9.49 Cellular Phones and Services

I. POLICY STATEMENT

The University of Texas at San Antonio (UTSA) recognizes that the performance of certain job requirements (duties and responsibilities) may be enhanced and supported by the use of cellular phones. Employees who are required to maintain cellular phone contact with UTSA while away from the office or to be accessible outside of regular business hours may be eligible for a monthly cellular phone device allowance to offset the cost of the business portion of the related service plan.

The university does not provide university-owned cellular phones or related services for individual employees unless recommended by the appropriate vice president and approved by the Vice President for Business Affairs as an exception to this policy.

II. RATIONALE

This policy addresses the use of cellular phones and services for which authorized UTSA employees receive an allowance to offset the cost of the business portion of the related service plan.

III. SCOPE

This policy applies to all UTSA faculty and staff.

IV. WEBSITE ADDRESS FOR THIS POLICY

http://www.utsa.edu/hop/chapterX/X-X.html

V. RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UTSA or UT System Policies or the Board of Regents' Rules & Regulations

A. UT System Board of Regents’ Rule 20203, Compensation for Key Executives
B. UT System Policy UTS165, Information Resources and Security Policy
C. UTSA HOP policy 8.15, Acceptable Use Policy
VI. CONTACTS

If you have any questions about HOP policy 9.49 *Cellular Phones and Services*, contact the following office:

Office of the Assistant Vice President, Financial Affairs and Controller
210-458-6914

VII. DEFINITIONS

**Cellular Phone**

A cellular phone is defined as a mobile phone with voice, text, and data capabilities. In this policy laptops, iPads, tablets, air cards, mobile radios, watches, and similar devices are not considered cellular phones.

VIII. RESPONSIBILITIES

A. **Employees**
   1. Secure and maintain a cellular phone and related service plan that will meet departmental needs in coordination with the employee’s supervisor. Employees who currently have a university-owned cellular phone may elect to keep using it but will be responsible for securing and maintaining a service plan for the phone.
   2. If the employee does not plan to keep using a university-owned phone, return it to the Department Manager.

B. **Department Managers**
   1. Review and validate the business need for an allowance, and process the Cellular Phone Allowance form.
   2. Process the Exception to Cellular Phone Allowance form when there is justification based on specific departmental needs.
   3. Collect any university-owned cellular phones currently assigned to individual employees (unless the employee plans to keep using the phone) for disposition as surplus.

C. **Vice Presidents**
   1. Provide approval of the cellular phone allowance and the cellular phone exception if applicable.

D. **Vice President for Business Affairs**
   1. Provide final authorization of the cellular phone allowance and the cellular phone exception.
   2. Provide oversight of this policy.
E. **Purchasing**
   1. Ensure that all cellular phones and service plans are purchased from a Texas Department of Information Resources ("DIR") contracted cellular provider through a UTSA Purchase Order.

F. **Payroll Services Office**
   a. Process cellular phone service allowance in accordance with this policy and Internal Revenue Service requirements.

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**IX. PROCEDURES**

Eligibility criteria and detailed procedures for this policy can be found in the Financial Management Operational Guideline (FMOG) – Cellular Phones and Service Allowances.

Noncompliance with this policy and related procedures may result in disciplinary action up to and including termination of employment.

**X. SPECIAL INSTRUCTIONS FOR INITIAL IMPLEMENTATION**

A. Review all current cellular phone service agreements and cancel agreements as appropriate.

B. Complete all required forms in a timely manner.

C. Collect phones that will not be used by employees for disposition as surplus.

**XI. FORMS AND TOOLS/ONLINE PROCESSES**

A. Cellular Phone Allowance form
B. Exception to Cellular Phone Allowance form
C. Payroll Direct Deposit Authorization Form
   https://www.utsa.edu/financialaffairs/Forms/payroll/DirectDepPayroll.pdf

**XII. APPENDIX**

None