



**Campus Technology Services
Desk and Cellular Telephone Policy
April 2008**

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Introduction

This policy describes the assignment, use and management of desk and cell telephones by employees of Purchase College, State University of New York.

All College employees must sign and return the “Acknowledgement of Desktop and Cellular Telephone Policy” form that is included at the end of this document, or on the web at: www.purchase.edu/portal/facultyandstaff
The Acknowledgement form should be returned to the Telecommunications Office, Social Science building.

Purchase College provides employees with the use of desk telephones for official College related business. Access to telephone services – and the type of service to be provided (Local, Tri-State, Regional) - is provided at the discretion of their unit supervisor. Outbound calls for desk telephones can be limited to on-campus calling only, local (NYC Metro area) calling only, and in appropriate cases, nationwide and international calling.

In addition, selected individuals whose duties and responsibilities require immediate or remote communication capabilities may be issued a College cell phone, with the approval of their supervisor and College Officer.

Business / Personal Calls Defined

Business calls are telephone calls that are necessary to accomplish your job or professional activities. A call home to communicate a change in the status of your State work schedule (e.g. that you must work late because of unscheduled overtime or offices are closing due to a blizzard) is also considered a business call. Any other call that is not related to your professional activities on behalf of Purchase College, local or long distance is considered to be a personal call.

New York State Executive Order #1, issued January 18th 2007: State telephones may not be used for non-governmental long-distance calls, other than toll-free calls, collect calls and calls billed to a personal account. State telephones may be used for incidental and necessary personal calls, limited in number and duration, which do not interfere with an employee’s public duties.

State Audit Procedures

Due diligence is required of all supervisors and employees to ensure that employees respect and adhere to these telephone policies and procedures. State auditors have identified telephone usage as an area of potential high risk / exposure. When State auditors perform reviews of Telecommunications equipment and telephone usage, they look for areas of abuse or misuse.

Included are calls made

- 1) After hours late night,
- 2) For long periods of time,
- 3) To high risk area codes, (Area Codes 900, 809, 284, etc.)
- 3) On weekends,
- 4) During holidays, and
- 5) To frequently called numbers for excessive periods of time.

I. Desktop Telephone Policy

All supervisors are responsible for monitoring telephone usage within their units. Supervisors shall determine what type of telephone access is required for each employee. Desktop telephone equipment will be provided by Campus Technology Services. Quarterly statements for desktop phones are paid by the College, and will be sent to each unit's supervisor for review, distribution, and reimbursement where appropriate.

Unit supervisors are responsible for reviewing and distributing the desktop phone statements to each employee. Supervisors are responsible for making sure that personnel within their unit are aware of and in compliance with this policy, and that actual telephone usage within their units falls within appropriate parameters. Each employee is responsible for reviewing his or her desktop telephone usage, and for reimbursing the College for personal calls as appropriate per the guidelines contained in *Executive Order 1* (See P. 3). The unit supervisor will monitor and correct excessive telephone usage - both in terms of financial expense and the amount of time spent on the phone.

Desktop Phone Reimbursements

All employees assigned a desktop telephone must complete and sign a Quarterly Desktop Telephone Reimbursement Report regardless of whether reimbursement is due or not [See Attachment C].

Reimbursement payments should be sent to the Telecommunications Office (SS0007) using Check or Money Order made payable to "Purchase College," or a credit card authorization. Please include specific information from the payee as to the month for which the reimbursement applies.

Calling Cards

As an alternative to reimbursing the College for personal calls, we encourage employees to consider using their personal calling cards when they make personal calls. Whether you use a calling card or not, all employees are still required to sign and submit a Quarterly Desktop Telephone Usage statement [see Attachment C].

Desk Telephone Controls

To comply with State Regulations, the following controls have been implemented to guard against misuse of State telephones for non-State and personal calls.

