



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:** 55.04, **Cellular Telephones and Data Devices**

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

**REVIEW:** This HSC OP will be reviewed on May 1 of every year (EY) by the Chief Information Officer (CIO) for TTU System and the CIO for TTUHSC, with recommendations for revision forwarded to the Executive Vice President for Finance and Administration by May 15.

### **POLICY/PROCEDURE:**

Communication Services is responsible for negotiating and maintaining contracted rates, plans, and equipment prices with preferred service providers. The contracted information will be listed on Communication Services website at <http://www.texastech.edu/it/commsvs/> under Cellular Service. A copy of Attachments A, B, C, and D can also be located on Communication Services website at <http://www.texastech.edu/it/commSvs/forms/>.

The department head of each department shall be responsible for determining which employees have a legitimate business need for a cell phone and/or data device. Vice Presidential or Dean approval is required for new activations, plan changes that result in an increased cost, or procurement of equipment and/or accessories that total more than \$100.

For cell phones the "HSC Cell Phone Request Form" (Attachment A) must be completed with the required signatures and sent to Communication Services. For data devices the "HSC Data Device Request Form" (Attachment B) must be completed with the required signatures, including Information Technology (IT) approval, and sent to Communication Services. The data devices supported by TTUHSC Information Technology will be listed on the Communication Services website referenced above. 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 TTUHSC business only; they are not to be used for personal use except for incidental calls or in emergency situations. If it is absolutely necessary to use a cell phone for personal calls, the costs for such calls must be reimbursed.

The TechFIM account manager will receive a monthly statement listing cell phone calls for each cell phone user in their area. The account manager is responsible for verifying the calls listed were for official business of TTUHSC. 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. Reimbursement should be made for all non-business calls regardless of whether the minutes provided by the employee's plan are exceeded or not.**

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

At the discretion of the department head, a new employee may request their personal cell phone number be ported to the Texas Tech owned cell phone or data device to be used for TTUHSC business. The "Transfer of Service from Individual to TTU" form (Attachment C) 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 TTU to Individual" form (Attachment D) must be completed with the required signatures prior to the number being ported. The former employee will have three 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 can reassign that device to another employee by completing the same forms that are required for new service. 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 TTUHSC 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 TTUHSC disciplinary policy.