



Category: Technology	Responsible Owner: VP Operations	Effective Date: August 8, 2024 End date: December 31, 2024
Policy/Form Number: 8.1	Approval Body: Board of Governors	Policy/Form Name: Technology Allowance Policy

A. POLICY

PURPOSE:

The Technology Allowance Policy establishes financial support for eligible employees to purchase Qualifying Technology, as defined below. This will allow instructors to teach in the classroom on-site or remotely from home, and enable non-instructional staff to work from home, while supporting the College’s commitment to protecting the College’s information, business interests and data, and that of our stakeholders, in a safe and secure manner.

SCOPE:

The Technology Allowance supports Columbia College employees to use their own device when working remotely. The Qualifying Technology is expected to last for three years.

The Technology Allowance is a taxable benefit to the employee. The amount reimbursed does not include any monthly plans or contracts, however, 3-year extended warranties may be purchased and included in the Technology Allowance.

Columbia College will not be responsible for maintenance or repairs of any sort; these will be the responsibility of the employee, vendor or manufacturer as the technology is employee property, not the property of the College. The Columbia College IT department will help with remote connectivity to the College IT infrastructure, but the functionality of the device itself will be the employee's responsibility.

Columbia College will cover the cost of Qualifying Technology up to the allowable maximum. Any amount above the allowable maximum will be covered by the employee. For example, if relevant taxes take the amount above the allowable maximum, the employee must pay for the taxes or any amount above the allowable maximum.

All employees who utilize the Technology Allowance must acknowledge that there may be certain system or software requirements to enable them to use the device for work-related activities. The IT department will support the installation of these specific requirements and there will be no charges related to these requirements.

ELIGIBILITY:

In September 2024, the Technology Allowance will be available to all active employees who work at least 50% or more and meet the following thresholds:

- Gridded instructors who have completed 1,260 hours, long-term gridded, regular, or tenured academic instructors; or
- non-instructional employees who have completed at least 3,640 hours and 24 months at Columbia College.

WHEN TO USE THE POLICY:

Use for all employees who meet the eligibility requirements based on the eligibility criteria outlined above. The Technology Allowance of \$1,500 per eligible employee for the 2024/25 budget has been approved by the Board of Governors.

DEFINITIONS:

Qualifying Technology:

One of a laptop or desktop, and/or computer accessories required such as monitors, printers, keyboards, headphones. The Technology Allowance does not include software nor enable the purchase of more than one computer or similar device. The device should have a webcam and microphone built in to enable an instructor or non-instructional staff to teach or meet remotely if necessary. For those who already possess an appropriate device and accessories that enable them to effectively work at home or teach in a classroom, another device such as a cell phone or tablet may be purchased with the following proviso detailed below.

Instructors are responsible for choosing the appropriate technology to enable them to effectively teach in the classroom or teach remotely. If an instructor chooses to purchase technology other than that required to teach onsite in the classroom, or teach remotely, possibly because they already own such devices, the instructor will be responsible for ensuring they have the appropriate technology to teach onsite in the classroom or teach remotely, at their own expense.

Non-instructional staff are responsible for choosing the appropriate technology to enable them to effectively work at home if required. If a non-instructional staff chooses to purchase technology other than that enabling them to work remotely, possibly because they own such devices, the non-instructional staff will be responsible for ensuring they have the appropriate technology to work remotely if required, at their own expense.

Responsible Owner:

Vice Principal Operations

Category: The category or grouping that the policy falls into i.e.
8.0 Technology

B. PROCEDURES:

Who Is Reimbursed:

All employees who meet the eligibility requirements can submit their receipts for reimbursement between September 1 and December 31, 2024.

Amount to be Reimbursed:

Columbia College will cover the cost of Qualifying Technology up to a total of \$1,500. Any amount above that amount will be covered by the employee. For example, if relevant taxes take the amount above the set amount of \$1,500, the employee must pay for the taxes or any amount above \$1,500.

No additional computers and related equipment should be expected to be reimbursed by the College.

Period of reimbursement and how to be reimbursed:

The amount reimbursed is only for Qualifying Technology invoiced and paid for in the Fall 2024 semester (September 1 – December 31). Purchases must be made from a Canadian retailer in Canadian Dollars and must be made in the September to December reclaim period. **Expenses made prior to or after the reclaim period will not be reimbursed.**

Eligible employees fill out the Technology Allowance Form and Disclaimer, outlining that they understand the security requirements to complete their work on their device.

To be reimbursed, the Technology Allowance Disclaimer Form and receipts must be submitted to payroll@columbiacollege.ca, between September 1 and December 31, 2024. Put "Technology Allowance + [Your Name]" in the subject line. Late or incomplete submissions will not be reimbursed.

The expense will be reimbursed on the next available payroll.

Taxable Benefit:

This is a Columbia College subsidy and is a taxable benefit that will appear on an employee's T4 at the end of the appropriate year. This means that the net amount received will be less depending upon an individual tax rate.

Free Software available to Columbia College employees:

Eligible employees can check with the IT Department with respect to software (Office 365) and anti-virus (Sophos) that is available at no cost to the employee through Columbia College.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

Expense Report:

- F8.1 Technology Allowance & Disclaimer Form

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

n/a

REFERENCE TO BYLAWS:

n/a

RELATED ACTS AND REGULATIONS:

n/a

RELATED POLICIES:

n/a

A. APPROVALS:

IF APPLICABLE:

Chair, Academic Board N/A		Date:
Chair, Marketing and Recruitment Committee: N/A		Date:
Chair, Finance Committee: Lisa Poole	Signed by: <i>Lisa Poole</i> 8EADD01D4EC84A6...	Date: 8/16/2024

APPROVAL FOR ALL POLICIES:

Responsible Owner: Rose Black (VP Operations)	Signed by: <i>Rose Black</i> CF054351DED04B6	Date: 8/16/2024
Principal or Designate: Matt Wadsworth	Signed by: <i>Matt Wadsworth</i> 4E77E4AD64D94DC...	Date: 8/16/2024
Chair, Board of Governors Ana Culibrk	Signed by: <i>Ana Culibrk</i> B29AABA9146C4FF...	Date: 8/19/2024

Proposed Review Date: N/A	Dates(s) revised: August 8, 2024	Replaces Policy/Form Number: 8.1 Technology Allowance Policy (approved in June 2024)	
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