



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 55.04, Cellular Telephones and Data Devices

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish University policy regarding the procurement, possession and use of cellular telephones (cell phones) and data devices. This HSCEP OP is to ensure the use of these devices, for TTUHSC El Paso business, is correctly authorized and monitored, and to ensure TTUHSC El Paso is correctly reimbursed for occasional incidental or emergency personal use.

REVIEW: This HSCEP OP will be reviewed on May 1 of every even-numbered year (ENY) by the Chief Information Officer (CIO) for TTU System and the CIO for TTUHSC El Paso, with recommendations for revision submitted to the Chief Financial Officer (CFO) by May 15.

POLICY/PROCEDURE:

Communication Services is responsible for negotiating and maintaining contracted rates, plans, and equipment prices with preferred service providers.

To obtain cell phones or data devices the "University Provided Wireless Device Request" form (Attachment A) must be completed with the required signatures and sent to Communication Services. Each employee shall be responsible for the safekeeping, care and custody of the cell phone and/or data device assigned to them.

Cell phones and data devices should be used for official University business only; they are not to be used for personal use except for incidental uses or in emergency situations. If it is absolutely necessary to use a TTUHSC El Paso provided cell phone for personal calls or text messages, the costs for such uses must be reimbursed.

The FOAP fund manager will receive a monthly statement listing cell phone calls for each wireless user in their area. The account manager is responsible for verifying the calls listed were for official business of the University. Review must be completed and any unauthorized calls reimbursed by the employee by the end of the next billing period following the call. **The formula for reimbursement of non-business calls is the monthly cost of the employee's plan divided by the number of minutes provided in the plan. This is the cost per minute which is multiplied by the minutes used for non-business purposes. Reimbursement will be made for all non-business calls regardless of whether the minutes provided by the employee's plan are exceeded or not. Text messages will be reimbursed at actual cost according to the current vendor prescribed rate per text message.**

Communication Services will provide periodic reports showing historic usage for each wireless user to assist the department head and employee in determining if the existing calling and data plan still meets the users' needs. Department heads should annually review current wireless users and determine if the need still exists for employee usage.

The purchase of "prepaid" cell phones that do not provide printed detailed call information is not allowed. The detail call information is required to ensure all usage is for official University business.

At the discretion of the Department head, an employee may request their personal cell phone number be ported to TTUHSC El Paso owned cell phone or data device to be used for University business. The "Transfer of Service from Individual to TTUHSC El Paso" form (Attachment B) must be completed with

the required signatures prior to the number being ported.

At the discretion of the Department head, an employee that is terminated or voluntarily terminates their employment or whose duties no longer require the use of a cell phone or data device may request their telephone number be ported to their personal account with the vendor they select. The "Transfer of Service from TTUHSC El Paso to Individual" form (Attachment C) must be completed with the required signatures prior to the number being ported. The individual will have three (3) business days to have the number ported to their personal account before Communication Services has the number disconnected.

The department head of an employee that is terminated or voluntarily terminates their employment or whose duties no longer require the use of a cell phone or data device, is responsible for securing the cell phone or data device from the employee. The department head may reassign that device to another employee by completing Attachment A. This is required to ensure billing and accountability for the device is accurate. If the phone number needs to be disconnected, the department head must notify Customer Service at Communication Services that the phone number is no longer needed to ensure the monthly billing is stopped. To ensure the billing is transferred to the former employee's personal account the department head is responsible for ensuring the porting process is completed within three (3) business days.

Abusing the use of University cell phones and/or data devices will result in the suspension of cellular phone privileges. Violations may subject employees to disciplinary action up to and including termination in accordance with HSC disciplinary policy.

Copies of Attachments A, B, and C are located on the Communication Services website at <http://www.texastech.edu/it/commsvs/forms>.

Attachment A: University Provided Wireless Device Request
Attachment B: Transfer of Service From Individual to TTUHSC El Paso
Attachment C: Transfer of Service From TTUHSC El Paso to Individual