), staff awards, gifts, and meals provided for virtual meetings.</p> <p>Office furniture or other non-remote enhancements will be temporarily suspended. Requests for extraordinary exceptions may be submitted to the CFO for consideration.</p> <p>All non-essential business travel will be suspended through the fall term, per the COVID-19 interim travel policy. Canceled travel expenses (i.e. hotel and airfare) incurred on personal credit cards will not be issued University reimbursement. Employees should seek reimbursement from the respective agency. Requests for extraordinary exceptions may be submitted to the CFO for consideration.</p> | Supervisor Budget Manager CFO CFO |