

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.2	Systems and Network Operations	Revised:	December 2004
Policy 5.2.7	University-Owned Mobile Telephone Usage Policies	Responsibility:	Vice President and Chief Information Officer

UNIVERSITY-OWNED MOBILE TELEPHONE USAGE POLICIES

Policies

A University-owned mobile telephone and mobile air-time service are to be used for official University business only. However, the Health Science Center recognizes that personal calls will sometimes be necessary. When the mobile telephone is used for a personal call, the individual is responsible for the cost of that call. The telephone user should make note of personal calls and write a check to the UT Health Science Center at San Antonio after review of the monthly call detail. Their personal check should be submitted to the Bursar's Office for deposit to the account number billed for the cost of the call. If the mobile telephone has a flat rate airtime plan, the customer is responsible for reimbursing the Health Science Center when personal calls cause the plan threshold to be exceeded. In this case, personal calls must be reimbursed up to the amount over threshold. It is recommended that a minimum of 90% of the total calls be for Health Science Center business purposes. Calls home to receive patient messages, to inform of a delay to return home, or to stay in touch when out of town, may be considered business calls. Typically, these calls should last no more than ten (10) minutes. For further information regarding these policies and services, please refer to the Systems and Network Operations (SNO) web page <http://ims.uthscsa.edu/> or contact Customer Services at extension 7-2061.

Because of the potential for fraud, mobile telephones are restricted from making international long distance calls. If a mobile telephone user has the need for making this type of call on a routine basis, the restriction can be removed.
