

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



25.99.09.P0.01 Communication Service Allowance

Approved September 28, 2004

Revised June 27, 2011

Revised March 9, 2021

Next Scheduled Review: March 2026

UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to ensure that 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 accordance with System Regulation [25.99.09 Cellular Communication Devices and Services](#).

Definitions

For definitions, see System Regulation [25.99.09](#).

Official Procedures and Responsibilities

1. GENERAL

- 1.1 Prairie View A&M University (PVAMU) recognizes that the performance of certain job responsibilities may be supported and enhanced by the provision of cellular communication services. Departments may elect to contribute monetarily to the employee's monthly business use of a personal communication device under the provisions of this UAP. Communication allowances may be provided through a Monthly Communication Service Allowance ("allowance"), which provides salary supplements for service plans.
- 1.2 PVAMU has elected not to provide an allowance toward the purchase of employee-owned communication devices as provided in System Regulation [25.99.09](#). A personal communication device acquired in accordance with the provisions of this UAP is considered to be the personal 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 an allowance are considered taxable compensation to the employee and are subject to IRS required tax withholdings. The allowance shall be paid to the employee in equal installments from the department's 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

- 2.1 Department heads are responsible for recommending which positions necessitate a monthly allowance. The completed [Monthly Communication 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 A copy of the approved allowance form must be retained in the employee's payroll file in the Office of Payroll Services.
- 2.3 The allowance shall be made payable to the employee. The amount will be consistent with one of the following two communication service allowance rates established by the University:
 - 2.3.1 \$90 - Monthly communication service allowance (only for employees who are required to have a cell phone by the President); or,
 - 2.3.2 \$60 – Monthly communication service allowance (only for employees who are required to be available at all times for Official University Business i.e., first responders, "on call" essential employees).
- 2.4 An employee who has been authorized to receive an allowance must enroll in a cellular phone or device service plan. The plan may exceed the approved plan limits selected by his/her department, i.e., the plan for which the allowance paid to the employee is based upon. 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 all monthly service charges to 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.
 - 2.4.1 The employee is responsible for providing the University with the contact number of the communication device within five (5) working days of activation; as well as notifying the University within five (5) working days of de-activation of the device service.
 - 2.4.2 An employee is prohibited from continuing to collect a monthly communication service allowance when the device or service is no longer active or no longer needed for the performance of the employee's job responsibilities.
- 2.5 Annually, during the budget planning cycle, the department head shall evaluate the allowance 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 during a fiscal year.

Related Statutes, Policies, Regulations and Rules

Contact Office

Office of Business Affairs 936-261-2150
