



UT System Administration Policy Library – Policy INT112
Wireless Communication Device Policy

Responsible Officer: Vice Chancellor for Administration

Sponsoring Office: Office of Administration

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Errors or changes to: policyoffice@utsystem.edu

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POLICY STATEMENT

This policy provides guidance regarding eligibility for a wireless communication plan, service plan allowances, and equipment reimbursement.

RATIONALE

The University of Texas System Administration provides a wireless communication device allowance and authorized equipment to those employees who have a documented official state business need for a communication device. These employees must continue to meet eligibility requirements as defined by the eligibility guidelines outlined below.

SCOPE

All offices of UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/int112.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

None

CONTACTS

If you have any questions about UT System Administration policy INT 112, *Wireless Device Policy*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
	Office of Administration	512-499-4419	tlarue@utsystem.edu
	Office of the Controller	512-499-4558	Controllersoffice@utsystem.edu

DEFINITIONS

Communications Device

Cellular telephones or personal digital assistants (PDA) with email capability, or telephone/PDA combinations, and any necessary accessories (including batteries, hands-free devices, cases, carrying devices, chargers, and data cabling)

Director Level or above

Includes Executive Vice Chancellors (EVC), Vice Chancellors (VC), Assistant Vice Chancellors, Associate Vice Chancellors, Executive Directors & Directors

Field Staff

Employees whose primary job duties are performed outside of an office environment for 50% or more of the time

Key Personnel for Emergencies or Other Critical Contact

Examples would include police, certain network administrators, and key facilities staff (others by approval of their EVC or VC)

Official State Business Needs

Relates to employees engaging in business travel 50% or more of the time, or who are out of the office on System Administration business 50% or more of the time, or who are members of key personnel needed in the event of an emergency or other critical contact

PDA (Personal Digital Assistant)

A handheld device that has the capability to combine computing, telephone/fax, internet and networking features

RESPONSIBILITIES

Department Head

- Determines initial eligibility and continuing eligibility for wireless communication device allowance, as well as approves requests for reimbursements related to the purchase of qualified wireless equipment and accessories
- Reviews, signs and submits completed Wireless Communication Device Allowance Request Forms and Wireless Communication Device Equipment Reimbursement Request forms to the appropriate EVC or VC for approval before forwarding the document(s) to the Office of Controller for approval and payment.
- Notifies the Office of the Controller of a change in an employee's job responsibilities, such that the provision of a monthly communication plan allowance is no longer applicable

Employee

- When seeking to initiate a Wireless Device Allowance or to request reimbursement of qualified communication device equipment and accessories, submits appropriate form with justification &/or receipts, to the Department Head and then to the appropriate EVC or VC for approval.
- When expenses are incurred for phone charges related to business activity conducted on a personal cell phone in the absence of an authorized allowance, submits a completed and signed reimbursement worksheet located at <http://www.utsystem.edu/act/cellreimburse.xls> to Accounting and Purchasing Services, along with a copy of the applicable billing statement reflecting itemization if business-related charges.

Offices of the Vice Chancellor for Administration and the Controller

- Policy interpretation and responsibility for revisions as necessary to meet the changing needs of The University of Texas System Administration.

Office of the Controller

- Processes reimbursement for acquisition of equipment, reimbursement, and activation of allowances.

Accounting and Purchasing Services

- Processes completed and approved worksheets for reimbursement of business calls.

Executive Vice Chancellor or Vice Chancellor

- Grants approvals by reviewing and providing signature authority of related forms within their units.

PROCEDURES

1. Wireless Communication Device Reimbursements and Allowances:

U.T. System Administration will provide a wireless communication device allowance to those employees who have a documented official state business need for a communication device, and who continue to meet eligibility requirements. The U.T. System Administration does not purchase communication devices.

Exceptions will be considered on a case-by-case basis by submitting a request, supported by the Department Head and the appropriate EVC or VC, to the Vice Chancellor for Administration and the Controller for review and approval.

2. Determination of Eligibility for wireless device reimbursement and monthly allowance (a monthly allowance and reimbursement for one wireless device is provided per eligible employee)

A. Initial Eligibility

- 1) Employees at Director level or above.
- 2) Employees below the Director level who have the recommendation of the department head and approval by the appropriate Executive Vice Chancellor or Vice Chancellor based upon clear needs, as follows:
 - a) field staff;
 - b) business use exceeds 240 minutes per month on average; or
 - c) required to be accessible 24/7, as part of key personnel
- 3) In addition to meeting the above requirements, to qualify for a PDA with data or cell phone/data combination, an employee's business-related use must be significant, as determined by the appropriate Executive Vice Chancellor or Vice Chancellor.

