

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Debbie-Ann Scott, Director (Task Assigned)
COMPENSATION & HR SUPPORT SERVICES

May 6, 2020

TO: Principals/Directors

FROM: Debbie-Ann Scott, Director (Task Assigned)
Compensation & HR Support Services

VIA: Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Officer

SUBJECT: CELL PHONE ELECTION FOR ELIGIBLE ITINERANT TEACHERS (2019 – 2020)

According to Article 19(T) of the Collective Bargaining Agreement between The School Board of Broward County, Florida and the Broward Teachers Union-Education Professionals (BTU-EP), the Board agrees to provide Itinerant Teachers a stipend for the cost of using a personal cellular phone for job related purposes. As such, eligible Itinerant Teachers who use a personal cell phone to perform official business on behalf of the School Board shall receive a lump sum payment up to three hundred fifty dollars (\$350) per year prior to the conclusion of their work calendar.

Employees shall be deemed eligible for this benefit if they meet the definition listed below:

Itinerant teachers are those teachers who travel to two or more locations throughout the workday to provide services to students and/or student populations. Teachers meeting this definition may include the following:

- Social Workers
- Speech Language Pathologist
- DJJ Teachers
- Hospital/Homebound Teachers
- Family Counselors
- Behavior Specialist
- Teachers of the Visually Impaired
- Teachers of the Deaf and Hard of Hearing (DDH)
- School Psychologists
- Occupational/Physical Therapy Teachers
- Program Specialist

In addition, Itinerant Teachers currently issued a cellular phone by the District shall be given the option of continuing to use the phone with unrestricted access subject to board policy or receiving the lump sum payment.

Payments for eligible employees will be processed by the employee's work location. As we continue to work remotely, employees will need to complete the attached Cellular Phone Election form, and scan and submit via e-mail to respective Principal/Director for verification of eligibility. Once you have approved this request, a one-time payment is to be created via iForm by your HR Action Processor in order to process the payment to your eligible employees. All documents are to be retained by your location/department.

A packet of information is being provided to you with instructions and guidance to assist you in processing the payments to eligible employees. The information includes:

- Cellular Phone Election Form for Itinerant Teachers
- Q & A Cell Phone Reimbursement for Itinerant Teachers
- SAP Instructions for Active Employees
- SAP Instructions for Inactive and Withdrawn Employees

For questions relating to this benefit or the form, please contact the Compensation & HR Support Services Department at (754) 321-0150.

VSW/DAS:im
Attachments

c: Robert W. Runcie, Superintendent of Schools