

Procedure 24000b: Remote Work Location Allowance

Scope and Purpose

Determination of the Remote Work Location Allowance (RWLA) amount and the process to request a RWLA.

A. Determination of the Remote Work Location Allowance Amount

Departments may provide internet access (hot spots) to fully remote employees through Network Information Systems (NIS). The amount of the RWLA is set at \$52.00, the same rate as the amount currently charged by NIS to provide internet access. In addition, a review of internet packages, with a minimal of 5 Mbps and at least 80 GB per month, ranged between \$60.00 and \$70.00 per month across various areas of Virginia. Therefore, the RWLA amount would average 75-80% of the actual internet cost.

Link to NIS Rates:

<https://www.nis.vt.edu/ServicePortfolio/ServiceRates.html>.

B. Requesting a Remote Work Location Allowance

Departments can request a RWLA for a fully remote employee, equivalent to a 0.5 FTE or greater, by completing the P3A form. The RWLA will remain in place until the funding department determines the employee is no longer eligible to receive a RWLA. Departments are responsible for the timely discontinuance of the RWLA in conjunction with non-renewal of the flexible work agreement. See Procedure 24000a: Expenditures for Remote Work Assignment for additional information regarding the RWLA.

Link to the P3A Form:

<https://drive.google.com/file/d/1hRprww0Nd98qNgdAuAk0SsEFkY7cKpaZ/view>