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Signatures on File

TO: Principals/Directors

FROM: David Azzarito
Chief People Officer, Human Resources & Equity

VIA: Dr. Angela R. Fulton
Deputy Superintendent, Teaching & Learning

SUBJECT: CELL PHONE ELECTION FOR ELIGIBLE ITINERANT TEACHERS (2024/2025)

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, 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. Teachers meeting this definition may include the following:

• Social Workers	• Teachers of the Visually Impaired
• Speech Language Pathologist	• Teachers of the Deaf and Hard of Hearing
• DJJ Teachers	• School Psychologists
• Hospital/Homebound Teachers	• Occupational/Physical Therapy Teachers
• Family Counselors	• Program Specialist
• Behavior Specialist	• Teacher-Instructional Facilitator
• Grant Facilitator	• Teacher-Instructional 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 Policy 5306 and Policy A-469.

Payments for eligible employees will be processed by the employees' work location. Employees will need to complete the attached Cellular Phone Election form and submit it to respective Principal/Director for verification of eligibility. Once you have approved this request, a one-time lump sum payment is to be created via a one-time payment database, by your Human Resources Action Processor in order to process the payment for 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
- Instructions for One Time Payment Database - Cell Phone Reimbursement

For questions relating to this benefit or the form, please contact the HR Support Services Department at (754) 321-0100.

ARF/DA/CH/SG

Attachments

cc: School Board Members

Dr. Howard Hepburn, Superintendent of Schools

Cabinet