Policy Statement.
To establish a UNTHSC policy regarding payments of allowances for the use of personal mobile phones and tablets in conducting UNTHSC business and, under limited and exceptional conditions, for the provision of UNTHSC-provided mobile phones and tablets with data plans to employees. This policy is intended to provide an alternative to the need for many employees to carry two mobile phones (for UNTHSC and personal use), to simplify payments and associated record keeping, and to eliminate potential problems over personal use of UNTHSC provided mobile phones and tablets.

Application of Policy.
This policy applies to all employees.

Definitions.
1. **Official business purposes**: Official business purposes means authorized state business where a faculty or staff member may need a mobile phone. Examples of official state business reasons why a faculty or staff member may need a mobile phone include but are not limited to: the employee travels frequently, the employee is frequently out of the office on official business, the employee uses the phone on job sites where wired phones are not available, or the employee is a member of key personnel who are needed in the event of an emergency.

2. **Mobile Phone (also known as a cell phone or smart phone)**: A device that can make and receive telephone calls over a radio link while moving around a wide geographic area. In addition to telephony, modern mobile phones also support a wide variety of other services such as text messaging, email, Internet access, short-range wireless communications, business applications, gaming and photography.

3. **Tablet**: A one-piece mobile computer device typically offering a touchscreen with finger (or stylus) gestures acting as the primary means of control, and frequently supplemented by the use of one or more physical context sensitive buttons.

4. **Device**: Either a mobile phone or tablet.

5. **Service Plan**: A retail mobile service provider plan that is contracted by the employee independently of UNTHSC. UNTHSC does not directly provide, nor is it responsible for an individual’s service plan.
6. **ePAR**: ePAR is an Appointment/Position Authorization Form, used at UNTHSC to initiate and track actions affecting an employee’s employment or compensation.

7. **Allowance**: A sum of money allotted or granted for a purpose

8. **HSC-owned**: A mobile phone or tablet purchased by the UNTHSC

**Mobile Phone and Data Allowance**

1. UNTHSC will provide an allowance to regular benefits-eligible faculty and staff members for the use of a personal device for official business purposes. The appropriate Vice President or Dean or President’s designee must approve such allowances and renew their approval annually.

   a. **Criteria**: job responsibility requires the employee to be accessible by phone, text, and/or email on a 24/7 basis or for emergencies.

2. UNTHSC will provide a flat-rate monthly allowance, independent of the mobile phone provider selected by the employee, of $10 for text messaging only, and/or $25 per month for employees using only basic voice services, and an additional $25 per month for employees using advanced data services (email and web services). The maximum allowance per individual for an approved request shall not exceed $60 per month.

3. The allowance amounts shown above will be reviewed annually by the Chief Financial Officer, with input from UNT System Telecommunications. Recommendations for changes may be made if warranted.

4. All monthly allowances will be paid as miscellaneous additions to the employee’s regular paycheck.

5. UNTHSC will provide a travel reimbursement to regular benefits-eligible faculty and staff on temporary international mobile phone plans when traveling overseas and conducting official business. The maximum travel reimbursement per individual for an approved request shall not exceed $50 for the approved travel time period, unless otherwise approved by the CFO. Travel reimbursements are processed on the travel voucher through the Business Service Center and require a copy of the phone bill.

6. The device acquired by the employee is considered to be the personal property of the employee and accordingly shall be used in any way the employee deems appropriate. Any service contract the employee might enter into regarding the acquisition or operation of the device is personal to the employee. The UNTHSC shall have no obligation or make any guarantees with respect to such contract to the employee or to the service provider.

**Support**

1. Support for HSC-owned devices and plans will be provided by UNT System Telecommunications on an as needed basis, and may be subject to service fees.
2. Support for over-the-air email and calendaring, Skype, etc. on personal devices will be provided by the UNTHSC Help Desk with a per-hour charge.

3. All plan and service support for personal devices will be provided by the service provider.

**Procedures and Responsibilities.**

1. The employee’s chair/department head and appropriate Vice President/Dean must approve the employee’s request for the allowance and provide the funding. An ePAR must be completed in order for the allowance to be paid.

   **Responsible Party:** Chair/Department Head, Vice President/Dean, Employee

2. The employee is responsible for contracting with a mobile phone service provider, for paying any initial plan charges, for the purchase of the mobile phone itself and for paying the plan’s monthly bills.

   **Responsible Party:** Chair/Department Head, Employee

3. Employees requesting allowances or purchase allowances for advanced voice and data services must justify their request and show why their position at UNTHSC requires advanced services.

   **Responsible Party:** Employee

4. Exceptions to the standard policy:
   - Any exception to the policy must be documented and approved by the Chair/Department Head, appropriate Vice President/Dean, and Chief Financial Officer, or designee.
   - If employees are receiving an allowance, they are not eligible to receive an HSC-owned phone. Similarly, if an employee is approved for an HSC-owned phone, they are not eligible to receive an allowance. Any exception to this standard requires review and approval by the Chief Financial Officer, or designee.
   - UNTHSC may issue HSC-owned mobile phones to employees when special circumstances of their job responsibilities warrant such action. Request for a HSC-owned mobile phone must be submitted to the ITSS HSC Telecommunications department (Telecom) on the appropriate form and are subject to the following:
HSC-owned mobile phones will be used for HSC business only. No provision for personal calls is made.

Telecom will select the vendor, plan and equipment to fulfill the request.

The mobile phones will be the property of the UNT HSC and will be listed in the inventory. A property custody receipt will be required.

The using department will be charged for all costs associated with the phone service plus an administration fee.

**Responsible Party:** Chief Financial Officer

5. Each department head is required to annually review eligibility and basic mobile phone allowances or exceptions of employees in their department and verify the employees’ eligibility for reimbursement by having the employees demonstrate that they are still utilizing the device for business purposes and the reimbursement level is correct. It is the responsibility of the employee to inform the department head of any changes in his/her status or need for the use of the device.

**Responsible Party:** Department Head, Employee

References and Cross-references.

Forms and Tools.

Approved: September 2000
Effective: September 2000
Revised: September 2007, September 2014