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**MEMORANDUM**

**PERSONNEL MEMO 22-06**

**To:** Cabinet Secretaries  
Agency Heads  
Human Resource (HR) Administrators

**From:** Gerina D. Whethers, Secretary

**Date:** July 28, 2022

**Re: Internet Reimbursement**

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Effective September 1, 2022, employee reimbursement of internet services will cease, unless payments are required to continue in accordance with the Fair Labor Standards Act (FLSA). Currently, the FLSA requires an employer to reimburse a non-exempt employee for office expenses if the cost of those office expenses would reduce the employee's hourly wage below the applicable minimum wage.

Please take action to ensure all impacted employees receive a minimum of thirty (30) days' notice by the appointing authority or their designee.

Thank you for your attention to this matter. If you have any questions, please contact Mary Elizabeth Bailey, Commissioner, Department of Human Resources Administration, at (502) 564-7571.