


Procedure No. C-02	<p style="text-align: center;">SUNY College at Old Westbury</p>  <p style="text-align: center;">Assignment and Usage of Telephones</p>	<p style="text-align: center;">INDEX Page 1 of 5</p>
--------------------	---	---

1.0 PURPOSE AND SCOPE 2

2.0 RESPONSIBILITIES..... 2

 2.1 CHIEF BUSINESS OFFICER 2

 2.2 DIVISIONAL VICE PRESIDENTS 2

 2.3 THE TELECOMMUNICATIONS UNIT 2

 2.4 EMPLOYEES..... 2

3.0 DEFINITIONS 2

4.0 PROCEDURE 2

 4.1 DESK TELEPHONES 2

4.2 CELLULAR TELEPHONES..... 3

 4.3 USE OF THIRD PARTY TELEPHONES WHILE ON TRAVEL STATUS..... 3

 4.4 PERSONAL USE OF TELEPHONES..... 3

 4.5 LONG DISTANCE CALLS AND THE PERSONAL IDENTIFICATION NUMBER 4


 4.6 PROHIBITED CALLS AND LIMITED REQUESTS FOR ASSISTANCE..... 4


 4.7 CELLULAR TELEPHONE USE WHILE DRIVING..... 4

5.0 REFERENCES..... 4

6.0 APPROVALS..... 4

EXHIBIT 1 - SUMMARY OF TELEPHONE ASSIGNMENT USAGE POLICY

<p>Issued By: Dr. Calvin O. Butts, III President, College at Old Westbury</p>	<p>Signature:</p> 	<p>Effective Date: October 4, 2002</p>
--	--	---

<p>Procedure No. C-02</p>	<p style="text-align: center;">SUNY College at Old Westbury</p>  <p style="text-align: center;">Assignment and Usage of Telephones</p>	<p style="text-align: center;">INDEX Page 2 of 5</p>
---------------------------	---	--

1.0 PURPOSE and SCOPE


It is the policy of the State University of New York College at Old Westbury (the College) to provide telephones to employees primarily for use in the conduct of normal business activities and on a limited basis, for employees' personal use. The College provides desk telephones to employees and cellular telephones for authorized individuals whose duties and responsibilities require immediate or remote communications capabilities. Described below is the procedure associated with the assignment, use and management of telephones by College employees.


2.0 RESPONSIBILITIES

- 2.1 The Chief Business Officer is responsible for administration of this policy which includes the acquisition of cellular telephones, the specific service plan for telephone use, and the method of payment for personal long distance telephone calls by employees. The acquisition of telephone services and service plans must be in accordance with the SUNY Purchasing and Contract Procedures. The Business Compliance Office, under the supervision of the Chief Business Officer is the organizational unit responsible for implementing and monitoring this policy.
- 2.2 Divisional Vice Presidents or Department Heads are responsible for reviewing the propriety of the monthly telephone bill for areas under their supervision. In addition, the Vice Presidents or Department Heads are responsible for designating telephones for long distance calling, notifying the Telecommunications Unit when an employee is transferred or terminated, and for the management of Personal Identification Numbers (PIN) within their departments.
- 2.3 The Telecommunications Unit, under the direction of the Chief Information Officer, is responsible for maintaining a current inventory of telephones, both desk and cellular, and working with the Chief Business Officer in obtaining a service plan that meets the College's needs. Such inventory should include (where applicable) decal numbers, serial numbers and telephone numbers, along with the name of each employee to whom a unit has been assigned.
- 2.4 An Employee who uses a desk or cellular phone must read, understand and comply with this policy and applicable procedures. Each employee must acknowledge receipt of the College's telephone policy by signing Exhibit 1 and returning it to the Divisional Vice President or Department Head. This form is to be kept in the employees' departmental personnel file.

3.0 DEFINITIONS

For purpose of this policy, a Vice President or Department Head is considered to be any of the following: the VP of Academic Affairs; the VP of Enrollment Management Services; the VP of Institutional Advancement; the VP of Student Affairs; the Executive Assistant to the President; the Assistant to the President for Administration; the Chief Financial Officer; the Director of Public & Media Relations; the Chief of University Police; and the Chief Information Officer.

