1. PURPOSE

This document states the University of Houston System policy regarding a monthly cell phone allowance for the business use of a personal cell phone. Also, this policy delegates responsibility for the administration of a monthly cell phone allowance program to the component universities.

2. POLICY

2.1. When an employee’s job duties, in the opinion of the department head, require an employee to use his or her personal cell phone, the department may elect to monetarily contribute to the employee’s operation of the employee’s cell phone by providing a monthly cell phone allowance through the payroll system. The cell phone allowance is meant to partially offset, rather than cover, the cost of the cell phone service.

2.2. Each component university will be responsible for the development, implementation, and administration of guidelines related to this document, if the component university decides to provide a cell phone allowance. These guidelines must be in compliance with Internal Revenue Service regulations.

2.3. If a component university provides a cell phone allowance, it is not required to provide it to all employees who request it, but must provide it in accordance with its own guidelines.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Senior Associate Vice Chancellor for Finance

Review: Every two years on or before June 1
4. APPROVAL

Approved:  Jim McShan
            Senior Vice Chancellor for Administration and Finance

            Renu Khator
            Chancellor

Date:  June 12, 2017