UTAH VALLEY UNIVERSITY
Policies and Procedures

Proposed Policy Number and Title: 203 **Employee Fringe Benefits**		
Current Policy Number and Title: Not applicable		
Approval Process*		
☒ Regular	☐ Temporary	☐ Compliance Change
☒ New ☐ Revision ☐ Revision—Limited Scope ☐ Deletion	☐ New ☐ Revision ☐ Revision—Limited Scope	☐ New ☐ Revision—Limited Scope ☐ Deletion
*See UVU Policy 101 *Policy Governing Policies* for process details.		

Draft Number and Date: Stage 3 Regular, July 8, 2026
President's Council Sponsor: Jim Mortensen
Policy Steward: Kedric Black

POLICY APPROVAL PROCESS DATES		
REGULAR	**TEMPORARY**	**COMPLIANCE**
Drafting and Revision Entrance Date: 8/25/2022	**Drafting and Revision** Entrance Date: _____	**President's Council Approval** Approval Date: _____
University Entities Review Entrance Date: 1/22/2026 Close Feedback: 3/10/2026	**Board of Trustees Review** Entrance Date: _____ Approval Date: _____	**Board of Trustees Ratification** Ratification Date: _____
Board of Trustees Review Entrance Date: 7/13/2026 Approval Date: _____		

Policy Office Draft

POLICY TITLE	Employee Fringe Benefits	**Policy Number**	203
Section	Financial Affairs and Development	**Approval Date**	
Subsection	General Financial Policies	**Effective Date**	
Responsible Office	Office of the Vice President of Finance and Auxiliary Services	**Last Review**	

1.0 PURPOSE

1.1 This policy aims to ensure the University complies with federal tax laws when providing taxable fringe benefits to university employees.

2.0 REFERENCES

2.1 IRS Publication 15-B *Employer's Tax Guide to Fringe Benefits*

2.2 IRS Publication 15 *Employer's Tax Guide*

2.3 Policy 330 *Uniform Policy*

2.4 UVU Policy 211 *Employee Appreciation and Recognition (Gifts and Rewards)*

2.5 UVU Policy 251 *Traveling on University Business*

2.6 UVU Policy 330 *Uniform Policy*

2.7 UVU Policy 332 *Remote Work*

2.8 UVU Policy 357 *Employee Tuition Remission*

3.0 DEFINITIONS

3.1 Courtesy vehicle: A vehicle supplied by entities other than the University for the business and personal use of a university employee.

3.2 De minimis: In general, a de minimis benefit is one that, considering its value and the frequency with which it is provided, is so small as to make accounting for it unreasonable or impractical. It is occasional or unusual in frequency. It also must not be a form of disguised compensation.

3.3 Disguised compensation: Payments that are structured to look like something other than wages or salary but are compensation for services.

3.4 Fringe benefit: A form of compensation offered to employees in addition to their regular salary.

4.0 POLICY

4.1 Fringe benefits provided by the University to employees are taxable and must be included in the recipient's taxable income unless the law specifically excludes it.

4.2 All taxable fringe benefits must be reported to the UVU Payroll Office so proper withholding and tax reporting may occur.

4.3 All benefits, including fringe benefits, and compensation must be reviewed and approved by the Director of Tax Compliance to maintain strict compliance with applicable section of the Internal Revenue Code and university policies and procedures.

5.0 PROCEDURES

5.1 The University provides various fringe benefits to employees. Some benefits are provided university-wide, while others are provided to specific employees by their department. UVU employees are required to comply with the following fringe benefit policies and procedures.

5.2 Cell phone stipend. When a supervisor and an employee determine that the employee requires the use of a cell phone to perform their job duties, they must follow the technology allowance procedure set forth in applicable University policies and guidelines. Supervisors are responsible for determining the appropriate stipend amount while considering the budget impact.

5.3 Internet service stipend. When a supervisor and an employee determine that an employee stipend is appropriate to pay the costs associated with off-campus internet services necessary for an employee to perform their job-related duties, they must follow the technology allowance procedure set forth in applicable University policies and guidelines.

5.4 Employee use of a courtesy vehicle. Employees provided with a courtesy vehicle by an external party shall follow the courtesy vehicle procedure to ensure proper tracking and reporting. The appropriate vice presidents must approve the use of a courtesy vehicle, and the Office of General Counsel must review and approve a courtesy car agreement. The personal use value of a courtesy vehicle will be calculated per IRS rules and treated as taxable wages.

5.5 Educational assistance. UVU Policy 357 *Employee Tuition Remission* should be followed by all eligible employees, spouses, and dependent children who enroll in UVU courses, and the

Staff Education Fund procedures should be followed for full-time staff pursuing education beyond a bachelor's degree. For educational assistance that falls outside of Policy 357 or the Staff Education Fund procedures, section 5.6 of this policy will govern.

5.6 Job-related education, licenses, and certificates. Job-related educational expenses are allowable to the extent that they are required for the employee to maintain or improve skills required for their current position.

5.6.1 Payment for licenses, certification fees, specialized training, or other similar expenses may be authorized for an employee when the University requires the license, certification, or training as a condition of employment.

5.6.2 The following requirements must be met for the expenses described in 5.6.1 to be considered non-taxable:

5.6.2.1 The employee is considered full-time during the period in which the license or certification is active for or during the time of training.

