

25.99.09.K1.01 Cellular Communication Devices and Services



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Procedure Statement

Texas A& M University- Kingsville recognizes that the performance of certain job responsibilities may require the use of personal communication devices.

Reason for Procedure

This procedure establishes the procedures related to managing cellular communication allowances and university owned cellular phones.

Procedures and Responsibilities

1. GENERAL

- 1.1. Texas A&M University-Kingsville recognizes that the performance of certain job responsibilities may require the use of personal communication devices. Departments may elect to contribute monetarily to the employee's purchase and monthly business use of personal communication devices under the provisions of this rule. Communication allowances may be provided through a Monthly Communication Plan Allowance (hereinafter referred to as a communication allowance), which provides salary supplements for service plans.
- 1.2. A personal communication device acquired in accordance with the provisions of this rule is considered to be the property of the employee and may be used in any way the employee deems appropriate. A communication allowance is considered taxable compensation subject to required tax withholdings.
- 1.3. A communication allowance is not considered to be an entitlement and is not part of an employee's base salary. The communication allowance will be paid in equal installments as a salary supplement from departmental funds as authorized by the department head.

2. APPROVAL

- 2.1. Supervisors at the department level may request a communication allowance for those positions that require the use of personal communications devices and, therefore, qualify for the Monthly Communication Allowance Program (MCAP). Granting a communication allowance to an employee must be directly linked to the employee's job duties and responsibilities.
- 2.2. Copies of the *Request to Establish or Change Communication Allowance* form used to process the communication allowance will be retained in the employee's official personnel file.

3. ESTABLISHING COMMUNICATION ALLOWANCE AMOUNTS

- 3.1. The MCAP rate for cellular telephone plans (including provisions for the payment of related taxes and selected calling features) for approved employees shall not exceed \$120.00 per month. Supervisors may choose to pay only a percentage of this maximum approved rate. This calculation is based upon a composite of the Texas Department of Information Resources list of cellular telephone service providers that have been approved to provide cellular telephone service for state institutions and agencies.
- 3.2. Variances above the maximum rate must be approved by the Senior Vice President for Fiscal and Student Affairs. Variances will normally be approved only for those who travel extensively.

4. MONTHLY EMPLOYER CONTRIBUTIONS

4.1. Monthly Salary Supplement

- 4.1.1. A contribution toward monthly expenses incurred under a communication service plan (calling plan, calling features, paging services, and taxes) will be provided in the form of a monthly salary supplement paid to the employee. The employee will be provided the amount established by the communication service allowance not to exceed \$120.00 per month.
- 4.1.2. An employee may elect to enroll in a service plan whose cost exceeds the communication allowance approved by the department. Regardless of the cost of the plan chosen by the employee, the salary supplement will not exceed the approved service plan rate. The employee is responsible for payment of all charges to the provider, including any amount that exceeds the salary supplement.

4.2. Variance Request

Employees who travel extensively may request a variance to the prescribed communication allowance. The extensive travel must be documented as a requirement of the job description. A justification for the variance must be submitted to the Senior Vice President for Fiscal and Student Affairs through the department head and dean, or director and assistant/associate vice president. Upon approval, the monthly salary supplement may be adjusted to cover the increased business use of the communications device.

5. EMPLOYEE RESPONSIBILITIES:

- 5.1. The employee is responsible for the selection of and enrollment in a communication service plan. The employee should use a local phone prefix when possible. (A local prefix is one that can be dialed without incurring long distance charges from the employee's main headquarters office.)
- 5.2. An employee receiving a communication allowance must provide his/her department with the phone number of the communication device within five working days of activation.
- 5.3. The employee is personally responsible for complying with any contract entered into with a communication service provider 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 a communication allowance, he/she continues to be responsible for the contractual obligations of the communication service plan. The department head is responsible for submitting the request to terminate the allowance.
- 5.4. An employee receiving a communication allowance must notify his/her department head within five working days of the inactivation of communication service or of the loss or theft of the communication equipment.
- 5.5. An employee receiving a communication allowance from A&M-Kingsville may not receive reimbursement from A&M-Kingsville or any other A&M System component for use of other communication equipment or services. This exclusion does not preclude the use of and subsequent payment of charges made on calling cards issued to A&M-Kingsville departments.

Related Statutes, Policies, Rules or Requirements

[System Regulation 25.99.09, Cellular Communication Devices and Services](#)

[System Policy 33.04, Use of System Resources](#)

Contact Office

Human Resources Office
(361) 593-3705