



TEXAS A&M

HEALTH SCIENCE CENTER

OFFICE OF THE PRESIDENT

May 14, 2010

MEMORANDUM

TO: All HSC Employees

FROM: Nancy W. Dickey, M.D.
President, Texas A&M Health Science Center
Vice Chancellor for Health Affairs, Texas A&M System

SUBJECT: Communication Device and Service Allowances

The Texas A&M System Health Science Center recognizes that the performance of certain job responsibilities may be supported and enhanced by the provision of cellular communication devices and services. It is, however, recognized that the HSC's costs of this support continues to grow in a time of severe economic stress. As a result, the communications device and service allowance program within the Health Science Center has been amended. (This amendment also brings our policy into alignment with the System policy.) The following outlines the parameters of the new communication device and service allowance program as recommended by the Executive Committee to the President.

- Effective immediately, the March 12, 2010 moratorium on communication device and service allowances is rescinded.
- The new communication device and service allowance structure is as follows:
 - Device Reimbursement will be determined by each college/division; however, any college/division allowance will have a maximum of \$100/every two years
 - Monthly Service limited to two service levels
 - \$42/month
 - \$75/month
- Any new allowances will follow the new policy. For existing communication device and service allowances, employees must transition

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President, Health Science Center and Vice Chancellor for Health Affairs, Texas A&M System

all allowances to conform to the new structure not later than September 1, 2011.

- Each new communications device and service allowance must be requested and justified in writing to the appropriate Vice President or Dean for approval. While virtually every job may have an occasional call for availability, the justification is anticipated to address those whose jobs require significant accessibility outside the office setting. The level of service as well as the justification for accessibility must accompany the "Allowance for Communication Devices" form submitted to Payroll Services for processing.

Please feel free to contact Mr. Jim Nachlinger at 979-458-7272 or JNachlinger@tamhsc.edu if you have questions regarding this change.

