

The employee must retain an active access service contract as long as this type of allowance is being paid. Use of these devices or services in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the allowance and other actions as appropriate. The employee must agree to use these devices and services in a safe manner at all times and to abide by Reed policies and guidelines regarding the handling of college confidential or sensitive data.

Payroll Processing

After the Business Office receives and approves the request to initiate an allowance, the allowance will be added to that individual's payroll check. Employees must submit a copy of their most recent electronic access bill to initiate an allowance. Appropriate payroll taxes on the allowance amount will be withheld from the paycheck, and th