



Utilities and Energy Management Department

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To: Utilities and Energy Management Staff

From: Juan Ontiveros
Associate Vice President for Utilities, Energy and Facilities Management

RE: Policy on Use of Cellular Phones/Communication Devices

It has been determined that the nature of your job duties and responsibilities necessitate that the department provide you with an appropriate communications device. It is also important that you be aware of and acknowledge the policy and guidelines associated with the use of this device.

The communications device that you have been provided is the property of The University of Texas at Austin (UT Austin). In carrying and utilizing this device, you are responsible for the following:

1. Ensuring that the device is used primarily for university business and that any non-business use is incidental. To be considered incidental, non-business use must be occasional in nature, must not interfere with university business and non-business use must not result in any additional costs to the department.
2. Taking reasonable steps to protect the device from damage and/or loss and ensuring that there is no unauthorized use.
3. Returning the device to the department when it is no longer needed or when your employment with UT Austin ends.

It is important that you recognize that records related to your use of a university provided communication device are subject to review under the Texas Public Information Act as well as to audit by university personnel.

If you can comply with these requirements, please acknowledge receipt of this document by signing below. By signing below you also understand that your work device must be registered in the Campus Emergency System at <https://utdirect.utexas.edu/apps/csas/text/main>, unless a personal cell phone has already been registered.

If you cannot comply fully with this policy and the requirements identified above please contact your immediate supervisor.

Signature: _____

Printed Name: _____ Date: _____