

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 04 - Administration</b>
<b>04.306 Cellular Phone Use and Allowance</b>	

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, as soon as practicable after the adoption of this policy. 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**

- a. The 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. 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.
- b. The employee's chair/department head must approve the request for the allowance and provide the funding. A HRM6 must be completed in order for the allowance to be paid.
- c. 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. 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. 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.
- d. The 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.

- e. 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.
- f. The allowance amounts shown above will be reviewed annually by Telecommunications. Recommendations for changes may be made if warranted.
- g. 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.
- h. 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.
- i. 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**

- a. Support for UNTHSC owned devices and plans will be provided by Telecommunications on an as needed basis, and may be subject to service fees.
- b. 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.
- c. All plan and service support for personal devices will provided by the service provider.

### **Special circumstances of an employee's job responsibilities at the UNTHSC may justify exceptions to the standard policy above.**

- a. Any exception to the policy must be documented and approved by the chair/department head.
- b. HSC may issue HSC owed cell phones to employees whose job duties warrant. 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 personnel 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.

Faculty and staff.

Definitions.

None

Procedures and Responsibilities.

Procedure / Duty

See policy statement above.

Responsible Party

References and Cross-references.

None

Forms and Tools. (optional)

None

Approved: 9/1/2000

Effective: 9/1/2000

Revised: 9/1/2007