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PROCEDURE SUMMARY

This procedure provides units of Texas A&M AgriLife Research (AgriLife Research) with a formal process to manage communication devices and/or internet services for agency employees.

This procedure is required by System Regulation 25.99.09, *Communication Allowances*.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

The provision of a communication device, communication service, internet service, or allowance to an employee must be based upon business need. In making the assessment, the unit head is responsible for:

- Determining whether the employee's position requires a communication device and/or service based on his or her job duties and responsibilities.
- Determining which of the allowed acquisition methods (member-owned or employee-owned) is most appropriate to address the unit's business needs.
- Determining the source of funds to pay for the communication device and/or service.
- Ensuring the employee is made aware of System Regulation 25.99.09 and agency procedures.

2.0 COMMUNICATION DEVICES

2.1 Member-Owned Devices

Units may elect to acquire and provide a communication device to an employee whose job duties necessitate the provision of such a device.

Phone calls made on a member-owned device must be documented monthly on an itemized bill accompanied by a signed statement from the unit or employee certifying business purpose of all calls made from the device. Phone calls to one's family or home are not business-related for this purpose.

2.2 Employee-Owned Devices

If it is determined that the employee's job duties necessitate the provision of a communication device and/or service, and the unit head approves, a monetary contribution may be provided through a monthly communication allowance and/or a device/equipment allowance.

Communication allowance limits are:

Monthly Communication Allowance – up to \$50/month
Device/Equipment Allowance – \$100 every two years

Exceptions to the maximum allowances outlined above must be approved by the Director or designee. Exceptions must be submitted via memo with justification along with the business process in Workday.

A unit contribution towards an employee-owned device is submitted using a Communication Equipment Reimbursement Request form AG-514. A receipt is required for reimbursement.

Allowances are taxable compensation to the employee and are subject to required tax withholdings. Payment of such taxes incurred is the responsibility of the employee and will not be reimbursed to the employee by the agency. A communication allowance is not part of an employee's base salary. Units should annually review employees receiving a communication allowance and submit any necessary changes through the Workday business process. A monthly communication service allowance may be established at any time during a fiscal year and may be changed and/or withdrawn at any time for any reason by the unit or agency.

3.0 REIMBURSEMENT OF BUSINESS CALLS

An employee who does not receive a communication allowance may—under certain circumstances and if approved by the Director or designee—be reimbursed for business calls made using a personal device. To receive reimbursement, the employee will submit an itemized bill documenting calls for reimbursement, and noting business purpose of calls, along with a completed Personal Reimbursement form AG-296. The unit will determine the source of funds for reimbursement.

Reimbursement for international business communication will follow the process as outlined above. In cases where it is determined efficient to have international coverage as part of a monthly allowance, the Director or designee may approve the allowance through the communication monthly plan allowance business process in Workday.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Regulation 25.99.09, Communication Allowances](#)

[System Policy 33.04, Use of System Resources](#)

[Texas A&M AgriLife Form AG-514, Communication Equipment Reimbursement Request](#)

CONTACT OFFICE

Questions regarding this procedure should be referred to AgriLife Human Resources at 979-845-2423.

REVISION HISTORY

Approved: August 17, 2011
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