

15.18 – Telephone Equipment Use

PART 1: PURPOSE

This Rule specifies the appropriate use of university telephones, pagers, fax machines and telephone credit cards.

PART 2: OPERATIONAL RULES

University desk telephones, cell or mobile telephones, pagers, fax machines, and telephone credit cards shall be used for NMSU business purposes: deans, department heads, directors and other administrative officers shall be responsible for the fiscal management of telephone related expenditures.

- A. In the event that it is necessary to make a personal long distance call, the call shall be charged to an employee's personal credit card or home phone whenever possible.
- B. If a personal, long-distance call or fax is charged to a university desk phone, fax machine, pager or credit card, the employee shall identify that the call is personal in nature on the monthly statements sent from telecommunication and networking services and shall reimburse the university for such calls. Employees are required to sign monthly certifications stating that all calls not reimbursed are business related.
- C. Management shall periodically review personal calls of each employee to verify that the employee reimburses the university.

Details

Scope: NMSU System

Source: ARP Chapter 15 | Information Management and Data Security

Rule Administrator: Chief Information Officer

Last Updated: Not Available

Related

Cross-Reference:

Revision History:

2017 Recompile, formerly Rule 2.35.1.1.9