Policy Statement.

To establish UNTHSC policy regarding payments of allowances for the use of personal cellular phones in conducting UNTHSC business and, under limited and exceptional conditions, for the provision of UNTHSC-provided cellular phones to employees. This policy is intended to provide an alternative to the need for many faculty and staff to carry two cellular phones (for UNTHSC and personal use), to simplify payments and associate record keeping, and to eliminate potential problems over personal use of UNTHSC provided cellular phones.

The UNTHSC will cease providing organization-owned cellular phones to faculty and staff, except as prescribed below. It will, however, continue to provide an allowance for charges incurred as the result of a faculty or staff member’s use of a personal cell phone for official business when the faculty or staff member has an official state business need for the phone.

Cell Phone Allowance

1. UNTHSC will provide an allowance to regular retirement-eligible faculty and staff members for the use of a personal cell phone for official business purposes.

2. UNTHSC will pay an initial allowance for the purchase of the telephone instrument (if it has not already been purchased by the UNTHSC) equal to 50% of the purchase price of the instrument, but not to exceed $150 for PDA’s (personal Digital assistants) and $50 for non-PDA instruments.

3. UNTHSC will provide a flat-rate monthly allowance, independent of the cell phone provider selected by the employee, of $10 for text messaging (to replace a pager service), either $20, $30 or $40 per month for employees using only basic voice services, and an additional $40 per month for employees using advanced data services (email and web services), for an approved request.

4. The allowance amounts shown above will be reviewed annually by Telecommunications. Recommendations for changes may be made if warranted.
5. All monthly allowances on instrument purchase allowances will be paid as miscellaneous additions to the employee’s regular paycheck and are subject to FICA and tax withholding. Employees may choose to detail their cell phone expenses as a business expense when filing income tax forms.

6. The cellular phone acquired by the employee is considered to be the personal property of the employee and accordingly shall be used in any way the employee deems appropriate. Any service contract the employee might enter into regarding the acquisition or operation of the cell phone is personal to the employee. The UNTHSC shall have no obligation or make any guarantees with respect to such contract to the employee or to the service provider.

Support

1. Support for UNTHSC owned devices and plans will be provided by Telecommunications on an as needed basis, and may be subject to service fees.

2. Support for over-the-air email and calendaring, Skyscape, etc. on personal devices will be provided by the Help Desk with a per-hour charge.

3. All plan and service support for personal devices will provided by the service provider.

Exceptions to the standard policy above

1. Any exception to the policy must be documented and approved by the chair/department head.

2. HSC may issue HSC owned cell phones to employees when special circumstances of their job responsibilities warrant such action. Request for a HSC owned cell phone must be submitted to the Telecommunications department on the appropriate form and are subject to the following:
   - HSC owned cell phones will be use for HSC business only. No provision for personal calls is made.
   - Telecommunications will select the vendor, plan and equipment to full fill the request.
   - The cell phones will be the property of the HSC and will be listed in the inventory. A property custody receipt will be required.
   - The using department will be charged for all costs associated with the phone service plus an administration fee.
The request must be approved by the Executive Vice President of Finance and Administration.

**Application of Policy.**

This policy applies to all faculty and staff.

**Definitions.**

1. **Official business purposes.** Official business purposes means authorized state business where a faculty or staff member may need a cell phone. Examples of official state business reasons why a faculty or staff member may need a cell phone include but are not limited to: the employee travels frequently, the employee is frequently out of the office on official business, the employee uses the phone on job sites where wired phones are not available, or the employee is a member of key personnel who are needed in the event of an emergency.

2. **HRM6.** HRM6 is an Appointment/Position Authorization Form, used at UNTHSC to initiate and track actions affecting an employee’s employment or compensation.

**Procedures and Responsibilities.**

1. The employee’s chair/department head must approve the employee’s request for the allowance and provide the funding. A HRM6 must be completed in order for the allowance to be paid.

   **Responsible Party:** Department Head, Department Employee

2. The employee is responsible for contracting with a cell phone service provider, for paying any initial plan charges, for the purchase of the cell phone itself and for paying the plan’s monthly bills. A purchase receipt or invoice itemizing the purchase price of the instrument must be submitted on a HRM6 for reimbursement. An employee is eligible to receive this allowance every 36 months if they choose to upgrade their telephone instrument.

   **Responsible Party:** Department Head, Staff/Faculty member

3. Employees requesting allowances or purchase allowances for advanced voice and data services must justify their request and show why their position at UNTHSC requires advanced services.

   **Responsible Party:** Staff/Faculty member

4. Each chair/department head is required to annually review eligibility and basic cell phone allowances of employees in their department and verify the employees’ eligibility for reimbursement by having
the employees demonstrate that they are still utilizing the cell phone service for business purposes and the reimbursement level is correct. It is the responsibility of the employee to inform the department head of any changes in his/her status or need for the use of the phone. 

**Responsible Party:** Department Head, Staff/Faculty member

**References and Cross-references.**

**Forms and Tools.**

[HRM6 Appointment/Position Authorization Form]

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