

PROCEDURE

Effective Date: 5/3/12

Authority: [POL-U5400.05](#)

Approved By: Chyerl Wolfe-Lee, Director of Human Resources

Using University Resources

Cancels:

See Also: [POL-U5400.21](#) Managing Wireless Voice/Data Devices
[PRO-U5400.21C](#) Requesting Use of Department Wireless Phone
[FRM-U5400.21C1](#) Department Wireless Phone Use Agreement

PRO-U5400.05A

MONITORING LAND LINE LONG DISTANCE AND DEPARTMENT WIRELESS DEVICE CHARGES

Action By:

Action:

Department Financial Manager

1. **Approves** long distance access for each employee based on job duties.
2. **Communicates** department policy/procedures on long distance phone/fax usage to supervisors (see sample department policy).
3. **Delegates** review of fax charges to an employee.

Supervisor

4. **Ensures** employees receive department policy/procedures on long distance phone usage.
5. **Ensures** any employee issued a department wireless device reads the:
 - *Requesting Use of Department Wireless Phone* procedures and
 - *Department Wireless Phone Use Agreement*

Employee

6. **Reads** and **follows** policy, procedures, forms given by supervisor.

Telecommunications

7. **Sends** department contact monthly telecom bill.

Department Contact

8. **Reviews** phone charges for abnormal activity (i.e. unusually high amount of total or individual charges, location of phone numbers, and/or repetitive calls that do not appear to be consistent with duties of position).
 - 8a. If abnormal activity present, **reviews** with employee to justify.
 - 8b. **Documents** justification.
9. **Reports** any concerns (other than de minimus use) to employee's supervisor.
10. **Demonstrates** a review was conducted by some form of documentation (e.g. signature on telecom report) even when no concerns are present.

PROCEDURE

- Department Contact (cont.) 10a. **Highlights** items of concern and **document** action taken.
- Supervisor 11. **Determines** if concerns are valid and reviews appropriate action to take with Financial Manager based on current issue and related history of employee.
- Financial Manager 12. **Ensures** appropriate corrective action is taken.
- Supervisor 13. **Documents** action taken including all communications with employee.
14. **Provides** all review documentation to Department Contact to retain.
- Department Contact 15. **Retains** all relevant documentation for six years in a manner that is easily accessible in the event of an audit.
- Financial Manager 16. **Ensures** internal process for collecting and retaining documentation for 6 years.