

STANDARD ADMINISTRATIVE PROCEDURE

33.04.02.M0.01 Non-Business Use of Telephones and Fax Machines

Approved July 28, 1997

Revised November 11, 1999

Revised December 17, 2007

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Revised March 29, 2014

Next Scheduled Review: March 29, 2019

SAP Statement

Incidental personal use of University-owned telephones (including cellular phones) and fax machines is an exception to the general prohibition against the use of University equipment for purposes other than official state business.

Official Procedure / Responsibilities/ Process

1. GENERAL

1.1 University-owned telephones and fax machines are purchased to facilitate University business. On the occasion when it is necessary for an employee to make a personal long-distance call from a University telephone, a personal calling card or third-party charge should be used. Operator assisted long-distance calls may be charged to University telephones only when the call is related to University business.

1.2 Incidental personal use is:

1.2.1 occasional use for personal purposes,

1.2.2 of minimal time and duration, and

1.2.3 results in no incremental cost to the University.

1.3 Incidental Personal Use is not:

1.3.1 Use connected with an outside business owned by the employee or

1.3.2 Use where the employee receives compensation from a third party

Incidental personal use must not interfere with assigned job responsibilities or be in violation of existing security/access rules.

Use connected with approved outside employment/consulting, should be consistent with the provisions of [System Policy 33.04: Use of System Resources](#), and [System Regulation 33.04.01: Use of System Resources for External Employment](#).

2 MONITORING

2.1 Each department or unit head should designate an individual who should review all telephone and fax charges in order to identify billing errors or unauthorized calls. This review should be routinely performed; the review should be documented; and the telephone bills should be maintained in the department in accordance with the University record retention policy. For telephone or fax lines that are not assigned to an individual, management should consider maintaining a log of the calls made or restricting access to use.

2.2 In the event that circumstances prevent compliance with this SAP and use results in additional costs to the University, the person making the calls must reimburse the University. Deposits will be coded to the same object code and credited to the same fiscal account from which the telephone bill was paid. It may be appropriate to counsel the individual responsible for making the calls on proper telephone procedures.

3 SECURITY

3.1 University telephones and fax machines should be secured from unauthorized use by assuring that offices are secured. Additionally, University telephones that do not require the long distance feature should be blocked from allowing long-distance charges by using the "local calls only" feature. This feature can be installed through a telecommunications work order.

3.2 All telephone extensions are blocked from allowing 900 number calls. If that capability is specifically required, as determined by the department head, the University Telecommunications Office should be contacted to make the appropriate arrangements.

Related Statutes, Policies, or Requirements

Supplements [System Policy 33.04](#) and [System Regulation 33.04.02](#)

Contact Office

OFFICE OF RESPONSIBILITY: [Financial Management Operations](#)