

25.99.08.W1/BF Use of Cellular and Regular Long Distance Service
Approved April 8, 1998
Supplements System Regulation 25.99.08

1. West Texas A&M University is governed by the Texas A&M University System's *System Policies and Regulations Manual*. (SPRM) The University has a rule on use of cellular and regular long distance service that governs employees in local matters not detailed in the *SPRM* and references applicable *SPRM* policies and regulations.

2. Use of workplace telecommunication service which includes cellular telephones, facsimile (fax), e-mail, and internet connections should be for university purposes. Usage of telecommunication services for private purposes is discouraged but allowed as long as usage is limited (reasonable and incidental) and the university is reimbursed for any direct costs incurred. No private, commercial use of telecommunication service is allowed. Departments/divisions are responsible for monitoring telecommunication service to ensure service is for university use. Guidelines for usage of telecommunication service are as follows:
 - (1) Non-business usage of telecommunication service should be minimal in time and duration. Reasonable and incidental use of state time or state property is not considered a "misuse" of state resources but should not occur on a regular basis (same time every day etc.).
 - (2) Non-business usage of telecommunication service should not impede university function. At no time should non-business usage have precedence over the functions of the university or be misconstrued by others as having precedence.
 - (3) Non-business usage of telecommunication service should not result in additional costs to the university, i.e., calls or faxes that are not long distance do not accrue costs to the university.
 - (4) All non-business, long distance calls should be charged to a personal calling card. The telephone system allows calls to be charged to a personal calling card by dialing "0" instead of "1" for long distance service.
 - (5) Employees are responsible for the reimbursement of direct costs from usage of telecommunication services to the university. Summary sheets that itemize the calls, faxes, etc. will be monitored by all departments/divisions and appropriate measures will be taken to ensure that direct costs for non-business usage of telecommunication services are reimbursed to the university.

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