

FP&M TEMPORARY SUPPLY POLICY FOR WORKING FROM HOME

FP&M has established temporary policy related to supplies for working from home. This message outlines temporary policies that address the office supply needs of currently remote working/telecommuting employees while we await more specific campus-wide remote work policy in August.

Tips for Success

This is an overview of the temporary policy available on Inside FP&M. Employees who *currently* work remotely/telecommute should keep a few things in mind in order to access supplies needed for working from home:

- UW-Madison continues to provide you with computers, docking stations, cables, and monitors
- You supply your own office furniture
- It may be possible for FP&M to supply specialized office furniture in cases where special accommodation is needed (see more under Policy)
- You supply and pay for your own heating, electricity, Wi-Fi, and other household expenses
- With the pre-approval from your direct supervisor, you can order general office supplies (notepads, pens, highlighters, post-it notes, etc.) using the mandatory state purchasing contract through Staples on ShopUW+
 - Please coordinate any supplies to be delivered to your campus building for pickup
 - Some exceptions apply (see Policy)
 - Reimbursement for general office supplies not ordered through Staples on ShopUW+ will not be honored unless items were not available
 - Use of p-cards to purchase office supplies for home use is not allowable unless pre-approval is received from supervisor and items are not available on ShopUW+
- UW-Madison does not pay for anyone's home remodeling or home furnishings for workspaces at home. Please plan accordingly
- If you use your own equipment that you bought, UW-Madison is not able to repair, perform maintenance on, or reimburse you for the equipment. Those expenses would be your responsibility

Policy

Please review the **temporary policy**, below, in full. Save it for future reference to guide you in case supply-related situations arise this summer.

Equipment

- Computers/Laptops, docking stations, cables and monitors will be provided by UW-Madison

- Office furniture for home is the responsibility of the employee. If specialized office furniture needs are required by an employee that works >80% of the time from home, an accommodation request approval is required. Please work with the Division Disability Representative for further information. UW-Madison purchasing policies must be followed to obtain this specialized office furniture and equipment

Office Supplies

- General office supplies, such as notepads, pens, highlighters, post-it notes, batteries, etc. will be provided by UW-Madison using the mandatory State contract through Staples and ShopUW+.
- Employees should coordinate picking up supplies from their respective employee campus building. If supplies are not available or causes an undue burden for the employee to retrieve from campus, the employee may request that a Staples order be placed through ShopUW+ and shipped to their home address. Home addresses are validated and approved by FPM purchasing team.
- If required supplies are not available through ShopUW+ an employee may purchase the supplies with a supervisor's pre-approval directly and submit an e-Reimbursement request.
 - If the cost to ship supplies to a home address is greater than the cost of the materials, the employee should obtain supervisor approval and then purchase on their own and submit an e-Reimbursement request

Remodeling

- Costs related to remodeling and/or furnishing home workspace shall not be reimbursable / non-payable by UW-Madison

Household Expenses

- Normal household expenses such as heating, electricity, WI-FI shall not be reimbursable / non-payable by UW-Madison

Maintenance/Repair

- Maintenance/repair of all personally owned equipment shall be non-reimbursable / non-payable by UW-Madison

Thank you in advance for your cooperation as we continue to adapt our work as we all adjust to a "New Normal." Your attention to the policy helps our team keep us compliant while providing you with purchasing services for government-funded supplies. Space Management will be providing further policy direction as more information becomes available during office clean-outs/moves.

Questions? Please get in touch with us at fpmboop@fpm.wisc.edu.

Thank you,

Tony Helmke

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