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. 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.