<p>Issued By: Dr. Calvin O. Butts, III President, College at Old Westbury</p>	<p>Signature: </p>	<p>Effective Date: November 8, 2002</p>
---	---	---

<p>Procedure No. C-02</p>	<p style="text-align: center;">SUNY College at Old Westbury</p>  <p style="text-align: center;">Assignment and Usage of Telephones</p>	<p style="text-align: center;">INDEX Page 3 of 5</p>
---------------------------	---	--

PROCEDURE

4.1 DESK TELEPHONES

- a. Assigned telephones are to be used for official business-related activities. Personal use of an assigned unit shall be occasional, incidental, or for emergencies. Employees must reimburse the College for personal long distance calls.
- b. The responsibility for an assigned telephone cannot be transferred to another employee. When an employee transfers or terminates employment, the Vice President or Department Head must provide this information to Telecommunications for inventory purposes and to the Business Office for billing purposes.
- c. Desk telephones will be limited to calling on campus and to local and regional areas - currently area codes 516, 631, 718, 212, 646 and 914. Long distance calling will be limited to desk telephones designated by the Vice Presidents or Department Heads. Approval for individual desk telephone numbers can be requested in writing by the Vice Presidents or Department Heads from the Chief Business Officer.

4.2 CELLULAR TELEPHONES


- a. The assignment of cellular telephones is done by the Chief Business Officer after approval by the President. The Chief Business Officer or designee must review the assignment of all cellular telephone at least annually.
- b. Each employee assigned a cellular telephone is responsible for the security and maintenance of the unit, and must immediately report any theft, loss or vandalism of the unit to the Telecommunications Unit.
- c. Assigned cellular telephones are to be used for official business-related activities. Personal use of an assigned unit shall be occasional, incidental, or for emergencies.


4.3. USE OF THIRD PARTY TELEPHONES WHILE ON TRAVEL STATUS

- a. Business Calls: Employees can charge as a travel expense, all such calls required in the performance of their duties while in an official travel status.
- b. Personal Calls: Employees are limited to two personal calls per day while in an official travel status. These calls must be reasonable in length (8 minutes or less) to obtain full reimbursement.
- c. Original receipts which itemize such calls must accompany the travel expense report before reimbursement can be made to the employee.

4.4 PERSONAL USE OF TELEPHONES

- a. A monthly usage bill will be provided by the Business Compliance Office to the Vice Presidents or Department Heads for telephones assigned to their departments.
- b. The Vice President or Department Head will forward the respective portion of the bill to each employee assigned a desk or cellular telephone.
- c. The employee will review the monthly usage bill and must reimburse the College for personal long distance calls. Employee payments (check or money orders) for personal calls should be made payable to SUNY College at Old Westbury.

<p>Issued By: Dr. Calvin O. Butts, III President, College at Old Westbury</p>	<p>Signature: </p>	<p>Effective Date: November 8, 2002</p>
---	---	---

<p>Procedure No. C-02</p>	<p style="text-align: center;">SUNY College at Old Westbury</p>  <p style="text-align: center;">Assignment and Usage of Telephones</p>	<p style="text-align: center;">INDEX Page 4 of 5</p>
---------------------------	---	--

- d. After the employee reviews the bill, he or she should return it to the Vice President or Department Head along with payment for personal usage. The Vice President or Department Head should perform a reasonableness review of each employee's submission and then return the entire monthly bill and employees' payments to the Business Compliance Office.
- e. The Business Compliance Office will then forward the employee payments to the Bursar's Office for deposit.

4.5 LONG DISTANCE CALLS AND THE PERSONAL IDENTIFICATION NUMBER (PIN) SYSTEM

- a. Long distance telephone calls should only be made for business or emergency purposes and should be of reasonable and necessary duration.
- b. To better control long distance calls from desk telephones, the College is instituting a PIN system which will provide an individual with a unique access number for dialing. This PIN must be kept confidential and used only by the assigned employee. Each employee assigned a PIN will be responsible for calls made using that PIN. Abuse of the PIN by any employee may be subject to disciplinary action.

