

Policy Regarding The Use of Campus Phones

The following prohibitions and considerations regarding telephone use are excerpted from the **State Administrative Manual** and represent statewide and campus policies.

Policy:

State telephones are provided for State business and should not incur costs associated with personal use.

- Do not place personal long distance calls, or any personal calls that incur charges, from State telephones, except when arrangements are made with the long distance operator at the time of the call to directly bill the caller. For the purpose of the section, long distance calls refer to any calls with one or more Zone Usage Measurement (ZUM) charges.
- Do not make personal long distance calls over the State's consolidated private network.
- Personal phone calls must not interfere with State business.
- The number and length of personal calls should be kept to a minimum.
- Establish a process of reviewing phone calls.

Considerations:

- Pay telephones are generally available for personal use by State employees.
- Most personal calls (within exception of emergency calls) can be made during break or at lunch time.

California State University, Stanislaus has established the following procedures to be followed for on-campus payment for non-business calls made at State expense:

1. Cost of calls - All long distance and international calls are listed separately on your campus telephone bill.
2. Callers should present payment at the Cashier's Office, MSR Suite 100. The cashier will give you a receipt in duplicate. Retain one receipt and send the duplicate to the supervisor charged with the departmental telephone accountability.