

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

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| Chapter 5 | Information Management & Services | Effective: | June 2000 |
| Section 5.5 | Information Management Client Support Services | Revised: | July 2010 |
| Policy 5.5.7 | University-Owned Mobile Telephone Usage Policies | Responsibility: | Vice President and Chief Information Officer |

UNIVERSITY-OWNED MOBILE TELEPHONE USAGE POLICIES

Policies

A University-owned mobile telephone is to be used for official University business only. Employees have no right to privacy. Mobile phone usage patterns are the property of the State of Texas. Management has the right to review employee's usage. Also, mobile phone usage is subject to the requirements of the Texas Public Information Act and the laws applicable to state records retention.

The Health Science Center recognizes that personal calls will sometimes be necessary. When the mobile telephone is used for a personal call, the individual is responsible for the cost of that call. If the mobile telephone has a flat rate airtime plan, the customer is responsible for reimbursing the Health Science Center when personal calls cause the plan threshold to be exceeded. The funds should be submitted to the Bursar's Office for deposit to the account number billed for the cost of the call.

It is recommended that a minimum of 90% of the total calls be for Health Science Center business purposes. Calls home to receive patient messages, 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 ten (10) minutes.

University-owned mobile telephones are restricted from making international long distance calls. If a mobile telephone user has the need for making this type of call on a routine basis, the restriction can be removed.

For further information regarding these policies and services, refer to the Information Management & Services (IMS) Web page, <http://ims.uthscsa.edu/> or contact the IMS Services Desk at 567-7777.
