

Facilities Management Cell Phone Use

A university-owned mobile telephone and mobile air-time service are to be used only for official university business and are subject to the rules outlined in the UTHSCSA HOP 5.2.7. Although a cell phone may have been issued to you for business purposes, we recognize that personal calls sometimes may be necessary. Most of our cell phones have a flat rate airtime plan. Employees are responsible for reimbursing the Health Science Center when personal calls cause the plan threshold to be exceeded. In this case, personal calls must be reimbursed up to the amount over the threshold. A personal check must be submitted to the Bursar's Office for deposit to the account number billed over the plan. It is recommended that a minimum of 90% of the total calls be for Health Science Center business purposes. Calls due to a bona fide personal emergency, to inform of a delay to return home, or to stay in touch when out of town, may be considered business calls. Typically, these calls should last no more than 10 minutes. If your cell phone is not billed on a flat rate, you must submit a personal check to the Bursar's Office for all personal calls each month.

Employees should not request plans with air-time excessive to their needs. If an employee consistently uses less minutes of their allotted air-time, the employee should request that their plan be changed to a plan with less air time: (1) if savings to the HSC would be realized and: (2) normal business use would not exceed the maximum minutes on the plan.

Employees may carry personal cell phones at work as long as their use does not interfere with their work. Personal cell phone use while on duty should be limited to break time unless the incoming or outgoing call is of an emergency nature.