



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 48.04: Cellular Telephones and Data Devices

DATE: June 21, 2016

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

REVIEW: This OP will be reviewed in May of even-numbered years by the Chief Information Officer (CIO) for TTU System and the CIO for TTU.

POLICY/PROCEDURE:

1. Communication Services is responsible for negotiating and maintaining contracted rates, plans, and equipment prices with preferred service providers.
2. The department head of each department shall be responsible for determining those employees who have a legitimate business need for cell phone and/or data devices. The fulfillment of this need must adhere to OP 48.05, Employee Allowance for Electronic Communication Resources. The university may continue to purchase and provide cell phones/data devices and service plans for certain employees or groups of employees where it would be impractical for the employees to receive an allowance or due to security needs or other operation considerations. An exception to OP 48.05 requires approval by the appropriate chief financial officer and the department head of Communication Services.

Provided an exception is granted, 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 university-owned devices.

3. 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.
4. 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 emergencies. If it is necessary to use a TTU-provided cell phone for personal calls or text messages, the costs for such uses must be reimbursed. Loaner electronic communication resources may be available for checkout by eligible employees through Communication Services specifically for international travel where the charges can be billed directly to the department.

5. The FOP/FOAP account manager will receive a monthly statement listing cell phone calls for wireless user in their area. The account manager is responsible for verifying the listed calls 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.
6. 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.
7. 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.
8. At the discretion of the department head, an employee may request his/her personal cell phone number be ported to the Texas Tech owned cell phone or data device to be used for university business. The *Transfer of Wireless Service Agreement from an Individual to Texas Tech University* form (Attachment B) must be completed with the required signatures prior to the number being ported.
9. At the discretion of the department head, an employee who is terminated or voluntarily terminates his/her employment or whose duties no longer require the use of a cell phone or data device may request his/her telephone number be ported to the personal account with the vendor he/she selects. The *Transfer of Wireless Service Agreement from Texas Tech University to an Individual* form (Attachment C) must be completed with the required signatures prior to the number being ported. The individual will have three business days to have the number ported to his/her personal account before Communication Services has the number disconnected.
10. The department head of an employee who is terminated or voluntarily terminates his/her 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 or B, as appropriate. This is required to ensure that billing and accountability for the device are 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 that the monthly billing is stopped. To ensure that 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 business days.
11. 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 TTU disciplinary policy.
12. 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 Wireless Service Agreement from an Individual to Texas Tech University](#)

[Attachment C: Transfer of Wireless Service Agreement from Texas Tech University to an Individual](#)