

UTB/TSC WIRELESS PHONE POLICY

A. Purpose

To provide guidance to departments and employees regarding eligibility for a UTB/TSC wireless phone and plan, selection of plans to be provided by the university, reimbursement for state use of employee provided wireless phones, and the appropriate use of the phone and plan.

B. Eligibility

To be eligible for a phone or plan under this policy, an employee's position should be one of a supervisory capacity. An employee must have an official state business need for a wireless phone. The issuance of the wireless phone or expense allowance to the employee must be approved and signed by the Vice President with authority over the employee's assigned department. The employee must complete a "Request for Wireless Telephone Services" form explaining the justification. The employee's signature on the form evidences that the employee has read and understands this policy. The Vice President's signature on the form authorizes the Purchasing Department to establish the requested service or the Business Office to allow the expense reimbursement. The department head should review eligibility and plans at least annually.

There are several official state business reasons why an employee may need a wireless phone, such as: the employee travels frequently, the employee is frequently out of the office, the employee is a key employee who must be consulted in the event of an emergency.

C. Selection of Wireless Phone Plans

1. University-Designated Provider Plans:

University leased phones with a UTB/TSC designated provider. The University will choose the provider based on the needs of the University. The Purchasing Department will be responsible for administration of the university-designated provider.

The university will provide the employee several plan options and communication equipment options based upon the university-designated provider plan.

If one of the university-designated provider plans does not accommodate the users need, the need will be reviewed by the Director of Purchasing and the Department Head and a plan found to accommodate the need.

A UTB/TSC-provided wireless telephone and wireless telephone airtime service are to be used for official business only. It is understood that incidental personal calls will sometimes be necessary. It is the responsibility of the employee to track use of the phone for personal calls to ensure that the use of the phone for personal calls remains at or below an incidental level.

When the wireless phone is used for a personal call and if the call results in additional cost to UTB/TSC, the individual is responsible for the cost of that call, including all applicable taxes. The telephone user should make note of personal calls and reimburse UTB/TSC after review of the monthly call detail. Payment should be submitted to the Business Office for deposit to the account number billed for the cost of the calls.

If the wireless phone has a flat rate airtime plan, the user is responsible for reimbursing UTB/TSC when personal calls cause the plan threshold to be exceeded. The employee, with concurrence of the authorized Vice President should determine the amount of personal use that caused the airtime to exceed the plan and reimburse UTB/TSC for that amount plus all applicable taxes.

2. Expense Reimbursement Plan:

The University will provide expense reimbursement for cellular phones owned or leased by the employee and usage (air time) billed to the employee. The expense reimbursement will be based on the university-designated provider allowable cost for equipment and service plans. Justification must be provided if the expense reimbursement exceeds the university-designated provider allowable cost. The employee is responsible for the actual selection of and enrollment in his/her communication plan.

- An employee receiving a reimbursement must provide to his/her Department the current number to the communication device within five working days of the activation of that number.
- Employees who secure communication equipment and services shall receive one-time equipment reimbursement based on the university-designated provider plan. In order to receive reimbursement for the purchase of equipment, the employee must submit a copy of the receipt showing the proof of equipment purchase.
- The employee is personally liable for contract stipulations including payment of all expenses incurred (including long distance, roaming fees, and taxes). In the event that an employee leaves the position that qualified for an expense reimbursement, he/she continues to be responsible for the contractual obligations of the communication service plan. The reimbursement will be pro-rated based on the number of days worked.
- An employee receiving a reimbursement must notify his/her department head within five working days of the inactivation of communication service or in the event that the communication equipment is lost or stolen.
- Employees may not bill the University for personal calls.
- An employee receiving reimbursement from UTB/TSC is not eligible for the University-leased cell phone plan.
- The employee shall process the monthly reimbursement expense in accordance to the established Purchasing guidelines.
- An employee may elect to enroll in a service plan that exceeds the approved plan limits. In such case, the employee will be eligible for an expense reimbursement for the amount approved by the employee's department head and employee's Vice President. The employee is responsible for the payment of monthly service charges regardless of whether that amount exceeds the allowable expense.

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3. It is the responsibility of the employee, the employee's department head, and the employee's Vice President to determine which option is appropriate.

D. Review

This policy shall be reviewed annually by the Director of Purchasing and the Vice President for Business Affairs