1. Each quarter, CTS sends a statement of local and long distance telephone calls, by extension, to department supervisors. Supervisors are expected to circulate the statement to their staff, requesting staff to identify and submit to the College reimbursement for personal telephone calls as appropriate per the guidelines contained in *Executive Order 1* (See P. 3).
2. In addition, Telecommunications monitors telephone activity reports for detection of abuse. If, in the monitoring process conditions arise that cause concern, the Director of Telecommunications will bring the issue to the Unit Supervisor suggesting that the Supervisor review the activity with the employee involved and obtain a check reimbursing the College for personal phone calls as appropriate per *Executive Order 1* (See P. 3).
3. All telephone activity using desktop or College-owned cellular phones is subject to audit procedures at any time.
4. All College employees must submit a **Quarterly Desktop Telephone Usage Statement** [Attachment C] each month to certify that the calls made were for official College business and that that the charges are just and proper. The quarterly statement must identify any personal phone calls that were made, and the submittal must include a reimbursement to the College for the actual cost of all personal calls as appropriate per the guidelines contained in *Executive Order 1* (See P. 3).

Reimbursement checks should be made payable to "Purchase College, State University of New York" and forwarded to the Telecommunications Office in Social Science SS0007.

II. CTS handling of Telephone Reimbursements

Campus Technology Services will processes telephone reimbursements as follows:

1. Since individual College units are not charged for telephone usage, **reimbursements for personal calls made using Desktop Telephones** will be deposited into the CTS Telecommunications IFR account to offset the cost of providing telephone service to the campus.
2. If it is a **reimbursement for personal calls made on a College-owned Cellular Telephone** which is paid by the unit through its procurement card, CTS and Purchasing will issue a quarterly "Refund of Appropriation" to credit the state or IFR account that the cell phone is charged against.

III. Cellular Telephone Policy

Purchase College recognizes that it is important for key service personnel and administrators to be available 24x7x365 so that they are accessible in the event of emergency, off-hours, or while they are working in the field.

Purchase College provides two options for employees who fall into that category:

- **Option 1:** A College-owned cell phone charged to the Unit Supervisor's Procurement Card
- **Option 2:** A Quarterly reimbursement allowance to defray the ongoing cost of official College business calls made from a personally owned cell phone.

If a supervisor determines that an employee has a need for a cellular phone, the College encourages the use of Option 2, a reimbursement allowance. The College makes this recommendation due to the time involved in tracking personal calls, ensuring that monthly paperwork and reimbursements are submitted in a timely manner, and due to the overhead and audit requirements associated with College-owned phones.

Appropriate Use of Cell Phones

Cell phones should NOT be used as a replacement for a desktop telephone. Calls made using a cell phone are significantly more expensive than calls made using desktop land lines. Use a desktop phone whenever possible, and only use the cell phone when no desk telephone is available.

When you are trying to contact someone, call the desk telephone number first before resorting to the cell number.

Assigned cellular telephones should be used for official business-related activities. Personal use of an assigned unit shall be occasional, incidental, or for emergencies.

Each employee assigned a cellular telephone shall be primarily responsible for the security and maintenance of the unit, and must immediately report theft, loss or vandalism.

The responsibility for assigned cellular telephones cannot be transferred to another employee. When an employee to whom a cellular telephone has been assigned terminates employment, the unit must be returned to their supervisor in appropriate working condition, prior to the employee's last day at work.

Cellular Telephone Use While Driving

It is illegal to operate a motor vehicle in New York State while using a cell phone without a hands-free device. New York State strongly encourages its employees not to use hand-held cellular telephones while driving a motor vehicle, and to use care while using any cellular telephone while driving.

Cell Phone Controls

Any employee assigned a College-owned cellular telephone or who receives a reimbursement allowance for his or her personal cell phone and who fails to comply with the State University's desk/cellular telephone policy may have her or his privileges suspended or revoked and may be subject to disciplinary action.

1. If it is determined that call volume does not warrant the expense of the cell phone, the unit supervisor may terminate the reimbursement authorization or ask the employee to return the College-owned phone at any time.
2. If cellular telephone usage is extremely high and not due to excessive personal calls, their supervisor may contact the service provider and upgrade the service plan.
3. Each College Officer/Supervisor must annually re-authorize all employees who are receiving a reimbursement allowance for a personally-owned cell phone. This reauthorization must accompany the supervisor's estimated encumbrance for cell phone reimbursement allowances at the start of each fiscal year. (See P. 8)

College-Owned Cell Phone Inventory

The Director of CTS will maintain a current inventory of all College-owned cell phones. This inventory will include manufacturer, model, calling plan, telephone number, and the name of the employee to whom it is assigned.

