The University of Iowa recognizes that some home office equipment is necessary to carry out remote and/or hybrid work functions.

The university is committed to providing faculty and staff home office equipment deemed essential to carrying out functions required by their job or contract within the framework of these guidelines. **It is expected that university resources will be limited to providing office furnishings for an employee’s primary worksite only, either an onsite work office or offsite work office.**In general, the guidelines for home office setup should follow appropriate equipment standard for onsite work and local IT and unit leadership should evaluate acceptable standards based on job needs. If an employee requests specific equipment or furniture as an accommodation for a disability, departments should work with their local human resources representative so Faculty and Staff Disability Services can work with the individual to identify solutions.

To enable effective remote or hybrid work, many types of existing university equipment may be taken offsite in order to reduce the need to purchase additional equipment for employees. Staff identified as eligible for remote or hybrid work will be expected to make every attempt to use existing university equipment or move existing equipment offsite to work remotely. This should remove the need, in most cases, to purchase additional equipment for employees. Employees should consult with their department and local IT staff before moving equipment offsite. A list of items approved for offsite use is outlined in the table below.

If departments are unable to use or relocate existing university-owned equipment for remote or hybrid work, they can purchase required equipment through the approved procurement channels. The following guidelines should be followed:

1. Provide documentation explaining the business requirement for the purchase, denoting that this request is due to remote or hybrid work. Items should be essential and necessary for completing job duties.

2. Every attempt should be made to use or relocate existing university-owned equipment. Please consult with local IT staff to ensure equipment availability. **The purchase of office furnishings is limited to one set of equipment for the primary worksite, whether onsite or offsite, regardless of whether employee is remote, hybrid, or onsite. Exceptions to this requirement will be considered at the discretion of the department and the needs of their employees.**

3. Any capital asset purchased will be tracked through the [Workflow Off Campus Use Form.](https://cam.fo.uiowa.edu/content/campus-use)

4. Purchases should be reviewed with employee’s supervisor and approved by unit leader or designee (director, department head, or dean). Appropriate funding sources and availability of funds must be identified within the department/unit prior to purchase. Non-capital equipment (less than $5,000) that is used for general purposes (computers, printers, chairs, etc.) are normally not allowable as a direct cost to grants and contracts. Departments should refer to the [Guidelines for Charging to Externally Sponsored Projects](https://gao.fo.uiowa.edu/managing-grants-contracts/costing-considerations-%E2%80%93-guidelines-charging-externally-sponsored-projects) or contact the Grant Accounting Office with questions regarding allowability.

If the above criteria are not met, purchases will NOT be approved or reimbursed. Additionally, desk lamps, office decorations, and other items of a personal nature are not permissible university purchases or reimbursement.

|  |  |
| --- | --- |
| **Commonly Requested Equip/Supplies** | **Allowability in Off-Campus Setting (Primary Location)** |
| **Computer Equipment and Peripherals** | **Move Existing Equip** | **Purchase New** |
| Desktops | Allowable | Allowable (approval required) |
| Laptops | Allowable | Allowable (approval required) |
| Tablets | Allowable | Allowable (approval required) |
| Webcam | Allowable | Allowable (approval required) |
| Headsets/Microphones | Allowable | Allowable (approval required) |
| Mice | Allowable | Allowable (approval required) |
| Monitors | Allowable | Allowable (approval required) |
| Scanners | Allowable | Allowable (approval required) |
| Docking Station | Allowable | Allowable (approval required) |
| Printer | Allowable | Allowable (approval required) |
| Wireless Access Point (MiFi device)/Router/Modem | Not allowable | Not allowable – internet connectivity is the responsibility of the employee. |
| **Mid-Size Office Furnishings (50 lbs. or less)** | **Move Existing Equip1** | **Purchase New2** |
| Chairs | Allowable | Allowable (approval required) |
| Sit Stand Desk Attachments | Allowable | Allowable (approval required) |
| Small Cabinet | Allowable | Allowable (approval required) |
| **Large Office Furnishings** | **Move Existing Equip1** | **Purchase New2** |
| Desks  | Not allowable | Not allowable |
| Mid to Large Cabinet | Not allowable | Not allowable |
| Cubicle Walls/Workstation | Not allowable | Not allowable |

# Tracking Property Off Campus

Departments are responsible for tracking university non-capital computer equipment moved offsite for remote and hybrid work arrangements.

**FAQs**

1. **Can employees who are working 100% remote due to the pandemic and are approved to continue working 100% remote keep the equipment and office furniture/supplies at their home, or do they need to return them?**

Please consult the list above for approved items. If the items are on the approved list, they can remain at the employee’s home **as long as their department approves.** Departments can request that the items be returned to the university.

1. **Can employees who are working 100% remote due to the pandemic and are approved for a hybrid work arrangement keep the equipment and office furniture/supplies at their home, or do they need to return them?**

Please consult the list above for approved items. If the items are on the approved list, those items can remain at the employee’s home **as long as their department approves**. Equipment purchases are limited to one set of equipment for the primary worksite, whether onsite or offsite, regardless of whether employee is remote, hybrid, or onsite. Exceptions to this requirement will be considered at the discretion of the department and their employee needs. Departments can request that the items be returned to the university.

1. **Will these items be considered a taxable benefit to the employee?**

These items will not be considered taxable to the employee.

1. **If the employee leaves the university, do these items need to be returned?**

All assets and equipment are expected to be returned when the employee leaves the university or as requested by the unit leader/supervisor. Exceptions for office furnishings may be made by contacting University Surplus at the time of separation. Depending on the age and condition of the office chair, for example, items may be recycled. Surplus will provide an exception, if warranted, at the time of review.

1. **Can departments provide a stipend to cover the costs of equipment/office furnishings?**

At this time, stipends will not be allowed.

1. **Can departments pay for cell phones, cell service, modems, or internet access for the employee?**

These items are not allowed to be paid for or reimbursed. See the UI Operations Manual for further guidance: <https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/purchasing/technology-allowance-policy>

1. **Can the employee purchase the items from the university?**

With the exception of laptops and desktop computers, arrangements can be made for the employee to reimburse the university for the cost of the item upon separation from the University. Please consult with University Surplus.