

	Policy No.	Replaces	Policy
	E. 208	ARM 1060	Executive
	Policy Name		
LONG DISTANCE CALLS - TELEPHONES			
Approved by	Responsibility		Category
Executive	VP, Finance & Administration		Finance
Date Issued	Date Revised	Revision	Related Policies, Reference
March 26, 1981	Dec. 17, 2014	5	ARM 1122, 1123, E. 504

PURPOSE

To provide guidance for employees using University telephone services.

POLICY

TELEPHONE COSTS

All costs such as installations or moves are charged to the caller's cost centre.

In some circumstances, such as a cost recoverable contract, costs may be charged to a contract cost centre. Prior approval by an administrator is required.

LONG DISTANCE CALLS

Long distance calls should only be made in connection with University business; i.e. the ongoing administrative and educational activities of the University.

PERSONAL CALLS

No personal calls should be charged to the University.

Employees who have cell phones provided by the University must identify personal calls and reimburse the University.

TELEPHONE EQUIPMENT

No employee shall attach any non-University supplied equipment to the University's telephone system without permission from the CIO.

POLICY MANAGEMENT

The CIO is responsible for management of this policy.