Option 1: College-Owned Cellular Phones

The acquisition of cellular telephones and service plans shall be in accordance with the State University of New York Administrative Procedures Manual Item 300 Purchasing and Contract Procedures. The equipment and billing for cell phones will be charged to each unit's procurement card.

Supervisors may request College-owned cellular telephones for specific employees **where there is a demonstrable need for immediate or off-hours access**. This is typically for service personnel who are in the field and away from their desk, on call during non-business hours, or for key supervisory personnel.

All requests for cell phones must be made and approved in writing by the sector Officer using the "Cell Phone Authorization Form" [See **Attachment A**]. The Cell Phone Authorization Form requires a brief justification for assignment of the instrument, specifies what type of service(s) are needed (Voice/text/data), the calling plan to be provided, and the type of cellular instrument to be provided.

An annual roster of campus cell phones will be provided to each College Officer for review. Each College Officer will review his or her roster periodically to ensure compliance with this policy.

To Obtain a College-owned Cellular Phone for an Employee

1. The employee's supervisor will submit a "**College Cell Phone Authorization Form**" [See **Attachment A**] to the appropriate College Officer, who must sign the form before a cellular phone can be purchased and assigned to the staff member.
2. The College Officer will notify the requestor and CTS that an authorization for a cell phone or reimbursement allowance has been approved and to whom.
3. The supervisor will contact CTS and provide their Procurement Card information to purchase the device and service plan. Since there are many different types of instruments available, the supervisor should also indicate how much they want to allow for the initial purchase of the instrument.

Billing for College-owned Cell Phones

Monthly bills for College-owned cellular phones will be automatically charged to each unit's Procurement Card.

Verizon Wireless and Nextel Communications have set up Web sites for employees and their supervisors to review detailed monthly billing information. CTS will provide an ID/Password to each supervisor and employee for access to the appropriate Web site.

All employees with College-owned cellular phones and supervisors who authorize College-owned cellular phones for their employee(s) are required to review the monthly statements to ensure that the utilization is appropriate.

Employees with College-owned Cellular Phones must submit a **Monthly College-Owned Cellular Telephone Usage Statement** [Attachment D] to The Telecommunications Office SS0007 certifying that the calls made were for official College business and that the charges are just and proper. **The monthly statement must identify any and all personal phone calls that were made using the cell phone, and the submittal must include a reimbursement to the College for personal calls as appropriate per the guidelines contained in *Executive Order 1* (See P. 3) at a rate of \$0.45 per minute.**

Reimbursement checks should be made payable to "Purchase College, State University of New York" and forwarded to the Telecommunications Office in the basement of the Social Science Building SS0007.

Please note that a Monthly College-Owned Cellular Telephone Usage Statement must be submitted whether any reimbursement is due or not.

Option 2: Quarterly Reimbursement Allowance for Personally-Owned Cell Phones

Supervisors may request that specific employees receive a monthly allowance for their personally owned cellular phones **where there is a demonstrable need for immediate or off-hours access**. This is typically for service personnel who are either on call during non-business hours, in the field and away from their desk, or for key supervisory personnel.

The personally-owned cell phone must be for the exclusive use of the employee, and in his or her possession at all times. Recognizing the prevalence of "Family Plans" that are often held in the name of a significant other, the personal account does not need to be in the employee's name, as long there is a cell phone instrument for her or his exclusive use.

Participants in the reimbursement allowance program will receive quarterly reimbursement checks through the Purchasing and Accounts Payable office. Participants must submit a copy of their monthly cell phone bill to the Purchasing Office to obtain their quarterly reimbursement allowance.

This submittal is the Personal Cell Telephone Reimbursement Request Form [Attachment E] along with the cover page of the monthly statements showing the employees name, phone number, and statement date. The submittal is intended to demonstrate that the individual still has the phone in active service, it does not need to (and should not) include the detailed call log portion of the monthly statement.

