



## UNIVERSITY POLICY

<b>Policy Name:</b>	Personal Use of University Telephones				
<b>Section #:</b>	60.1.7	<b>Section Title:</b>	Human Resources (HR): Universitywide HR Policies & Procedures	<b>Formerly Book:</b>	6.1.17
<b>Approval Authority:</b>	Senior Vice President for Human Resources and Organizational Effectiveness		<b>Adopted:</b>	09/29/2000	<b>Reviewed:</b> 01/31/2020
<b>Responsible Executive:</b>	Senior Vice President for Human Resources and Organizational Effectiveness		<b>Revised:</b>	07/01/2013; 02/06/2014; 01/31/2020	
<b>Responsible Office:</b>	University Human Resources		<b>Contact:</b>	<a href="mailto:policies@hr.rutgers.edu">policies@hr.rutgers.edu</a>	

**1. Policy Statement**

This policy provides guidelines on personal use of University telephones.

**2. Reason for Policy**

To inform University employees of the procedures associated with the use of University telephones.

**3. Who Should Read This Policy**

All members of the Rutgers University community.

**4. Resources**

None.

**5. Definitions**

N/A

**6. The Policy**

Policy: As a general rule, employees should not use University telephones to make personal calls. However, if it becomes necessary for an employee to make a personal call using a University telephone, the employee is required to reimburse the University for the cost of the call.

Procedure: Each department must establish a telephone coordinator. Each month the coordinator must distribute the monthly telephone toll report to employees assigned telephone extensions. To assist the telephone coordinator in this regard, telephone toll reports can be

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requested with page breaks for each telephone extension. Requests should be directed to the Office of Budget Management.

Employees must review the monthly telephone toll report for their extensions and identify any personal calls. Payment for any personal calls noted on these sheets must be remitted to the departmental coordinator who will deposit the funds into the appropriate University account.

Supervisors are expected to periodically review departmental telephone charges to ensure compliance with this policy.