The Texas A&M University System

Texas A&M Engineering Extension Service

**Standard Administrative Procedure**

# TEEX 25.99.09.99-3 Cellular Communication Devices and Services

Approved: June 1, 2017

Revised: May 17, 2019

Revised: January 19, 2022

Next Scheduled Review: January 19, 2027

## Summary

The provision of a cellular communication allowance to an employee must be based upon business need as determined by the division director or delegate. Employees in a non-exempt position are not eligible to obtain a cellular communication allowance without the approval of the Agency Director or delegate. Examples of business need to include, but are not limited to:

* + The employee is in travel status at least 100 days per fiscal year.
  + The employee is considered key personnel needed in the event of an emergency.
  + The employee is in a specialized position and is needed for business continuity.

To help offset the cost of an employee’s plan, the agency will provide approved employees with a cellular communication allowance of $50 a month.

If TEEX elects to monetarily contribute to the employee's operation of a cellular device, the monetary contribution will be provided in the form of a monthly cellular communication service allowance. The allowance is provided to the employee for as long as the division determines that the employee qualifies under this procedure.

Contributions to the employee by TEEX, in the form of a monthly communication allowance, is considered taxable compensation subject to required tax withholdings. Communication allowances are not an entitlement and are not part of an employee’s base salary. A communication allowance is provided to the employee only for as long as the employee qualifies for the allowance under these provisions.

The division/department may elect to have phones available to check out to employees for special circumstances. These phones are intended for temporary use only.

## Definitions

**Travel status** is defined as being fifty miles or more from their designated headquarters.

## Requirements

**1. Employee:**

* Submit a [Communication Allowances (FS-111),](https://teex.sharepoint.com/sites/TEEXConnect/forms/Forms/AllItems.aspx?id=%2Fsites%2FTEEXConnect%2Fforms%2FCommunication%20Allowances%2Epdf&parent=%2Fsites%2FTEEXConnect%2Fforms&p=true&cid=bfeb369a-a3f5-41a0-b6e0-7fa5da98d024) through your supervisor to the division director for approval.
* Pays the bill for their employee-owned device.
* Understands that the telephone number will be published in the TEEX Email Address Book.
* Reports a lost or stolen device to the division director within five working days in case of a data breach.
* Submits a new form if any of the following status changes occur after initial setup:
  + Employee moves from one division to another (ADLOC change)
  + Changes jobs within a division (change of Position Identification Number (PIN)
  + Cancelation
* If an employee is on payroll for any portion of the month, the division will pay the communication allowance for the full month unless the Division Director or designee submits the [Communication Allowances (FS-111)](https://teex.sharepoint.com/sites/TEEXConnect/forms/Forms/AllItems.aspx?id=%2Fsites%2FTEEXConnect%2Fforms%2FCommunication%20Allowances%2Epdf&parent=%2Fsites%2FTEEXConnect%2Fforms&p=true&cid=bfeb369a-a3f5-41a0-b6e0-7fa5da98d024) to cancel.
* Notify the Helpdesk and FS if an employee’s cell phone number changes.

**2. Division Director:**

* Determines whether the employee’s position requires cellular communication service.
* Reviews as a part of the annual budget planning cycle whether or not an employee should retain or have a communication allowance.
* Obtain Agency Director approval for non-exempt employee communication allowance requests.
* Forwards the approved [Communication Allowance (FS-111)](https://teex.sharepoint.com/sites/TEEXConnect/forms/Forms/AllItems.aspx?id=%2Fsites%2FTEEXConnect%2Fforms%2FCommunication%20Allowances%2Epdf&parent=%2Fsites%2FTEEXConnect%2Fforms&p=true&cid=bfeb369a-a3f5-41a0-b6e0-7fa5da98d024) form to Financial Services upon approval at Payroll@teex.tamu.edu
* Contact NIS regarding lost or stolen devices with 24 hours of being notified.

**3. Financial Services/Payroll:**

* Submit TEEX FS-111 to Deputy Director for review.
* Enters the Compensation Change business process in Workday to add Communication allowance to be paid with employee pay date according to the effective date.
* Maintains a copy of the form in the employee’s personnel file.
* Monitor overall expense to the agency, annually.

## Quality Assurance Measures (Required)

Payroll will conduct a monthly review of the Agency’s phone list against various reports in Workday to ensure accuracy of cellphone allowances paid out.

Payroll will ensure proper steps above are being conducted for activation and deactivation of cellphone allowances.

## Related Statutes, Policies, or Requirements

Supplements [System Regulation 25.99.09](http://policies.tamus.edu/25-99-09.pdf)

## Office of Responsibility

Financial Services

(979) 458-6841