

Q & A Cell Phone Reimbursement for Itinerant Teachers (2019 - 2020)

Following are answers to commonly asked questions about processing the Cell Phone Reimbursement for Itinerant Teachers. **For additional information, please follow link:** <https://www.browardschools.com/Page/47676>

COLLECTIVE BARGAINING AGREEMENT AND ELIGIBILITY:

1. Who is eligible for a cell phone reimbursement payment?

Itinerant Teachers are those teachers who travel to two or more locations throughout the workday to provide services to students and/or student populations at different locations and may be housed at a District office or at a school within the zone.

Teachers meeting the definition stated above may include the following:

Position Title	Job Class
Family Counselors	300380, 300381
DJJ Teachers	
Hospital/Homebound Teachers	900451
Teachers of the Visually Impaired	900226
Teachers of the Deaf and Hard of Hearing (DDH)	900209
Occupational Teachers/ Physical Therapy Teachers	641051
School Psychologists	730811, 740050
Social Workers	960120
Speech Language Pathologists	900572
Behavior Specialists	970134
Program Specialists	970124, 970125, 970131, 970135, 970136

2. What governs the cell phone reimbursement payments for Itinerant Teachers?

In accordance with Article 19, Section T, of the Broward Teacher's Union-Educational Professionals (BTU-EP) Collective Bargaining Agreement, Itinerant Teachers shall be compensated for using his/her personal cellular phone for official School Board business or may elect to continue using an unrestricted cellular phone issued by the District.

3. Why is a cell phone reimbursement election form required annually?

Itinerant Teachers are given the option of using a personal cell phone for School Board business calls or using a School Board issued cellular phone. The election form confirms the employee's election for the school year in question.

4. How much is the cell phone reimbursement for Itinerant Teachers, and is the amount paid the same for everyone?

Eligible employees shall receive a lump sum payment up to \$350, less applicable taxes, prior to the conclusion of their applicable work calendar for this purpose. For those employees working less than their full work calendar, the stipend shall be prorated at the rate of \$35.00 per month.

# of Months	Amount Owed
1 month	\$35
2 months	\$70
3 months	\$105
4 months	\$140
5 months	\$175
6 months	\$210
7 months	\$245
8 months	\$280
9 months	\$315
10 months	\$350

5. Can staff who transferred (voluntarily or involuntarily) to another school/department, or moved into an ineligible job class still get the reimbursement payment?

Yes, if an employee qualified as an Itinerant Teacher for one or more months of the school year, they can be reimbursed a pro-rated amount commensurate with their employment in that position. Be sure to coordinate any cell phone reimbursement payments to transferred employees with the other location(s).

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6. Can retirees receive the reimbursement?

Yes, if an employee qualified as an Itinerant Teacher prior to retirement they can be reimbursed a pro-rated amount commensurate with their employment in that position.

7. Are other teachers, administrators, non-instructional, part-time, temps and subs eligible?

No, this reimbursement agreement is only provided to Itinerant Teachers.

8. Is the cell phone reimbursement payment subject to taxes?

Yes, the cell phone reimbursement payment is subject to Federal Income Tax, FICA, and Medicare.

PROCESSING PAYMENTS:

1. How do we process the cell phone reimbursement payments?

Cell phone reimbursement payments will be processed by the HR Action Processor for each location.

- Submit a One-Time Payment iForm for active employees.
- Use transaction PA30, infotype 0267 Off-Cycle Payment Action for retired or terminated employees. (The location's HR Action Processor has access to enter the payment on infotype 0267.)
- Submit a check request for any former employees who appear as active in SAP but are non-school board employees (AKA, designated as External employees in SAP).

