

Title: SUNY Fredonia Desk Telephone Policy

POLICY NUMBER: 006

I. REASON FOR POLICY

This policy describes the assignment, use and management of desk telephones by employees of SUNY Fredonia effective January 2, 2002. SUNY Fredonia provides for the use of desk telephones by all employees.

II. POLICY STATEMENT

The Vice President for Administration shall be responsible for the administration of telephone use, including the specific service plan for telephone use, and the method of reimbursement for personal telephone calls by employees. The acquisition of telephone services and service plans shall be in accordance with the State University of New York Administrative Procedures Manual - Item 300 - Purchasing and Contract Procedures.

1. Each employee assigned a desk telephone must sign an acknowledgement of the Desk Telephone Policy ([see attachment 1](#)), which is to be maintained in the employee's personnel file.
2. A monthly usage bill will be provided to each employee assigned a desk telephone. The employee must reimburse SUNY Fredonia for all personal calls and non-state business calls. SUNY Fredonia reserves the right to question and decide which calls are official state purpose calls.
3. Requests for PIN numbers must be made to the Director of Accounting by the supervisor/department chair or the department secretary. One PIN is to be used for long distance business calls only. The other PIN number is to be used for long distance personal calls only. Each employee will be billed personally for each call made using their personal PIN number. If an employee accidentally uses their business PIN number to make a personal call, they should immediately notify their supervisor and make a note of the occurrence so they may pay for the call at the end of the month.
4. Any employee assigned a desk telephone who fails to comply with SUNY Fredonia's desk telephone policy may have their telephone privileges suspended or revoked and may be subject to disciplinary action.

PROCEDURE FOR RECORDING DESK TELEPHONE REIMBURSEMENTS

Payments for reimbursement of personal desk telephone calls should be submitted online via the "Payments for Personal Calls" uStore. Payments may also be submitted by check or money order (no cash) to the Secretary I in Student Accounts. Checks and money orders must be made payable to "SUNY Fredonia IFR Account # 900880.93".

III. AUTHORITY FOR POLICY

Per the recommendation of SUNY Central, approved January 2, 2002 by the authority of the President's Cabinet. Amended July 26, 2011 with approval of the President's Cabinet.
