Section	2	General Administrative	08/07/09 –Originated
Subject	2.9	Information Resources	07/12/12- Reviewed w/ changes - Reviewed w/o changes
Policy	**2.19.3**	**Mobile Communication Devices Policy**	08/06/12 -Effective Information Services -Author

Mobile Communication Devices Policy

Definitions

Mobile Communications Device: Cellular telephones, smart phones, or telephone/Personal digital assistants (PDA) combinations, and any necessary accessories (including batteries, hands-free devices, cases, carrying devices, chargers, and data cabling).

***Information Resources (IR)*:** any and all computer printouts, online display devices, magnetic storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers, personal digital assistants (PDA), smart phones, pagers, distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), telecommunication resources, network environments, telephones, fax machines, printers and service bureaus. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

Eligible Employee: 1) Director level or above. 2) Staff who work outside their main office at least 50 percent of the time. 3) Staff required to be accessible 24/7.

Policy

The purpose of the Mobile Communications Devices policy is to ensure the consistent use of and accounting for mobile communication devices and associated services by faculty and staff. This policy provides guidance to staff at the department- head level and above who authorize the use of mobile communication devices as a necessary resource to fulfilling a particular job function at UTMB.

UTMB will provide a mobile communication device acquisition allowance to eligible employees who have a documented official state business need for a mobile communication device.

Mobile communication devices used to access UTMB information resources are governed by IHOP 2.19.6 Information Resources Security Policy and UTMB's Portable Device Practice Standard.

The communication device obtained by the employee is the property of the employee and UTMB is not responsible for loss of, theft of or damage to the device.

Policy, continued

The allowance for the replacement of a device is provided on a recurring cycle of 24 months.

Exceptions to this policy or allowances that differ from published amounts must be approved by the Executive Vice President of Business and Finance or designee.

Violation of this policy may result in disciplinary action which may include termination. Additionally, individuals are subject to loss of UTMB IR access privileges, civil and/or criminal prosecution.

Cost and Reimbursement Information

An allowance is provided to simplify processes and reduce overall expenses. The allowance is not intended to cover 100% of the fees and service charges incurred under an individual's plan but rather to appropriately compensate faculty or staff members for the cost of cell phone usage related to official state business. An individual receiving an allowance may be asked at any time to provide personal plan statements to justify the allowance.

Device acquisition allowances do not include applicable payroll taxes and are subject to change as rate plans are negotiated by UTMB. Any changes in allowance will be coordinated between IS and Payroll. The eligible employee's acquisition of a device shall be considered private, personal property of that employee.

Activation of UTMB e-mail on mobile communication devices will be the responsibility of UTMB Information Services and will be processed as a departmental or institutional expense rather than an allowance to the employee.

Allowances associated with mobile communication devices are taxable compensation subject to required tax withholdings. Such allowances are not an entitlement and are not part of the employee's base salary. Allowances do not qualify as compensation for TRS or ORP contribution purposes.

For employees not eligible for an allowance, business use of personal mobile communication devices is a reimbursable expense with prior supervisor approval. Internal Revenue Service Regulation 1.274-5T requires strict substantiation of such business expenses that includes

Cost and Reimbursement Information, continued

documentation of when the expense was incurred, the dollar amount associated with the expense, and a description of the business purpose for the expense. Copies of personal plan statements will be required along with explanations of the business purpose for the expense. UTMB will only reimburse actual incremental expenses incurred by the employee that are associated with the business use.

In the event of a disaster or other declared emergency, the department head or above may authorize the reimbursement of business-related expenses above the allowance amount. Detailed substantiation of each expense will be required.

Termination of Communication Allowance

Immediate termination of an employee's allowance may occur for any of the following reasons:

1) Employee violates UTMB's Information Resources Security Policy;
2) Employee no longer performs a function that requires a mobile communications device;
3) Department head or above determines that the provision of a monthly communication plan allowance is no longer needed or applicable; or
4) Employee's fails to provide personal plan statements requested for periodic review.

References

UTMB *Information Resources Security Policy*
UTMB Information Services Practice Standard 1.4.2 Portable Computing
Texas Administrative Code 1 TAC §§202 (Information Security Standards)
UT System UTS 165
UTMB Mobile Communication Device Allowances