

**AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4:031	Supersedes Policy Number: 4:031
Date: November 9, 2007	Dated: August 13, 2007
Subject: Telecommunications	Mandatory Review Date: November 9, 2012
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved: _____ President: signature on file	

**General**

Telecommunications services will be provided to university departments as outlined in this document. Austin Peay owns and operates its own wired telecommunications system. This system includes the main switch in the Browning building, and remote switches in various locations as well as the digital and analog telephones issued to academic and administrative departments. It also includes the copper and fiber optic cable infrastructure necessary to provide wired telephone connections. Telephone services, a branch of The Office of Information Technology represents the University in all matters relating to wired telecommunications services. The finance office and telephone services coordinate the distribution of telephone costs for local, long distance, installation service and other telecommunications services to budgetary accounts.

**Telephones**

Any moves, changes, or rearrangements of telecommunications services must be coordinated with the telephone services. Departments are responsible for telephones that are lost, damaged or stolen.

All University departments must acquire their telecommunications services thru telephone services. Telecommunications services described in the previous sentence include local phone service, long distance service and voice mail.

Telephone services coordinates with the local telephone company to provide service to university owned buildings that cannot be connected to the university telephone system.

Each department is responsible for the cost of its telephone service. Any request for additional lines or upgraded equipment must be submitted by the person with signature authority for the account to which the additions/upgrades will be charged. Such requests must be submitted either in writing or by email to telephone services.

All costs for additional lines or upgrades are the responsibility of the individual department; including the cost to install a new (additional) analog line with telephone; the cost to install a new digital line with a multi-line telephone (D-Term); and the cost to upgrade an existing analog line to a digital line with multi-line telephone (D-Term). When additional lines are installed, the prorated yearly line cost will be billed to the department at the time of installation. In addition, all costs associated with installing additional cables (jacks) for new lines or moves are the responsibility of the individual department. Before any new cables are installed a quote will be obtained from the installation contractor and an authorized representative of the department will sign the purchase requisition before the request is processed.

Each campus residence hall room is supplied with a working telephone jack and a university telephone number. Housing/Residence life will supply individual students with their telephone numbers.

#### Local Service

Local service to Clarksville and surrounding local service areas is provided on all campus telephones.

#### Long Distance Service

Long distance service is available on campus phones by the use of forced account codes. Forced account codes for departmental calls will be issued to any employee at the request of the department director. Calls made with those forced account codes will be billed monthly to each department.

Any faculty member, staff member or student may obtain a personal forced account code. Calls made with a personal forced account code will be billed to that individual monthly. Appropriate taxes will be added to personal calls.

Forced account code calls may be made from any off-campus phone that is local to Austin Peay by dialing the remote access number. Both business and personal calls may be made from off-campus and will be billed on the appropriate monthly departmental or personal bill.

Collect calls cannot be accepted.

Operator-assisted and collect calls must be made through a third party such as AT&T, MCI or Sprint.

## Voice Mail

The voice mail system is the property of the Office of Information Technology. All faculty members, staff members and students may have a campus voice mailbox. Departments may also have a departmental voice mailbox. There is no extra charge for a voice mailbox.

## Cellular Telephones:

Except as explicitly provided for in the policy provisions below, the university is not responsible and will provide no compensation or reimbursement for any cellular telephone charges incurred by any faculty, staff, student, volunteer or any other person resulting from calls made to and from the university. The use of personal cellular telephones for alleged business use other than provided for hereafter is also not reimbursable.

### General:

Under certain unusual circumstances, where the safety of students, faculty, staff or visitors may be in question, and where it is necessary to share a cellular telephone within a group of faculty, staff and/or students, cellular telephones may be obtained by departments. Such requests must be initiated by the department director and then approved by the appropriate vice president or president. Any cellular telephones approved under this paragraph will be coordinated through Telephone Services, and any personal use of these phones is expressly forbidden. Cellular telephones obtained under this service will have restricted roaming areas and no long distance calling capability. Such cellular telephones must remain on university property or in university vehicles at all times.

Telephone Services maintains a small number of cellular telephones for short-term checkout. The situations under which a telephone may be checked out are: 1. For events where the safety of students, faculty, staff or visitors may be in question, such as homecoming activities. 2. When a faculty or staff member is traveling on university business and must be contacted while traveling. Checkout phones have restricted roaming areas. Personal calls on checkout phones are expressly forbidden. Checkout phones must be checked out by someone with signature authority for the account to be charged for their use. All incurred charges will be billed to the department which checks out the phone.

This policy is intended to govern the use of all cellular services by university employees when the service is not the employee's personal service.

## University compensation for use of personal cellular service:

### General

Austin Peay State University recognizes that some employees may be able to perform their duties and responsibilities more efficiently if they have cellular telephone service.

Under the provisions of this procedure, departments may contribute monetarily to an employee's personal cellular telephone plan by means of a cellular telephone stipend. The University does not provide personal cellular telephones to individual employees. The Cellular Telephone Stipend is restricted to exempt employees on the monthly payroll.

**Qualification:**

In order to qualify for a cellular telephone stipend, an employee must fill out the **"Cellular Voice or Cellular Voice/Data Plan"** (Attachment A) form clearly stating why he/she believes that a cellular telephone is a necessity in adequately performing his/her job duties.

