

Cellular Phones/Communication Devices Use

UEM provided cell phones are property of the University and employees are required to carry them at all times during work and on-call hours. For those on an on-call system please follow internal shop guidelines.

By carrying and using a communication device, employees are responsible for the following:

University-Issued Cell Phones

- Sign the [Communication Devices Form](#) annually thereby acknowledging the policy and guidelines associated with the use of the device.
- Ensure that the device is used primarily for University business and personal emergencies. Non-business use must be incidental (unless authorized to use for personal use). To be considered incidental, non-business use must be occasional in nature, and must not interfere with University business. Non-business use must not result in any additional cost to the University. **For Mechanical Distribution ONLY: Employees are not allowed to use or carry personal cell phones during work hours. Employees must also register their university-issued cell phone in the Campus Emergency System.**
- Texts are restricted to emergency related communication.
- Comply with all policies regarding the use of cell phones while driving and avoid cell phone use that may jeopardize the safety of the employee or others ([See Use and Safe Operation of Vehicles](#)).
- Take reasonable steps to protect the device from damage and/or loss, and ensure that there is no unauthorized use.
- Return the device to the University when no longer needed, or when employment with the University ends.

Campus Text Alerts

Employees must enroll their university-issued cell phones or personal cell phones in the Campus Emergency System. Any emergency related communication such as campus alerts, closures, and openings during emergencies or unfavorable weather situations will be relayed through text alerts. To register your work or personal cell phones please visit <https://utdirect.utexas.edu/apps/csas/text/main>. For university-issued cell phones, select Sprint as your carrier.

Texas Public Information Act

Records related to 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.