

## TELEPHONE USAGE POLICY

### A. Purpose

This policy provides guidance on the use of University provided desktop telephones. See the *Wireless Telephones and Pagers* policy for guidance on the use of wireless devices.

### B. Policy

Telephones are provided to enable employees to perform their duties and to conduct the business of the University.

An employee is expected to reimburse the University for charges resulting from the use of University telephones for personal long distance calls. Any such calls should only be made if they comply with the guidelines below for “other authorized uses” of telephones.

#### **Guidelines for Other Authorized Uses**

Within these guidelines, other authorized uses of University telephones are calls that:

- Do not adversely affect the University or the employee’s performance of their official duties.
- Are of a reasonable duration and frequency.
- Could not have reasonably been made during non-work hours.

#### **The department head / sponsor is responsible for:**

- Monitoring the use of University telephones and ensuring the timely reimbursement by employees of charges resulting from personal long distance calls.
- Timely review of telephone charges to departmental accounts for conformance with this policy.

#### **University telephones may NOT be used:**

- In a manner which violates any law, regulation, treaty or tariff.
- In a manner which violates the rules, regulations and policies of any network, or service provider that can be accessed through University telephones.
- In a manner which is defamatory, fraudulent, indecent, offensive or deceptive.
- In a manner that could damage the name or reputation of the University.
- To threaten, harass abuse or intimidate others.

The University of Oklahoma reserves sole discretion to determine whether the use of a University provided telephone is in violation of the spirit and intent of this policy.