

To: Academic Senate Office

From: The Office of Information Technology—contact Kevin Taylor

Date: February 11, 2011

Enclosed, please find the revised University Policy 4-005 regarding the use of wired and wireless telecommunications services. This policy applies to all employees who are authorized to use telephone services in the performance of their job responsibilities. The policy is accompanied by Rule 4-005C which defines procedures and conditions for cell phone reimbursements, as well as forms that provide a means to 1) calculate/estimate cellular reimbursements and 2) submit reimbursement requests to Payroll for processing.

The policy reflects changes in IRS rules governing the use of cell phones for personal and business services. The earlier version of this policy was written to bring the University into compliance with IRS “listed property” rules which required extensive and detailed documentation of personal and business use for any University owned or reimbursed cell phone. The IRS rules forced the University into a position that required all cell phone allowances to be provided in the form of taxable income. The “listed property” rules were lifted by congress in 2010. As a result the University is able to reimburse employees for the business use of cellular telephones bringing significant savings to the University and improved convenience to cell phone users.

Portions of the previous version of this policy were not relevant to the subject of personal telecommunications services and were reassigned, without changes to the text, to existing administrative policies 3-100, University Procurement, and 3-234, Key Policy.

The revised policy 4-005 and the reassignment of administrative sections of the existing policy have been approved by Stephen Hess, Chief Information Officer and Arnold Combe, Vice President Administrative Services. It was also reviewed and approved by the President’s Cabinet on January 27, 2011, the Campus Information Technology Council at their meeting on February 10, 2011, the CAD meeting held February 17, 2011, and other Stakeholders as recommended by the IPC and the committee that worked on the policy.

For further information, please contact Kevin Taylor at 585-3314.

Approved by: Stephen H. Hess, Chief Information Officer, February 11, 2011
Approved by: Arnold Combe, Vice President Administrative Services, February 11, 2011

Memorandum

To: Stephen Hess, Chief Information Officer
Arnie Combe, VP for Administrative Services

From: Kevin Taylor
Jeff West

Date: February 11, 2011

RE: Revised University Policy 4-005 (Use of Personal Telecommunications Services) and reassignment of unedited text to Policies 3-100 and 3-234.

Attached for your consideration and approval is a proposal for a revised University Policy 4-005, Use of Personal Telecommunications Services. The Policy is accompanied by revised rules that reflect the policy change as well as forms to implement processes defined in the policy and rule.

The revision of policy 4-005 also includes the reassignment of paragraphs that are not related to personal telecommunications services. Policy 4-005 Paragraphs III A-F are being reassigned as follows:

Paragraphs III A-G are being added to Policy 3-234, Key Policy as shown on the attached pages.

Paragraph III F is being added to Policy 3-100, University Procurement as shown on the attached pages.

These policy revisions have been reviewed by the University Institutional Policy Committee (IPC), the Information Technology Council, the Office of General Counsel, the campus Information Technology Council, the President's Cabinet, and various stakeholders identified by the IPC. Policy 4.005 and its accompanying rule and forms were developed by a committee consisting of members from UIT, Office of Planning and Budget, Financial and Business Services, Human Resources, University Hospitals and Clinics, and University Health Sciences, School of Medicine.

If you approve of this proposal, it will then be forwarded to the Academic Senate Executive Committee for its review. It will be recommended that the Executive Committee classify this as a Policy that does *not* "directly or significantly affect the University's academic missions," under U-Policy 1-001, and therefore should be treated as an item for the "information" rather than the debate and approval of the Academic Senate. It is proposed that this Policy become effective upon approval by the Board of Trustees.