To obtain a Cell Phone Reimbursement Allowance for an employee

1. Each fiscal year the employee's supervisor will submit a "**Cell Phone Reimbursement Allowance Request Form**" [See Attachment B] specifying for what services (Voice/Text/Data) the employee is to receive a reimbursement for. The form must be approved and signed by the appropriate College Officer.
2. The College Officer will notify the requesting supervisor that an authorization for a cell phone or reimbursement allowance has been approved and to whom.
3. The supervisor will ask the employee to read and sign the 'College Cellular Phone Use Policy.' [Attachment B]
4. **At the start of each Fiscal Year**, the unit supervisor will submit to the Purchasing Office:
 1. A Purchase Requisition for "Estimated Encumbrance for Cellular Telephone Services" to cover the cost of all cellular phone reimbursements for their unit
 2. Attached to the Requisition must be a copy of the fully executed annual Personal Cell Telephone Reimbursement/Allowance Form for each employee who is authorized to receive a reimbursement.
5. Supervisors are NOT expected to review monthly statements for employees who choose the Monthly Allowance option for a personally owned cellular phone. However, supervisors are expected to periodically assess whether the monthly allowance continues to be appropriate in each case where it is granted.

Obtaining Quarterly Reimbursement Allowance checks

The Purchasing and Accounts Payable Office will issue quarterly reimbursement checks (the maximum reimbursement frequency) for employees authorized to receive a cell phone allowance. Reimbursements will not be entertained for any statement submitted more than 12 months after the service was provided (the minimum reimbursement frequency).

To obtain a quarterly reimbursement employees must submit a copy of the **Personal Cell Telephone Reimbursement Request Form** [Attachment E] to the Purchasing and Accounts Payable Office along with the cover page of each monthly cell phone statement showing the date of service, carrier, subscriber name, address, and cell phone number. Regardless of the amount due, the employee will receive the standard reimbursement rate authorized by their supervisor for each monthly cell phone bill that is submitted. The check will be made payable to the authorized employee and mailed to his or her home address.

Monthly Cellular Telephone Usage Statements are NOT required for employees using the Reimbursement Allowance Option. However, supervisors are encouraged to regularly assess whether reimbursement continues to be appropriate throughout the year and supervisors have the right to terminate reimbursement allowances at any time for any reason.

Acknowledgement of College Telephone Policy

Purchase College / State University of New York

Users of College-owned desk and cellular telephones must read, understand, and comply with the **Purchase College State University of New York Desk and Cellular Telephone Policy**. By using the telephone, you agree to comply with all rules, regulations, and policies of Purchase College and any applicable local, state, federal and international laws, guidelines, and regulations. This responsibility exists regardless of what monitoring mechanisms may be in place. Violation of these policies may lead to suspension, loss of service or privilege, and may lead to even more serious sanctions.

Do not consider desk or cellular telephone bills private or secure because the bill contains your name and billing address. Purchase College, State University of New York 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 quarter.

Payments [check or money order] made payable to Purchase College for desk/cellular telephone reimbursement should relate to the monthly period for which the reimbursement applies and should be accompanied by the Purchase College, State University of New York Desk/Cellular Telephone Monthly Reimbursement Report.

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

Do not allow others to use your phone, as you will be ultimately responsible for payment of charges.

----- Agreement With Desk And Cell Telephone Policy -----

I HAVE READ AND UNDERSTAND THE PURCHASE COLLEGE DESK AND CELL TELEPHONE USE POLICY.

BY SIGNING THIS FORM, I AGREE TO ABIDE BY THE RULES, REGULATIONS, AND POLICIES SET FORTH. THEREIN, AND TO ALL APPLICABLE INTERNATIONAL, FEDERAL, STATE, AND LOCAL LAWS. VIOLATION OF THESE POLICIES MAY LEAD TO SUSPENSION OR LOSS OF SERVICE OR OF PRIVILEGE, AND EVEN MORE SERIOUS SANCTIONS.

Printed Name : _____

Title: _____

Department: _____

Signature: _____

Date: _____

Submit this form to the Telecommunications Office, Social Science Building

Quarterly Desktop Telephone Usage Statement



Purchase College / State University of New York

I. Instructions on Completing This Form: Please send this form at the end of **each quarter** to the CTS Telecommunications Office (Social Sciences Building SS0007) along with your credit card authorization, check or money order made payable to Purchase College for any personal calls.

NOTE: All employees must submit a quarterly report whether or not a reimbursement is due to Purchase College. If no reimbursement is due for personal calls made during the period (see P 3, Executive Order #1 for guidelines), insert a zero in item II.B. Thank you for your prompt attention to this matter.

