

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
WIRELESS COMMUNICATION DEVICES POLICY

Number 06.04.14

Division Budgets and Management Information

Date October1, 2020

Purpose The purpose of this policy is to allow for reimbursement of wireless communication products and fees to UAH employees whose job duties require them.

Policy Subject to the appropriate approvals, UAH will allow employees whose job duties require them to be accessible outside of normal working hours to elect the option referenced below for cell phones, iPad with data plans, or other wireless communication devices.

Eligible employees can receive a weekly, taxable supplement to their pay and then make their own arrangements for their wireless communication device directly. Employees must follow the procedures noted below to enroll.

Rationale:

Two options are allowed by current IRS regulations. The university has elected to offer a reimbursement that is a taxable benefit. This option is most advantageous, requires less paperwork for employees and departmental personnel, does not require logs of all calls to be maintained, and does not result in records of all calls being subject to open records laws. This option also allows employees to retain their

cell phone numbers, if desired, if no longer employed by the University.

Transition

Immediately upon approval of this policy and authorization by the appropriate supervisor/vice president, employees may participate in the Payroll Supplement Policy. The supplement will go into effect on the next biweekly pay period following notification to Payroll Services.

Procedures

law will result in termination of the wireless communication device supplement.

F. Contract Changes. The employee shall bear the cost of any service provider contract termination fee if the contract is terminated at the election of the employee or due to a violation of this policy by the employee. The University shall bear such costs in the event the termination of the employee's service provider contract is required due to a change in University policy or other reason unrelated to the employee's violation of this policy.

G. University Email Service. OIT (Office of Information Technology) Has developed procedures to configure your device to check email on the campus system. These procedures can be accessed at <http://www.uah.edu/oit>. The helpdesk email address is helpdesk@uah.edu

H. Ownership. If the employee discontinues employment with the University, he/she will retain ownership of their wireless device.

Review

Office of Budgets and Management Information will review the policy annually.

Approval

Chief University Council

Vice President for Finance and Administration

Associate Vice President for Budgets I1T8(a)-32nddeini