



6.06 Employee Allowance

6. Finance - Administrative Procedure Manual

Travel Allowance

The Pine Creek School Division abides by the rules and regulations established by the Canada Revenue Agency (CRA) with regard to employee travel on divisional business. Reimbursements for travel while on Division business is covered under the Employee Expenses administrative procedure.

Travel allowance paid to division personnel, while using their own vehicle on division business, shall be at the prevailing rate as established by Senior Administration in consultation with collective bargaining agreements.

Electronic Communication Allowance

This procedure is intended to promote communication and the integration of technology for both staff and students. Proper communications and access to divisional and itinerant employees assists these employees in both achieving divisional goals and providing support to schools, students and offices in a timely manner. The term "wireless communication device" refers to cellular phones, smartphones, multi-use devices and similar telecommunication devices.

The Secretary-Treasurer may authorize a contract and/or plan changes for any division-purchased wireless devices.

The Pine Creek School Division may provide an allowance for communication devices to employees where these devices will provide a level of security while travelling on division business, increase accessibility and help address issues in a timely fashion.

The Superintendent or Secretary-Treasurer may approve an allowance for a wireless communication device for an employee who meets at least one of the conditions outlined below:

- engages in regular work related travel for the Division
- is regularly out of the office on Division business
- is expected to be on call for essential services

Any employee approved for an allowance must agree to:

- provide the contact number to be included in divisional directories
- use the security features of the device to ensure a level of protection toward personal and confidential information on the device
- comply with any applicable Division policies and procedures and provincial regulations regarding the legal use of wireless devices

The approved allowance will be set at a rate dependent on the level of use required for divisional business. The allowance may be established in accordance with the wireless services agreement, depending on the divisional communication requirements of the employee, but will not exceed the rate the division would pay to contract this service. Employees may be required

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to submit a current contract or bill in order for the division to establish the amount of the allowance.

Employees are to engage in their own cell phone contract and they will be paid by the Division in the amount of the approved allowance. This allowance is a taxable benefit as per Canada Revenue Agency regulations.