

C.2.7.2 (Procedure) Communication Device Assignments and Allowances

Responsible Department: Vice Chancellor for Planning, Performance and Information Systems, Vice Chancellor for Finance and Administration

Based on Board Policy: [C.2.7](#) - Equipment/Property Management

Approved: 8-18-09

Last Amended: 1-13-10

Reviewed: 5-20-14, 2-5-18

Certain employees may require communication devices, such as cellular phones, radios, and pagers to conduct Alamo Colleges District business when away from their assigned work location.

General Provisions

1. Communication device assignments and/or allowances may be provided for those who meet any of the following criteria:
 - a. The employee is a critical decision maker who requires immediate access 24/7;
 - b. The position requires extensive travel (more than 25% of the time);
 - c. A device is required to meet safety standards;
 - d. Other compelling reasons to have immediate access to communication devices.
2. Communication device assignments and allowances must be based solely on a business need.
3. Determination of what type of device is necessary, and whether a communication device or allowance will be used is at the discretion of the supervisor and submitted with justification on the communication device/allowance request form. Devices may include radios, pagers, cell phones (allowance only) or any other communication devices.
4. Communication devices and allowances are the fiscal responsibility of the area budget manager.
5. All allowances are taxable income and therefore will be included on the employee's W-2 form as taxable compensation.

Approvals

In order for an employee to be assigned a communication device or allowance, approval must be obtained as follows:

1. Supervisors must verify each employee's eligibility prior to submitting a Communication Device Authorization Form or a Communication Allowance Authorization Form. The forms are available at the Alamo Colleges District Information Technology Services website.
2. A Loan Property Request Form is required for all inventory equipment following Inventory Control Property Management Procedure [C.2.7.4](#). Supervisor approval is required for internal control.

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3. Communication device assignment/allowance requests shall be submitted to the respective College President, Vice Chancellor or designee for approval, and then submitted to the Information Technologies department for processing.
4. Requests for the Chancellor's direct reports shall be submitted to the Chancellor or designee for approval before submission to the Information Technologies department for processing.

Positions Eligible for Consideration

Based on business need, the Alamo Colleges District may assign communication devices or issue communication allowances to employees in certain positions.

Communication Devices

Positions eligible to be assigned Alamo Colleges District pagers, radios, and other communication devices based on business need include:

1. Selected Vice Presidents/Associate Vice Chancellors
2. Selected Facilities personnel
3. Selected Public Safety personnel
4. Selected Information Technology personnel
5. Selected Public Affairs personnel
6. Selected Human Resources personnel
7. Other personnel as approved by the Chancellor or designee

Communication Allowances

The Alamo Colleges District does not assign cell phones to employees. If it is determined that a cell phone is required by an employee to conduct District business, a communication allowance of \$60 per month will be provided to the employee. Positions eligible to receive cell phone allowances include:

1. Chancellor
2. College Presidents
3. Vice Chancellors
4. Selected Vice Presidents/Associate Vice Chancellors
5. Selected Facilities personnel

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6. Selected Public Safety personnel
7. Selected Information Technology personnel
8. Selected Public Affairs personnel
9. Selected Human Resources personnel
10. Other personnel as approved by the Chancellor or designee

Termination of Communication Device Assignment or Allowance

Causes for termination of a communication device assignment or allowance may include but are not limited to:

1. Termination or cancellation of the associated service;
2. Determination by the employee's supervisor that the employee no longer has a business need for conducting business via the communication device;
3. The employee's extended absence (a full month or more) from Alamo Colleges District duties, such as long-term disability or military service;
4. Misuse or unauthorized use of assigned communication devices by the employee or others; or
5. Termination of employment.

Communication device assignments and allowances end immediately upon notification to the employee. The employee shall return all assigned communication devices to the Alamo Colleges District within two business days after cancellation of the assignment.

If an employee terminates employment with the Alamo Colleges District, whether voluntarily or involuntarily, the employee will have sole responsibility for fulfilling the terms of any contracts that have been established with service providers. The Alamo Colleges District will give no further remuneration for these services.

Lost, Stolen, or Damaged Equipment

An employee who is assigned an Alamo Colleges District communication device is responsible for the replacement of any lost, stolen or damaged equipment assigned to the employee or related to the allowance. Employees who are assigned Alamo Colleges District communication devices are not allowed to transfer, reassign or allow unauthorized parties to use them. See Procedure [C.2.7.4](#)

Responsibilities

The **supervisor** is responsible for:

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1. Determining whether there is a significant business need for an employee to receive a communication device or allowance.
2. Obtaining approval from the appropriate College President, Vice Chancellor, Chancellor or designee.
3. Forwarding approved documentation for communication device assignments or allowances to the Information Technologies department.
4. At least annually verifying the service associated with a communication allowance is still in effect by requesting written verification from the employee.
5. Determining when there is no longer a business need for the employee to receive an allowance or be assigned a communication device.
6. Notifying Information Technology Services to end the communication device assignment or allowance if he/she becomes aware of any of the causes listed under *Termination of Communication Device Assignment or Allowance* in this procedure, or any other cause for termination of the assignment or allowance.

The **employee** is responsible for:

1. Selecting a service plan and provider for the service associated with the communication allowance that will satisfy the level of service needed to effectively conduct Alamo Colleges District business.
2. Purchasing any equipment, service or insurance including but not limited to installation, hands free equipment, the phone instrument, etc.
3. Submitting documentation to the employee's supervisor to request the allowance or communication device assignment.
4. Using assigned communication devices for Alamo Colleges District business only and protecting the confidentiality of information transmitted through or stored on the devices.
5. Supplying proof of continued service related to communication allowances at least once each fiscal year, and more often if requested.
6. Notifying Information Technology Services if the service related to a communication allowance is terminated or canceled, or if an assigned communication device is lost, damaged or stolen.
7. Using communication devices in a manner which does not conflict with federal and state laws and city ordinances. Employee is solely responsible for any outcome as a result of failure to comply.