University of Houston Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: FISCAL AFFAIRS **Number: MAP 03.A.19**
AREA: GENERAL

SUBJECT: Monthly Cell Phone Allowance

I. PURPOSE AND SCOPE

This policy provides guidelines for the administration of a Monthly/Bi-weekly Cell Phone Allowance in accordance with the UH System Administrative Memoranda (UH SAM) 03.A.19 Monthly Cell Phone Allowance.

II. POLICY

The University of Houston-Clear Lake may provide a university employee an allotment for cellular service when it has been determined to be in the best interest of the university for the following Services:

- To address matters of preserving university assets during an emergency situation.
- To ensure the preservation and safety for university students, staff, faculty or any other person.
- To address emergency issues and/or immediate notification of campus issues and decisions by key leaders (limited to Emergency Personnel and Crisis Management team).

III. PROCEDURES

Procedures will outline steps to be followed for implementing the given policy.

A. All allotments must be in compliance with IRS regulations and UH SAM 03.A.19.

B. The allowances will be as follows:

Cell phone and data service	$35.00 per month

C. The Cell Phone Allowances must be re-evaluated and reauthorized at least once a year. The expiration date for the allowance may be no later than the end of the current fiscal year.

D The Cell Phone Allowances paid to the employee are considered taxable compensation paid through the payroll system and, as such, are subject to required tax withholdings (see UH SAM 03.0.06. Taxable Fringe Benefits). Payment of such taxes incurred is the responsibility of the employee and shall not be reimbursed to the employee by the university. The Cell Phone Allowance is not considered an entitlement, if not part of an

employee's base salary, and may be changed or withdrawn by the university at any time.

E. Cell phones subsidized by the university through a monthly/bi-weekly allowance are considered to be the personal property of the employee and may be used in any way the employee deems appropriate. Any service contracts the employee enters into regarding the acquisition or operation of a cell phone is personal to the employee. The university shall have no obligation or make any guarantees with respect to such contract to the employee or service provider. However, in the event of a public records request, Internal Audit investigation, or other civil or criminal investigation, the calling records of cell phones that are subsidized by the university must be provided by the employee.

F. The Cell Phone Allowance will be charged to the same cost center as the employee's regular salary to comply with state fringe benefit requirements. This allowance is not intended to fully reimburse the employee for their total out-of-pocket costs given that the device is expected to be used by the employee for both business and personal use.

G. To obtain approval for cell phone allowance, the eligible employee must complete the Cell Phone Allowance Verification Form available on the Finance Forms page and submit to the immediate supervisor for approval. The form should be duly signed by employee, supervisor, the Business Administrator, and the Component Head (President, Senior Vice President and Provost, or the Vice President for Administration and Finance).

H. Once all approvals are obtained, the completed form must be forwarded to the Associate Vice President for. Business Operations Human Resources will be notified to add the allowance to the employee's compensation.

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Assoc VP, Business Operations

Review: Every five years on or before June 1

APPROVAL

/Mark Denney/
Vice President, Administration and Finance

/Richard Walker/
President

Date of President's Approval: 4 / 2 0 / 2 0 2 3

V. REFERENCES

UH SAM 03.A.19 Monthly Cell Phone Allowance

UH SAM03.D.06 Taxable Fringe Benefits

UHCL Monthly Cell Phone Allowance guidelines

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	09/01/2013	Initial edition
2	**08/28/2019**	Reformatted using template with numbering system; added Approval section and Revision Log; and changed "Senior Business Coordinator" to "Business Administrator."
3		Revision of policy to reduce eligible recipients and to align reimbursement with current costs