I certify that:

1. I have reviewed a copy of the **desktop telephone** bill for the period below to determine if any reimbursement is due for personal calls.
2. The amounts represented on this report reflect reimbursement for personal calls.
3. All calls not reimbursed are just and proper calls relating to official State University business.

Name: _____ Department: _____

Signature: _____ Date: _____

II. DESKTOP TELEPHONE REIMBURSEMENT

	Phone Number (A)	Personal Calls Amount Due (B)	Period of Charges (e.g. Jan 2008) (C)
1. Desk Phone	_____	_____	_____
2. Desk Phone	_____	_____	_____
3. Desk Phone	_____	_____	_____
4. Desk Phone	_____	_____	_____

TOTAL REIMBURSEMENT ENCLOSED: _____

III. Payment Type: (Please Check One)

CHECK
 CASH
 MONEY ORDER

CREDIT CARD AUTHORIZATION: (Please Check One)

AMERICAN EXPRESS
 DISCOVER
 MASTERCARD
 VISA

Credit Card Account Number: _____

Expiration Date: _____ / _____ Payment Amount: \$ _____

(Month / Year)

Name as it appears on the card: First _____ Initial _____ Last _____

Authorized Signature: _____ Date: _____

Monthly College-Owned Cellular Telephone Usage Statement



Purchase College / State University of New York

I. Instructions on Completing This Form: Please send this form at the end of **each month** to the CTS Telecommunications Office (Social Sciences Building SS0007) along with your credit card authorization, check or money order made payable to Purchase College for any personal calls.

NOTE: You are to submit a report whether or not a reimbursement is due to Purchase College. If no personal calls were made during the period, insert a zero in item II.B. Thank you for your prompt attention to this matter.

I certify that:

4. I have reviewed a copy of the **cellular telephone** bill for the period below to determine if any reimbursement is due for personal calls.
5. The amounts represented on this report reflect reimbursement for personal calls.
6. All calls not reimbursed are just and proper calls relating to official State University business.

Name: _____ Department: _____

Signature: _____ Date: _____ Account No: _____

II. CELLULAR TELEPHONE REIMBURSEMENT

	Phone Number (A)	Personal Calls Amount Due (B)	Period of Charges (e.g. Jan 2008) (C)
1. Cellular Phone	_____	_____	_____
2. Cellular Phone	_____	_____	_____
3. Cellular Phone	_____	_____	_____
4. Cellular Phone	_____	_____	_____

TOTAL REIMBURSEMENT ENCLOSED: _____

III. Payment Type: (Please Check One)

CHECK CASH MONEY ORDER

CREDIT CARD AUTHORIZATION: (Please Check One)

AMERICAN EXPRESS DISCOVER MASTERCARD VISA

Credit Card Account Number: _____

Expiration Date: _____ / _____ Payment Amount: \$ _____
(Month / Year)

Name as it appears on the card: First _____ Initial _____ Last _____

Authorized Signature: _____ Date: _____

Quarterly Personal Cell Telephone Reimbursement Request Form

Purchase College / State University of New York

Cell phones should NOT be used as a replacement for a desktop telephone. Calls made using a cell phone are significantly more expensive than calls made using desktop land lines. This reimbursement allowance program should only be assigned to employees where either:

- e) The employee must be accessible and normally works in the field and is not near a fixed land line
- f) The employee is engaged in providing a critical or emergency service for the College community and must be accessible at all times

My signature below certifies that this Reimbursement Allowance is for conducting official business on behalf of Purchase College, and that I have read and agree to comply with the College's policy governing the use of cellular telephones.

I, _____ request reimbursement for use of my personally owned cellular phone
(Employee's name)
_____ For the period _____ on _____.
(Cell Phone Number) (Date Range) (Today's Date)

I have attached the cover page for each monthly cellular telephone statement showing the date of service, carrier, subscriber name and address, and cell phone number.

I understand that I will be reimbursed at the standard allowance rate for each approved service type that was in effect at the time that the service was provided.

Submit this form to the Purchasing and Accounts Payable Office.

Purchasing and Accounts Payable Review

I have reviewed the authorization documentation on file and the attached submittal and approve the issuance of a Reimbursement Allowance Check to the above employee: _____
(PAP Reviewers signature date)