

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department: Human Resources
Subject: Personal Phone Calls
Date Issued: August 11, 2006
Date Revised:
Approved By:

I. Policy

This policy sets forth the guidelines for use of the College telephone system for personal phone calls.

II. Scope

This policy applies to all faculty and staff at the College.

III. Procedures and Guidelines

- A. Faculty and staff may at times need to make personal phone calls while at work. These calls should be kept to a minimum and should be made during breaks and lunch when possible.
- B. During new faculty and staff orientations, Human Resources will give employees a security access code.
 - The security access code:
 - o is a unique number assigned to each individual.
 - o should be kept in a secure location to guard against unauthorized use.
 - o can be used from any phone on campus (not just the telephone number to which you are assigned).
 - o tracks all long distance calls made each month.
 - If problems are encountered with a security access code, contact Facility Services, ext. 1146.
- C. A monthly report is distributed by Facilities Services to faculty and staff via intra-campus mail.
 - The report documents all long distance calls made for both business and personal use.
 - The department name and account number to which the calls are charged is identified on the report.
 - Questions regarding the report should be directed to Facility Services, ext. 1146.
- D. Faculty and staff should identify which calls on the monthly report are personal calls and calculate the total dollar value.
- E. Faculty and staff must pay for all personal phone calls. Payments should be addressed as follows:
 - Send a check to the Office for Financial Services on a monthly basis.
 - Identify the department number from the monthly report that should be credited.
 - A receipt will be issued as documentation of the reimbursement.
 - All personal phone calls should be reimbursed each year by May 31, the end of the College's fiscal year.

IV. Confidentiality and Record

Facility Services will maintain all phone records.