

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**

25.99.09.P0.06 Communication Service Allowance

Issued September 28, 2004

Revised June 27, 2011

Next Scheduled Review (June 2012)

1. PURPOSE

- 1.1 As noted in System Regulation 25.99.09, the performance of certain job responsibilities may be supported or enhanced by the use of communication devices. The purpose of this procedure is to ensure that University departments electing to monetarily contribute to the operation of an employee's personally owned communication device through a monthly salary supplement for the service plan do so in compliance with this regulation.
- 1.2 The cellular phone or device is considered to be the property of the employee and may be used as the employee deems appropriate. Payments made to the employee by the University in the form of a Monthly Communication Service Allowance ("Allowance") are considered taxable compensation to the employee and are subject to IRS required tax withholding. The Allowance shall be paid to the employee in equal installments from department funds (processed on the last bi-weekly pay period of each month) only for as long as the employee qualifies for the Allowance under these provisions.

2. PROCEDURES AND APPROVAL PROCESS

- 2.1 Department heads are responsible for recommending which positions necessitate the monthly Allowance. The completed Monthly Communication Service Allowance Enrollment Form shall be routed through the Dean/Director/Account Manager to the appropriate Vice President for approval. Granting an allowance to an employee must be directly linked to the employee's University related job duties and responsibilities.
- 2.2 Copies of the approved forms used to process the Allowance shall be retained in the employee's payroll file in the University Payroll Office.
- 2.3 The Allowance shall be payable to the employee. The amount will be consistent with one of the three communication service allowance rates established by the University below.
 - 2.3.1 \$90 - Monthly communication service allowance (only for employees who are required to have wireless data service by the President).
 - 2.3.2 \$50 - Monthly communication service allowance (for employees requiring over 999 minutes for Official University Business).
 - 2.3.3 \$25 - Monthly communication service allowance (for employees requiring at least 199 minutes and up to 999 monthly minutes for Official University Business).

- 2.4 An employee who has been authorized to receive an Allowance must enroll in a cellular phone or device service plan, and may choose a plan that exceeds the approved plan limits selected by his/her department, i.e., the plan on which the Allowance paid to the employee is based. Regardless of the plan selected, the employee will receive a salary supplement only for the amount approved by the department head. The employee is responsible for payment of monthly service charges by the company selected by the employee regardless of whether the amount of the charge exceeds (or is less than) the Allowance received by the employee.
- 2.5 Annually, during the budget planning cycle, the Department head shall evaluate the Allowance and the appropriateness of Plan Access Limits and propose any adjustments. These recommendations will be routed through the appropriate Dean/Director/Account Manager for final approval by the appropriate Vice President or the President. The Allowance may be established at any time in a fiscal year, but must remain constant through the remainder of the fiscal year.
- 2.6 During the regular budget cycle, an employee whose allotted Plan Access Limits are routinely exceeded solely due to business use, may request an increase in Plan Access Limits. After reviewing documented evidence presented to justify the increased Allowance, the department shall process adjustments made (through the appropriate Dean/Director for approval by the appropriate Vice President) to the Allowance by submitting a new/revised Monthly Communication Service Allowance Enrollment Form reflecting the new monthly salary supplement rate. The appropriate Vice President must review the documentation supporting the requested increase and must approve any increase in the monthly Allowance paid to an employee.

Contact Office: Office of Business Affairs 936-261-2150