

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Phone Service Policy

SRSU Policy ID: APM 5.18

Policy Reviewed by: Director of Human Resources

Approval Authority: Vice President for Finance and Operations

Approval Date: July 01, 2016

Next Review Date: July 01, 2021

1. POLICY STATEMENTS

- 1.1 This APM established policy is intended to be in compliance with Texas State University System Regents Rules and Regulations Chapter III, paragraph 6 (19) concerning the use, availability, and acquisition of wireless (cellular) communication services by university employees for business purposes which is in compliance with Internal Revenue Service (IRS) guidelines and applies to all Sul Ross State University employees.
- 1.2 Sul Ross State University recognizes that job responsibilities of certain positions may require the utilization of cellular communication services. The University also recognizes the need for on call cell phone pools. Such pools must be approved in advance by the Executive Committee. Employees authorized to use cell phones from such pools will be required to account for all minutes used by maintaining a log of all calls made or received with these cell phones. Pooled cell phones may only be used for business purposes and any employee using them for personal purposes will be held accountable financially and/or administratively. Each department requesting such a pool must develop procedures to use in accounting for all usage of these phones and submit them with their request to the Executive Committee.
- 1.3 An account manager may choose to monetarily assist such identified positions in the acquisition of such required cellular services through the provision of an allowance for business use of an employee's personal cell phone service.
- 1.4 The Office of Information Technology department will be responsible for maintaining and updating this policy.

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2. PROCEDURES FOR GRANTING A PAYROLL ALLOWANCE FOR BUSINESS USE OF AN EMPLOYEE'S PERSONAL CELLULAR SERVICE
 - 2.1 An account manager is responsible for identifying and certifying positions which require cellular communication services and for initiating the process of an allowance to compensate an employee for the business use of their personal cellular phone and service.
 - 2.2 Cellular allowances are processed through the University's payroll system and included as additional compensation reflected on the employee's monthly pay stub.
 - 2.3 This allowance is intended to assist with the purchase of the cellular phone and service plans, and not necessarily to cover the total costs of such services. The allowance amount granted is the total amount of monthly compensation from the University for this purpose. Any modifications, upgrades, etc. are the sole responsibility of the employee.
 - 2.4 Four levels of personal cellular service allowances are available based on departmentally identified requirements for cellular service features and equipment.
 - 2.5 An account manager must first determine the need for a cell phone allowance and then must select the reimbursement level which is most appropriate for the employee's position and requirements, based on the anticipated monthly business use of the employee's personal cell phone and the employee's duties and responsibilities.
 - 2.6 A Cellular Services Allowance Form (Attachment 1) should be completed, approved and submitted to Human Resources for processing of an allowance. The account manager must specify which allowance level is being granted to the employee. A new form must be submitted when any change occurs to the allowance status.
 - 2.7 Employees are solely responsible for paying all amounts due to a cellular service vendor in accordance with their personal service plan. Employees must notify their account manager or supervisor immediately of any changes in their plan. The account manager or

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supervisor must then immediately notify Human Resources if appropriate. An employee's failure to notify their account manager in a timely fashion may be grounds for disciplinary action consistent with university policy. Employees will not receive an allowance if their personal cellular service plan has been cancelled or terminated.

- 2.8 Annually, during the employee's performance evaluation, the account manager or supervisor must verify that an employee receiving an allowance has the required cellular service. In addition to the performance evaluation verification, Human Resources will require each employee receiving a cellular service allowance and his supervisor to confirm at least once a year the existence of such cellular service as required by the agreement in place.
- 2.9 If an account manager determines an employee's position no longer requires cellular services the employee shall be notified and the allowance shall be discontinued. If an employee receiving such an allowance transfers to another department within the university, the employee's new account manager or supervisor must update and/or approve the HR allowance form in order for the allowance to continue.

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ATTACHMENT 1

SUL ROSS STATE UNIVERSITY PERSONAL CELLULAR SERVICES ALLOWANCE FORM

Instructions

This form authorizes a monthly payroll allowance for reimbursement of an employee's University business use of the employee's personal cell phone service and equipment.

Please complete the form, obtain approval signatures, and submit the form to Human Resources for initiation of payroll allowance and in August of subsequent years for continuation of allowance.

Cellular Service Levels:

Level I, Low cell phone service use, SRSU business calls estimated at 25% or less of total cell phone usage.

Level II, Medium cell phone service use anticipated SRSU business calls are estimated at greater than 25% but less than 50% of total cell phone usage.

Level III, Extended cell phone service use, anticipated SRSU business calls are estimated at greater than 50% but less than 100% of total cell phone usage and/or

required services include advanced cellular service features (email, internet, etc.). Requires Division Vice President and President's approval.

Level IV, 100% reimbursement for cellular services, cell phone is used exclusively for SRSU business purposes. Requires Division Vice President and President's approval and mutual agreement on reimbursement amount.

Allowance amounts:

Level I, \$20.00

Level II, \$40.00

Level III, \$60.00

Level IV, to be determined by Division Vice President and President.

Submit the following form to Human Resources to initiate allowance and annually in August. Approval and signature of Vice President and President's only required for Levels III or IV.

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Employee's Printed Name	Sul Ross Employee A# ID
Department Name	Work Phone Number
FOAPAL	Cell Phone Number
Account Manager/Supervisor (Or supervisor if employee is account manager)	Level/Allowance Amount
Division Vice President	Level/Allowance Amount
President	Level/Allowance Amount

I have received and read a copy of the Cellular Phone Service Policy and understand the associated employee responsibilities. In addition, I understand that these allowances are considered taxable compensation subject to required tax withholdings for which I am solely responsible and are NOT part of my base salary.

Signatures:

Employee Agreement	Date
Account Manager/Supervisor Approved	Date
Division VP Approved (Level III or IV Only)	Date
President Approved (Level III or IV Only)	Date
Human Resources/Payroll Received	Date