

25.99.09.W1.99 Communication Allowances



Approved September 1, 2004

Revised August 21, 2025

Supplements System Policy 33.04 Use of System Resources and
System Regulation 25.99.09 Communication Allowances

Procedure Summary

West Texas A&M University recognizes that the performance of certain job responsibilities may be enhanced by the provision of personal communication allowance. Departments may elect to monetarily contribute to the employee's operation of personal communication devices under the provisions of this procedure.

Reason for Procedure

The option for use of cell phones is to identify the individual(s) whose job functions make it necessary for them to have a cell phone. This will become a personal cell phone and not University owned equipment or University owned plan.

Communication allowances shall be comprised as follows:

Monthly communication allocations, which provide salary supplements for service plans.

A personal communication device acquired by provisions of a communication allowance contribution is considered to be the property of the employee and may be used in any way the employee deems appropriate. Contributions made to the employee by the university in the form of a monthly communication allowance are considered taxable compensation subject to required tax withholdings. A communication allowance is not considered to be an entitlement and is not part of an employee's base salary. The monthly communication allowance shall be paid in equal installments from departmental funds as a salary supplement and is provided to the employee only for as long as the employee qualifies for the allowance under these provisions.

Procedure

1. Approval:

- 1.1. Department heads are responsible for determining which positions necessitate personal communication allowances. Granting a communication allowance to an employee must be directly linked to the employee's university related job duties and responsibilities, as deemed appropriate by the designated vice president. The communication allowance form is provided to HR and must include justification as to why the employee should receive the communication allowance, and if the employee conducts mission critical university business. All communication allowances will be re-evaluated biennially.
- 1.2. Non-exempt (hourly) employees should not utilize their cell phone or any other telecommunications device for work purposes outside normal work hours and days, unless authorized by their supervisor and compensated for the time performing duties. This means any work outside of their scheduled work hours. In the event this happens, the employee is required to record the time on their time sheet.
- 1.3. If the department chooses to purchase or lease a cell phone for the department, to be checked out by individuals on an as needed basis, documentation will need to be reviewed and approved by the appropriate vice president.

2. Establishing Communication Allowance Amounts

- 2.1. The communication allowance rates shall be published on the university webpage annually. An employee may elect a more expensive plan and/or equipment; however, the employee shall be responsible for all additional expenses. The employee shall be responsible for any charges and/or rates over the posted limits.
- 2.2. The employee is responsible for payment of monthly service regardless of whether that amount exceeds the monthly University communication allowance. During the budget planning cycle, department heads and vice presidents must evaluate the employee positions that are being provided the communication allowance. Monthly communication allowances can be established at any time in a fiscal year, but they must remain constant in amount throughout the remainder of that fiscal year.
- 2.3. The Communication Allowance will begin on the first of the month following the receipt of the proper documentation by Payroll.
- 2.4. Communication allowances will not be paid retroactively.

3. Employee Responsibilities

- 3.1. The employee is responsible for the actual selection of, and enrollment in, the communication service plan.
- 3.2. An employee receiving a communication allowance must provide to his/her department the current phone number to the communication device within five

working days of the activation of that number. The department must notify WTAMU Payroll Services of any changes to the listed phone number.

- 3.3. The employee is personally liable for contract stipulations including payment of all expenses incurred (including long distance, roaming fees, and taxes). If an employee leaves the position that qualified for a communication allowance, the employee continues to be responsible for the contractual obligations of the communication service plan.
- 3.4. An employee receiving a communication allowance must notify his/her department head within five working days of the inactivation of communication service or in the event that the communication equipment is lost or stolen.
- 3.5. An employee receiving a communication allowance from West Texas A&M University may not receive reimbursement from the university or another component of the Texas A&M System for use of communication equipment or services.

Related Statutes, Policies, or Requirements

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

[System Regulation 25.99.09 Communication Allowances](#)

Definitions

Definitions are adopted from System Policy 33.04 and System Regulation 25.99.09.

Appendix

None

Revision History

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Approval Signature



President/CEO

08/21/2025

Date