Justification satisfactory to the appropriate Executive Vice Chancellor or Vice Chancellor may substitute for the above with final approval at the discretion of the Vice Chancellor for Administration and the Controller.

B. Continuing Eligibility

- 1) Initial eligibility requirements remain applicable;
- 2) Each allowance recipient, below director level, must retain records of their three most current, detailed wireless statements in anticipation of periodic review; and

- 3) Department heads are required to review a minimum of three months of employees' current, detailed wireless statements and to certify, on an annual basis, that eligibility remains appropriate for employees meeting the eligibility criteria based on business need. Employees at Director level and above will not be required to undergo this annual review of their wireless statements.

3. Submission of Approved Wireless Communication Device Allowance Request Form

To initiate a wireless communication device allowance, the employee's department head must submit a completed Wireless Communication Device Allowance Request Form located at <http://www.utsystem.edu/cont/Forms/WDA%20Request%20Form.pdf> to the appropriate EVC or VC for signature approval, and to the Vice Chancellor for Administration for review and final approval.

4. Wireless Communication Device Request for Reimbursement

A. Equipment and Activation Reimbursement: An initial reimbursement will be provided for the acquisition of a communication device and the initial activation fees. The amount of the reimbursement will be the actual expense not to exceed \$80 for a cell phone or \$200 for a PDA. The communication device obtained by the employee seeking reimbursement is the property of the employee.

- 1) Loss, theft or damage to device: U.T. System will not provide replacement costs for any loss, theft or damage to the equipment; it is, therefore, recommended that individuals purchase device insurance through the service provider.

- 2) Updating technology: A replacement reimbursement will be provided for the acquisition of updated equipment based on documented justification of need and written approval by the appropriate Executive Vice Chancellor or Vice Chancellor on a recurring cycle of not less than 36 months. The replacement reimbursement will be the actual expense not to exceed \$80 for a cell phone or \$200 for a PDA.

B. Monthly Communication Plan Allowance: The monthly allowance will be a gross amount of \$75, less applicable payroll taxes. In the event an employee requires an allowance in excess of \$75, a request, with justification, must be submitted through the appropriate Executive Vice Chancellor or Vice Chancellor for the Chancellor's, or his/her designee's, approval.

- 1) This allowance is provided to reduce expenses associated with System Administration business. The allowance is not intended to cover 100% of the fees and service charges incurred under an individual's plan.

- 2) Numerous service plans are available in the telecommunications market. Eligible employees may choose any provider and plan. Provider contracts resulting from such choices are between the employee and the provider and in no way obligate The

University of Texas System Administration. The University of Texas System Administration does not endorse any particular service provider or plan.

5. Termination of Communication Allowance:

Immediate termination of an employee's communication allowance may occur for any of the following reasons:

- 1) Employee no longer meets continuing eligibility requirements;
- 2) Department Head notifies the Office of the Controller of a change in an employee's job responsibilities, such that the provision of a monthly communication plan allowance is no longer applicable; or
- 3) Employee's failure to provide statements requested for periodic review

6. Wireless Communication Device Allowances are Taxable Compensation

Wireless communication device allowances are taxable compensation subject to required tax withholdings. Such allowances are not an entitlement and are not part of the employee's base salary. Allowances do not qualify as compensation for TRS or ORP contribution purposes.

7. Reimbursements for Business Calls:

A. Employees *not* receiving a wireless communication device allowance may seek reimbursement for business calls made on a personal, wireless device when plan minutes are exceeded as a result of business related usage.

- 1) To seek reimbursement for business calls, the employee must submit a completed and signed reimbursement worksheet to Accounting and Purchasing Services (A&PS). This worksheet is located on the A&PS website under the link to forms at <http://www.utsystem.edu/act/forms.htm>.
- 2) Additionally, a copy of the applicable billing statement reflecting itemization must accompany the worksheet. Reimbursement applies only to the amount attributable to business calls.

B. If an employee *is receiving* an allowance for wireless service, *they may not be* reimbursed for any business calls except in extraordinary circumstances at the discretion and approval of the appropriate Executive Vice Chancellor or Vice Chancellor.

FORMS AND TOOLS/ONLINE PROCESSES

Wireless Communication Device Allowance Request Form located on the Office of the Controller's website at <http://www.utsystem.edu/cont/policies.htm>.

Reimbursement worksheet located on the A&PS website under the link to forms at <http://www.utsystem.edu/act/forms.htm>.

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APPENDIX

None

Keywords: wireless, PDA, cell phones, email communications, email, cell phone, communication, communications, out of pocket reimbursements
