



# New York Medical College Policy and Procedure Manual

<b>Section:</b> FACILITIES MANAGEMENT	<b>No.:</b> FM.403
	<b>Date:</b> Oct. 4, 1993
<b>Subject:</b> TELEPHONE USAGE	<b>Page</b> 1 <b>of</b> 2
	<b>Supercedes:</b>

## I. Purpose

To establish guidelines for the use of College telephones and non-College telephones used for College business.

## II. Scope

This policy applies to all College faculty, staff and students.

## III. Definition

- A. Telephone - refers to both standard and cellular phones and facsimile machines.
- B. Telephone access - refers to telephone credit cards.

## IV. Policy

It is the policy of New York Medical College to provide telephone and telephone access, to departments and designated employees, to conduct College business.

## V. Procedure

- A. The College shall provide suitable telephones and telephone access to conduct College business.
  - 1. Requests for telephones shall be made in accordance with **Policy FM.402 - Telephone Installation And Repair.**
  - 2. Persons requiring telephone credit cards should send a written request, approved by the appropriate Department Chairperson/Head stating the account number to be charged, to the Facilities Management Department.

<b>Issued By:</b>	<b>Approved By:</b>
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- B.** Telephones shall be used for College business only.
  - 1. Personal telephone usage shall be limited to emergencies.
  - 2. When personal use of College telephones is necessary, the user shall pay for such use.
    - a. Monthly internal telephone statements and bills for cellular and credit card use shall be reviewed by the user for personal calls.
    - b. Payments by users for all personal calls shall be sent to the Cashier for bank deposit crediting the departmental telephone expense sub-account.

## **VI. Responsibility**

### **A. Employees**

- 1. Make payment to Cashier for personal usage.
- 2. Request telephones and telephone access required to conduct College business.

### **B. Department Chairperson/Head, Administrator**

- 1. Review monthly telephone reports/bills for personal usage and notify users to make payment for these charges.
- 2. Review written requests for telephone credit cards and approve/disapprove.

### **C. Facilities Management Department**

- 1. Provide necessary telephones and telephone access to employees/departments.
- 2. Furnish monthly telephone reports and charges to employees/departments.
- 3. Provide advice and guidance with respect to the interpretation and administration of this policy.