4.6 PROHIBITED CALLS AND LIMITED REQUESTS FOR ASSISTANCE

- a. Employees are not to accept collect calls, except when directed by a supervisor or in actual emergencies.
- b. Telephone calls to "900" numbers or to other mass announcement calls (such as weather or time) are prohibited.
- c. Directory assistance requests are limited to designated departments on a "need to have basis". Employees should use directories to locate telephone numbers. Use of a directory assistance operator to complete the call is prohibited, except in cases of emergency.
- d. Employees are not to make operator-assisted or automatic-dialed calls for which a fee is charged. Direct dialing is encouraged at all times.

4.7 CELLULAR TELEPHONE USE WHILE DRIVING

By Executive Order, the Governor of New York State has issued a directive that all New York State employees are prohibited from utilizing a hand-held cellular telephone while operating a motor vehicle. In this regard, the State University requires its employees to comply with this directive and also encourages employees of the campus-based foundations and auxiliary services corporation to comply as well.


5.0 REFERENCES

The following authoritative documents were used in the preparation of this policy:

- a. SUNY Item 300 - Purchasing and Contracting Procedures
- b. New York State Accountability, Audit and Internal Control Act

6.0 APPROVALS

This policy was reviewed by the College's Chief Information Officer, the Chief Financial Officer, the Assistant to the President for Administration and the Executive Assistant to the President prior to approval by the President.

<p>Issued By: Dr. Calvin O. Butts, III President, College at Old Westbury</p>	<p>Signature: </p>	<p>Effective Date: November 8, 2002</p>
---	---	---


<p>Procedure No. C-02</p>	<p style="text-align: center;">SUNY College at Old Westbury</p>  <p style="text-align: center;">Assignment and Usage of Telephones</p>	<p style="text-align: center;">INDEX Page 5 of 5</p>
---------------------------	---	--

Exhibit 1

**State University of New York College at Old Westbury
Summary of Telephone Assignment and Usage Policy**

Users of State University-owned desk and cellular telephones must read, understand, and comply with the State University's Desk and Cellular Telephone Policy. The complete policy is available upon request from the Business Compliance Office. By using the telephone, you agree to comply with all rules, regulations, and policies of the State University and any applicable local, state, federal and international laws, guidelines, and regulations. A summary of our policy follows:

Telephones are to be used for official business related activities. Do not consider desk or cellular telephone bills private or secure because the bill contains your name and billing address. State University has the right to monitor telephone bills and usage to determine if misuse or abuse exists.

Users must review their desk and cellular telephone bills and remit reimbursements for any personal calls at the end of each month. Monthly payments (check or money order, no cash) must be made to SUNY College at Old Westbury for telephone reimbursements.

Desk or cellular telephones may not be used to defame, harass, intimidate or threaten any other person(s).

Do not allow others access to your PIN as you may be ultimately responsible for payment of charges made to your desk or cellular telephone.

Violation of these policies may lead to suspension or loss of service or privileges and may lead to more serious sanctions.


ACKNOWLEDGEMENT OF TELEPHONE ASSIGNMENT and USAGE POLICY

I HAVE READ AND UNDERSTAND THE SUNY COLLEGE AT OLD WESTBURY'S TELEPHONE ASSIGNMENT AND USAGE POLICY. BY SIGNING THIS FORM, I AGREE TO ABIDE BY THE POLICY AND TO ALL APPLICABLE LAWS AND REGULATIONS. VIOLATION OF THESE POLICIES MAY LEAD TO MY SUSPENSION, LOSS OF PRIVILEGE TO USE SUCH SERVICES OR TO DISCIPLINARY ACTION.

PRINT NAME

SIGNATURE

DATE

<p>Issued By: Dr. Calvin O. Butts, III President, College at Old Westbury</p>	<p>Signature:</p> 	<p>Effective Date: November 8, 2002</p>
--	--	--