5.6.2.2 The license, certification, or training is directly related to the employee's present position and is required by the University.

5.6.2.3 The University will benefit from the specialized training the employee receives.

5.7 Retirement planning. Retirement planning and advice provided by UVU retirement plan providers are not a taxable wage.

5.8 Meals and entertainment. UVU Policy 251 *Traveling on University Business* governs the treatment of employee compensation for meals and entertainment related to university travel. The treatment of all other employee compensation for non-travel-related meals and entertainment shall be governed by the appropriate expenditure procedures.

5.9 Gifts and awards. The applicable appropriate expenditure procedures should be followed for all employee-related gifts and awards.

5.10 Transportation. Transportation passes provided to UVU employees, their spouses, and dependents, and UVU students as part of the overall agreement between the University and Utah Transit Authority (UTA) are considered de minimis and are excluded from wages.

5.11 Employee discounts. Price reductions on goods and services provided by the University to employees, their spouses, and dependents can generally be excluded from employee wages if the discount does not exceed 20%. Before offering discounts greater than 20%, departments should consult with Finance and Business Services and Payroll to determine potential taxability of the discount.

5.12 Employee Uniforms. Policy 330 *Uniform Policy* should be followed for all employee-related uniforms.

POLICY HISTORY		
Date of Last Formal Review: Click here to enter a date.		
Due Date of Next Review: Click here to enter a date.		
Date of Last Action	**Action Taken**	**Authorizing Entity**

POLICY 101 EXECUTIVE SUMMARY	
Policy Number and Title: Employee Fringe Benefits Policy Bundle	
Date:	January 20, 2026
Sponsor:	Jim Mortensen
Steward(s):	Kedric Black
Policy Process:	Regular
Policy Action:	New
Policy Office Editor:	Cara O'Sullivan
Embedded Attorney:	Clark Collings

Issues/Concerns (including fiscal, legal, and compliance impact):
Policy 203 *Employee Fringe Benefits* will be written to include the employee benefits outlined in Policy 329 and 406, as well as other fringe benefits provided employees.

These policies will be deleted:

Policy 329 *Telephone and Cellular Phone Usage*
Policy 406 *Courtesy Cars*

Suggested Changes: Policy 203 *Employee Fringe Benefits* will be written to provide a consolidated policy for all fringe benefits offered employees.

Requested Approval from President's Council: Click here to choose the appropriate approval.

Proposed Drafting Committee: Corey Callahan, Ked Black, Nikki Scott.

Target Date for Stage 1 Draft to Enter Stage 2: Click here to enter a date.

Target Date for Board of Trustees Review: Click here to enter a date.

EQUITY ASSESSMENT COMMITTEE (EAC) FORM	
Policy Number and Title: 203 Employee Fringe Benefits	
Sponsor:	Jim Mortensen
Steward(s):	Kedric Black
EAC Review:	February 24, 2026
Owner Review:	Click here to select the date.

UVU Scope (Groups Impacted):

Adult learners	Pregnancy, pregnancy-related conditions
Age (40+)	Race and ethnicity
Color	Religion, spirituality, and worldviews
First-generation student status	Sex, gender identity, and gender expression
Individuals with apparent or non-apparent disabilities	Sexual orientation
	Socioeconomic status
National origin and citizenship status	Veteran status (including uniformed military status)

Note: This form is for internal use only by the EAC and policy owners (sponsors, stewards, and coordinators). This form captures general equity concerns and those that impact the specific groups listed. This form will accompany the Stage 2 draft.

Section	Groups Impacted	General Equity	Equity Concern	Recommendation	Policy Owner Proposed Solution
			No equity concerns noted.		

POLICY APPROVAL PROCESS - STAGE 2
SUMMARY OF COMMENTS

Policy Title: Employee Fringe Benefits		**Policy Number: 203**
Sponsor: Jim Mortensen	**Steward: Kedric Black**	
Presentation to: AAC		**Date Presented: February 10, 2026**

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
AAC	5.6		Yes	Financial concern for the university covering licenses and certification of faculty, particularly in departments/colleges where all faculty are required to be licensed per accreditation guidelines.	Whether or not a division has the financial ability to cover such costs is not within the scope of this policy.

SUMMARY OF COMMENTS (STAGE 2)			
Policy Number and Title: 203 Employee Fringe Benefits			
Sponsor: Jim Mortensen			
Steward(s): Kedric Black			
UVUSA Date Presented:	**Academic Affairs** Date Presented:	**Faculty Senate** Date Presented: 1/27/2025	**PACE** Date Presented:

Campus Entity	Policy Section	Editorial Comment	Substance Comment	Concern	Sponsor/Steward Response
Faculty Senate				The faculty senate supports this policy Vote Results: Support - **34** Do Not Support - **0** Abstain - 0	

SUMMARY OF COMMENTS (STAGE 2)			
Policy Number and Title: Policy 203 Employee Fringe Benefits			
Sponsor: Jim Mortensen			
Steward(s): Kedric Black			
UVUSA	**Academic Affairs Council**	**Faculty Senate**	**PACE**
Date Presented: Completed	Date Presented:	Date Presented:	Date Presented: Completed

Note: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure) or is a substance comment (content, procedure, etc.)

Campus Entity	Policy Section	Editorial Comment	Substance Comment	Concern	Sponsor/Steward Response
PACE				No comments.	
UVUSA				No comments.	