

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

WIRELESS COMMUNICATION DEVICES POLICY

**Number**

06.01.12

**Division**

Finance and Administration - Office of Information Technology

**Date**

August 28, 2013

**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 policy option referenced below for cell phones, iPads with data plans, or other wireless communication devices.

Eligible employees can receive a bi-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:** ~~As of 10/1/12, the department is responsible for the transition of all wireless communication devices to the university. Employees may participate in the Payroll Supplement Policy. The supplement will go into effect the month following employee notification to Payroll Services.~~

**Procedures**

Employees desiring a wireless communication device supplement must comply with the following procedures:

**A. Application.** If an employee's job duties require spending considerable time away from their office or work area or require them to be accessible outside of normal working hours, he/she may apply for a wireless communication device supplement with approval by the employee's supervisor and the appropriate vice president. Approval of the supplement shall remain in effect until terminated pursuant to the terms of this policy. A wireless communication supplement is not an entitlement and may be changed or withdrawn by the University at any time.

**B. Amount of Supplement.** The amount of the supplement is established as a

maximum of \$45 per month for voice, \$45 per month for data or \$95 for voice and data service. These amounts will be reviewed annually and revised as

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.

**Infrequent Use of Personal Cell Phone:**

If an employee is not eligible for a wireless communication device or supplement, or chooses not to apply for a device or a supplement, business-related calls made on personal cell phones may be reimbursed by the University under certain circumstances. If the employee uses a personal cell phone to make business-related calls, the cost of such calls may be reimbursed if the business-related call causes the individual to exceed the number of minutes included in his or her personal calling plan. A reimbursement form showing any such excess charges attributable to business-related calls may be submitted, with appropriate documentation, to the Office of Accounting and Financial Reporting.

[Wireless Communication Supplement Request Form](#)

**Review**

The Office of Information Technology is responsible for the review of this policy every five years (or whenever circumstances