

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-30
Non-Business Use of Telephones & Fax Machines

1. GENERAL

Incidental personal use of telephones, including cellular phones, and fax resources at Sam Houston State University is an exception to the general prohibition against the use of University equipment for anything other than official state business.

1.1 University telephones, cellular phones, and fax machines are in existence 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 Personal use of fax machines or cellular phones requires reimbursement for costs to SHSU.

2. GUIDELINES

Incidental personal use must not:

- (1) result in financial gain for the user;
- (2) be for business purposes where the employee owns the business or the work is done for another business (including consulting);
- (3) interfere with assigned job responsibilities; or
- (4) be in violation of existing security/access rules.

3. MONITORING

3.1 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 or charges. 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.

3.2 In the event that circumstances prevent compliance with this Rule and use results in additional costs to the University, the person making the calls must promptly reimburse the University. It may be appropriate to counsel the individual, responsible for making the calls, in proper telephone procedures.

4. SECURITY

4.1 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, which can be accomplished through a telecommunications work order, does not allow long-distance calls to be made from the telephone or accessed through the operator and billed to the extension.

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5. PURCHASE AND USE OF SHSU OWNED CELLULAR TELEPHONES

- 5.1 All purchases of cellular telephones must be made by purchase order through the Purchasing Department of SHSU.
- 5.2 SHSU is exempt from taxes on cellular telephones. Please be sure to contact the Accounts Payable Department if you see taxes on the bills. The taxes will be removed from the bill and should not be paid.
- 5.3 It is not possible to prevent another party from placing a personal call to your telephone.
- 5.4 All charges for airtime and long distance are to be reimbursed to SHSU for such use. Reimbursements will be made promptly upon receipt of the monthly bill. A permanent file record will be maintained by the user of such reimbursements. The SHSU cellular phones should be used for State of Texas business. Reimbursement for all personal calls will be made, base rate notwithstanding.
- 5.5 All telephones being charged to SHSU will include in the services contract a provision for a detailed monthly phone billing.
- 5.6 Purchases of cellular telephones by SHSU, will only be considered for employees in the position of Dean, Associate Vice President, Vice President, President, Vice President for University Advancement, Director of Physical Plant, University Police. Other positions may be authorized by the appropriate Vice President.

Review by: R. Dean Lewis - Vice President for Finance & Operations – 11-01-08
Next review: 2/1/10