



<b>Category:</b> Technology	<b>Responsible Owner:</b> VP-Operations	<b>Effective Date:</b> May 19, 2021
<b>Policy/Form Number:</b> 8.1	<b>Approval Body:</b> Board of Directors	<b>Policy/Form Name:</b> Technology Allowance Policy

## A. POLICY

### PURPOSE:

The Technology Allowance is to be used towards the purchase of Qualifying Technology, as defined below, that will allow instructors to teach in the classroom on-site or teach remotely from home and enable non-instructional staff to work from home.

### SCOPE:

The Technology Allowance will negate the need for employees to use Columbia College owned hardware and technology accessories at home.

The Qualifying Technology is expected to last until the next approved Technology Allowance in 3 years' time, providing Columbia College's financial position allows the continuation of the Technology Allowance (as determined by the Finance Committee and the Board of Directors).

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 team will assist with remote connectivity to the College IT infrastructure but the functionality of the device itself will be the responsibility of the employee.

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

### ELIGIBILITY:

The Technology Allowance applies to voting members of Columbia College Society on a pre-determined date who are either:

- gridded (1260 hours or more), regular, or tenured academic instructors
- gridded or tenured ELC instructors
- non-instructional employees who have completed a minimum of 3640 hours and 24 months at Columbia College

### WHEN TO USE THE POLICY:

Use for all employees who meet the eligibility requirements every 3 years, as per the pre-determined dates. The Technology Allowance must be approved by the Finance Committee and the Board of Directors each cycle; approval and determination of the set amount is based upon the financial circumstances of Columbia College at the time of renewal.

**DEFINITIONS:**

**Qualifying Technology:**

One of a tablet, 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 preferably have a webcam 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 enables them to effectively work at home or teach in a classroom, another device such as a cell phone 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:**

1. All employees who meet the eligibility requirements on **September 15, 2021**.

**Amount to be Reimbursed:**

2. Columbia College will cover the cost of Qualifying Technology up to a total of \$1,200. Any amount above that amount will be covered by the employee. For example, if relevant taxes take the amount above the set amount of \$1,200, the employee must pay for the taxes or any amount above \$1,200.
3. No additional computers and related equipment should be expected to be reimbursed before the next Technology Allowance in 3 years' time (May 2024), and therefore the purchase should be planned accordingly.

**Period of Reimbursement and How To Be Reimbursed:**

4. The amount reimbursed is only for Qualifying Technology invoiced and paid for between **May 15, 2021 to December 31, 2021**.

5. Eligible employees fill out an Expense Claim Form found at:  
[https://columbiacollegeca.sharepoint.com/:x:/r/sites/Intranet/HR/\\_layouts/15/Doc.aspx?sourcedoc=%7B7D385FFB-6A6D-448D-9763-36F3F4C523F2%7D&file=Expense%20Claim%20Form.xlsx&action=default&mobileredirect=true](https://columbiacollegeca.sharepoint.com/:x:/r/sites/Intranet/HR/_layouts/15/Doc.aspx?sourcedoc=%7B7D385FFB-6A6D-448D-9763-36F3F4C523F2%7D&file=Expense%20Claim%20Form.xlsx&action=default&mobileredirect=true)
6. To be reimbursed, the Expense Claim Form and receipts must be submitted to [PayRoll@columbiacollege.ca](mailto:PayRoll@columbiacollege.ca), by 5 pm December 31, 2021. Please put "Technology Allowance" in the subject line. Late submissions will not be reimbursed.
7. The expense will be reimbursed on the next available payroll.

**Taxable Benefit:**

8. 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 actually received will be less depending upon an individual tax rate.

**Dual Use of Technology Purchased:**

9. All Columbia College technology currently removed from Columbia College premises in order to work remotely, will need to be returned to Columbia College premises by August 31, 2021. The Technology Allowance should be used to purchase the necessary technology to allow for instructors to teach on-site in the classroom or from home, and for non-instructional staff to work from home if required.
10. 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:**

[https://columbiacollegeca.sharepoint.com/:x:/r/sites/Intranet/HR/\\_layouts/15/Doc.aspx?sourcedoc=%7B7D385FFB-6A6D-448D-9763-36F3F4C523F2%7D&file=Expense%20Claim%20Form.xlsx&action=default&mobileredirect=true](https://columbiacollegeca.sharepoint.com/:x:/r/sites/Intranet/HR/_layouts/15/Doc.aspx?sourcedoc=%7B7D385FFB-6A6D-448D-9763-36F3F4C523F2%7D&file=Expense%20Claim%20Form.xlsx&action=default&mobileredirect=true)

**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:**

<b>Chair, Academic Board</b>	<b>Date:</b>
<b>Chair, Marketing and Recruitment Committee:</b>	<b>Date:</b>
<b>Chair, Finance Committee:</b> <b>Faith Jones</b>	<b>Date: May 13, 2021</b>

DocuSigned by:  
*Faith Jones*  
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**APPROVAL FOR ALL POLICIES:**

<b>Responsible Owner:</b> <b>VP-Operations, Brenda Louie</b>	<b>Date: May 19, 2021</b>
<b>Principal or Designate:</b> <b>Robin Hemmingsen</b>	<b>Date: May 19, 2021</b>
<b>Chair, Board of Directors:</b> <b>Mike Metcalf</b>	<b>Date: May 13 &amp; May 19, 2021</b>

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*Brenda Louie*  
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*Mike Metcalf*  
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<b>Proposed Review Date:</b> March, 2024	<b>Dates(s) revised:</b> <b>May 18, 2021</b>	<b>Replaces Policy/Form Number:</b> 8.1 Technology Allowance Policy (approved in December 2018)
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