

OLD DOMINION UNIVERSITY
University Policies and Procedures

3300 - TELEPHONE USAGE

Statement: Personal phone calls that result in a charge to the University are prohibited. The misuse of university telephones is a violation of university policies and will result in reimbursement, disciplinary action, and possible termination.

Budget Unit Directors are reminded of their responsibility to inspect their monthly telephone reports and to sign and date them each month to indicate they have surveyed the reports. Reports are to be retained for two fiscal years, for audit purposes.

Budget Unit Directors noting questionable calls should:

- (1) Inquire with person or persons to whom extension number is assigned as to the purpose of call.

If a call was for university business, no additional follow-up is required.

If a call was for personal reasons, notify the Vice President of the area and the Vice President will in turn notify the University Auditor, who will pursue the matter under appropriate state statutes.

- (2) Refer the matter to the Director of Public Safety if the calling party cannot be identified.

If an investigation reveals that a call was for university business, the Budget Unit Director will be so notified.

Should it be determined that inappropriate use of telephones has occurred, the Director of Public Safety will notify the Budget Unit Director (who will notify the Vice President) and the University Auditor, who will pursue the matter under the appropriate state statutes.

Responsibility: Budget Unit Directors

Authorization: Joseph M. Marchello, President

Date: December 1, 1988