

UNIVERSITY OF HOUSTON – DOWNTOWN

TELEPHONE AND LONG DISTANCE USAGE

PURPOSE	To ensure appropriate and ethical use of University telephones and long distance usage are in accordance with the policies and procedures.
REFERENCES	UHD PS 01.A.11; SAM 03.A.19
RESPONSIBLE PARTY	Designated departmental administrative staff
FREQUENCY	Monthly

PROCESS

It is the responsibility of the administrative staff to notify the department chairperson and faculty of telephone and long distance procedures and maintain departmental records.

LONG DISTANCE USAGE

- Step 1 Department head(s) and Telecommunications grant long distance authorization to each eligible staff and faculty member.
- Step 2 A unique 6-digit authorization code is assigned to each approved employee. It is the responsibility of that employee to keep this authorization code confidential. The employee will be responsible for all long distance calls charged to this authorization code.
- Step 3 Long distance calls must be for “official” university business. Personal long distance calls charged to the university’s telephone network are strictly prohibited. If it is necessary to make personal long distance telephone calls while at work, employees must charge the calls to their personal long distance telephone credit cards or use their personal cellular phones.
NOTE: If charging a long distance call to the university’s network is unavoidable, then all charges, including applicable sales and use taxes, must be reimbursed within 10 days from the billing date.
However, university employees will be placed on notification for inappropriate use of university property.

CELLULAR PHONE USAGE

- Step 1 Placing personal telephone calls from a mobile telephone owned or leased by the University is permitted only if the employee pays the cost of both business and personal calls and is reimbursed for the monthly service costs and business telephone calls.

LOCAL TELEPHONE USAGE

- Step 1 Local use of university telephones for personal use should be limited.

MONTHLY BILLING

- Step 1 On a monthly basis, Operations and Telecommunications will distribute to each department individual reports of use for each employee with a long distance authorization code.
- Step 2 Employees should review monthly telephone charges for accuracy and validation of charges.
- Step 3 Employees must sign the report for their telephone extension, certifying that all long distance calls were made for "official" University business.
- Step 4 The department signature authority (normally the chairperson/department head) should sign the cover sheet showing the total long distance and usage charges for the month. A copy will be kept for departmental records, and the original returned to the Vice President for Administration's office in a timely manner.

SPECIAL NOTE

The division Business Manager may conduct a quarterly "spot" check to verify that administrative staffs are following university procedures regarding telephone and long distance usage in accordance with UHD policies.