

## Drawhorn, Derek D

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**From:** Ness, Roberta B  
**Sent:** Tuesday, February 21, 2012 10:10 AM  
**To:** SPH Faculty  
**Subject:** Technology Supplements for Faculty  
**Attachments:** Technology Supplement Policy.docx; Technology Supplement Request Form.docx

Dear All:

I am pleased to inform you that UTHealth has adopted the attached policy authorizing salary supplements for full-time faculty to purchase mobile computing devices. This is a welcomed reversal of the trend over the past two years of increased restrictions on spending discretionary institutional funds.

Interested faculty should familiarize themselves with all the guidelines for this program contained in the policy document. The essential elements are:

- **Eligibility** – Full-time UTHealth employee (1.0 FTE) with a salaried faculty appointment.
- **Eligible Devices** - Mobile computing devices such as iPhones, iPads, and a growing list of Android devices. These supplements cannot be used for purchase of laptops.
- **Synchronizing E-mail** – Only certain devices are allowed to synchronize to the University's e-mail system. Please review the list of supported devices before making your selection. Purchasing a device not on the supported device list does not obligate the University to synchronize your device. A list of supported devices can be found at [this link](#).
- **Ownership** – Because this is a salary supplement rather than a direct purchase of equipment, any device purchased using this supplement is owned by the faculty member.
- **Justification** – Brief description of proposed use of the mobile computing device with respect to the education, research or clinical mission of UTHealth is required for justification of the supplement. The request form is attached.
- **Approval** – Division Director/Regional Dean and Dean's approval are required but will not be onerous.
- **Funding** – Departmental discretionary (Designated) funds. May include endowment or gift funds depending on donor intent. Excludes state funds and contract & grant funds. Allowable SPH funding sources are:
  - Division and Regional Campus support allocations where departmental incentive and IDC sharing funds are budgeted.
  - Individual faculty members' FIP operating funds.
  - Faculty start-up funds.
  - Endowment or gift funding depending on donor intent.
  - If you have a question about whether you have access to any of these approved funding sources, please ask your Division or RC administrative staff. They should be able to help you.
- **Amount** – \$550 lump sum payment which is subject to withholding for income, Social Security and Medicare taxes. The funding cost will include applicable Social Security matching and a few other minor fringe benefit expenses.
- **Effective Date** – Approved supplements will be effective on the 1<sup>st</sup> day of the next month and pay out on the 16<sup>th</sup> of that month.
- **Timing** – Employee may be eligible for an additional technology supplement no sooner than 24 months after the award date of a prior supplement. The initial supplement may be awarded, with proper justification, for eligible technology expenditures made within the previous 90 days.
- **Grant-Funded Mobile Devices** – This policy authorizing salary supplements from discretionary funds is in addition to the current policy which allows direct purchase of mobile devices and wireless service from grant/contract funds if explicitly proposed and approved in the grant/contract budget. Devices purchased on

grant/contract funds are owned by the University. The UTHealth ban on direct purchase from discretionary funds remains in effect.

- **User Responsibility** – Users who connect mobile devices to UTHealth IT resources (such as the UTHealth intranet, e-mail, shared storage, etc.) or use mobile devices to process, store or transmit university information, must comply with all policies pertaining to University information. See technology supplement policy for details.

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