2. If the employee has retired, resigned, or is on leave, how do we process a cell phone reimbursement payment for them?

Payments for inactive employees who held primary positions and have since retired, resigned or went on leave will be processed by your location's HR Action Processor directly into SAP by using the PA30 transaction and choosing the 0267 Off-Cycle Payment Action. After the entry is complete, Payroll will review and process the payment for these employees. **Locations MUST notify their assigned Payroll Processor in the Payroll Department via email when they enter cell phone reimbursement payments for inactive employees. Include in the email: personnel number, name, date and amount, with subject line "Cell Phone Reimbursement Payment".**

- *Note: Please be advised that cell phone reimbursement payments for withdrawn and inactive employees will not be processed simultaneously with those for active employees. An analysis of overpayment (if any) must be completed by Payroll staff before any funds can be disbursed to withdrawn and inactive employees. Any monies owed to the Broward County Public Schools will be deducted from the Cell Phone Reimbursement payments before the checks are processed for distribution.*

3. How do we process a cell phone reimbursement payment for a former employee, now designated as a non-school board employee?

A check request must be submitted to the Accounting Department for cell phone reimbursement payments for non-school board employees identified in SAP as "External".

- Please include the person's social security number and address on the check request. The check request should be coded to Fund 1000, Functional Area 5801771040000000, Commitment Item 53720100, and "Itinerant Teacher Cell Phone Reimbursement" should be entered in the description field.
- By placing the social security number and address on the check request, a Form 1099 may be issued at year-end, depending on the total amount of all payments made to this individual by the District.
- If the employee is a new vendor, you must complete a vendor profile form and submit it to Purchasing. The vendor will be created and then the check request processed. The vendor profile form is available on web/forms.

4. Is there a deadline for processing the cell phone reimbursement payments?

Yes, the cell phone reimbursement payment must be paid to eligible employees prior to conclusion of the employee's work calendar.

5. Can we process the cell phone reimbursement payments earlier than the deadline date?

Per the Collective Bargaining Agreement, cell phone reimbursement payments must be prorated for employees who do not work the full year as an Itinerant Teacher; if they do not work the full school year in that position, an early payment of the full \$350 could result in employees who are overpaid. However, prorated payments can be processed prior to the end of the year for any eligible employee who will be resigning, retiring, going out on leave, or moving out of an Itinerant Teacher job class.

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6. When can we expect the cell phone reimbursement payment?

Use the Payroll Calendar to determine the date of payment. A table is also provided below with deadlines/payment dates.

- *Tip: To ensure that all staff on AA and BB payroll areas receive payments on the same AA and BB pay dates, be sure to enter cell phone reimbursement payments prior to the time entry deadlines published by Payroll. Keep in mind AA and BB payroll areas have different pay dates.*

Complete information must be entered and approved in SAP **by the deadline dates** according to the tables below. Information entered by the deadline date will appear on the corresponding paycheck.

ACTIVE EMPLOYEES						
Payroll Area	Deadline Date:	Will Be Paid On:		Payroll Area	Deadline Date:	Will Be Paid On:
AA	5/10/20	5/15/20		BB	5/3/20	5/8/20
	5/24/20	5/29/20			5/17/20	5/22/20
	6/7/20	6/12/20			5/31/20	6/5/20
	6/21/20	6/26/20			6/14/20	6/19/20
SUBMISSIONS RECEIVED AFTER 6/29/20 WILL BE PROCESSED ACCORDING TO THE PAYROLL SCHEDULE FOR THE RESPECTIVE PAYROLL AREA						

7. How do I print a list of my entries?

Run the One-Time Payment report located in Reports & Planning portal. Export the report to Excel to capture all the data. This is a BI report; therefore, you must wait one day after your principal has approved the iForm to run the report. The One-Time Payment report lists all one-time payments processed for active employees with primary positions at your location. The wage type for cell phone reimbursement payments is 3CEL.

- *Note: Payments to withdrawn, inactive and reassigned active employees will not be listed on this report. Once the overpayment analysis is complete and payments have been processed, Payroll staff will notify the locations.*

8. Will the cell phone reimbursement payments be sent to my school for employees who are withdrawn (retired, resigned, etc.) or on a leave of absence?

No, payments for employees who are withdrawn or on a leave of absence will be mailed to the employee's permanent address on file.

9. Who will communicate payment dates and other cell phone reimbursement information to the employees?

Since schools enter cell phone reimbursement payments for their employees directly into SAP, each school controls the payment date for their location. Therefore, the location administrator should coordinate with the location's HR Action Processor and/or Payroll Contact(s) to disseminate that information, based on the school's schedule. Employees should not call Payroll directly; they should seek assistance from their site Payroll Contact.

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