Examples of justification for a stipend are:

- An employee is required to respond to critical system failures or service disruptions
- An employee is required to have immediate communications capability to protect the safety of students, staff or the general public
- An employee routinely travels off-campus on university business
- An employee cannot meet communications needs with other available alternatives such as a pager or a radio

The form must be approved by the employee's direct supervisor and the appropriate vice president or president. Telephone Services will publish the university's stipend amount July 1 each year based on average basic local plan costs.

Austin Peay State University recognizes that some employees may be able to perform their duties and responsibilities more efficiently if they also have cellular data service provided by a multi-purpose PDA such as a Blackberry, Windows Mobile or Palm device. Under the provisions of this procedure, departments may contribute monetarily to an employee's personal PDA voice/data plan by means of a cellular voice/data PDA stipend. The University does not provide personal cellular PDAs to individual employees. The cellular voice/data PDA stipend does not apply to air cards which are installed in laptop or desktop computers. The cellular voice/data PDA stipend is restricted to exempt employees on the monthly payroll.

**Qualification:**

In order to qualify for a cellular voice/data PDA stipend, an employee must fill out the **"Cellular Voice or Cellular Voice/Data Plan"** (Attachment A) form clearly stating why he/she believes that a cellular telephone is a necessity in adequately performing his/her job duties.

Examples of justification for a stipend are:

- An employee is required to respond to situations which are most appropriately addressed by email
- An employee is required to have immediate communications capability to protect the safety of students, staff or the general public

- An employee routinely travels off-campus on university business and is required to view and respond to documents which can be easily transmitted via email

**Payment:**

The cellular telephone stipend will be paid from department funds through the regular payroll process. These funds are charged against the individual department's operating budget. The stipend will be paid monthly. Such stipends are taxable income subject to required tax withholdings. The stipend is not an entitlement, and is not part of the employee's base salary.

**Appropriate Use:**

All telephone services must be used in compliance with all appropriate laws and regulations in the State of Tennessee.

AUSTIN PEAY STATE UNIVERSITY

Cellular Voice or Cellular Voice/Data PDA Stipend

Please provide justification why a cellular telephone is a business necessity for your position. Examples of justification for a stipend are: a. An employee is required to respond to critical system failures or service disruptions, b. An employee is required to have immediate communications capability to protect the safety of students, staff or the general public, c. An employee routinely travels off-campus on university business, d. An employee cannot meet communications needs with other available alternatives such as a pager or a radio.

I understand that if I receive the cellular telephone stipend I am personally responsible for establishing and maintaining cellular service which may from time to time be used to transact business on behalf of the university. I also understand that I am responsible for all conditions and terms of the contract I sign with the carrier of my choice, and for all charges on that account regardless or whether or not those charges exceed the amount of the stipend.

Name: \_\_\_\_\_

Banner ID : \_\_\_\_\_

Effective Date: \_\_\_\_\_

Cellular Telephone Number (include area code): \_\_\_\_\_

A monthly payment of the current approved rate will be paid to the above employee till further notice. Please check one of the below:

☐ Voice Plan or ☐ Voice/Data PDA Plan.

\_\_\_\_\_  
Employee requesting stipend

\_\_\_\_\_  
Employee's direct supervisor

\_\_\_\_\_  
Appropriate Vice President

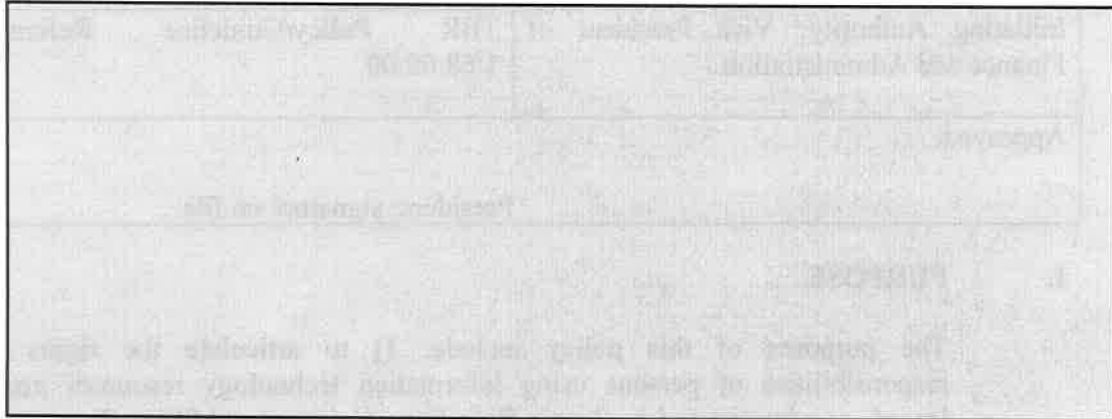
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For office use only:

Position Number: \_\_\_\_\_ FOAP: \_\_\_\_\_

## AUSTIN PEAY STATE UNIVERSITY

### Application for Shared Cellular Service

2. Please provide justification why this shared cellular telephone is needed: Examples of this service include: 1. Instances where the safety of students, faculty, staff or visitors may be in question, 2. Instances where it is necessary to share a cellular telephone within a group of faculty, staff and/or students. Please type description in the box below.

A large rectangular box with a thin black border, intended for the user to type a description of why a shared cellular telephone is needed. The box is currently empty.

I understand that cellular telephones obtained under this service will have restricted roaming areas and no long distance calling capability. Shared cellular telephones are intended to be used for university business only and should remain on university property, in university vehicles or in the general vicinity of the campus at all times. Personal calls on such cellular telephones are expressly forbidden.

\_\_\_\_\_  
Director requesting service

\_\_\_\_\_  
Appropriate Vice President/Executive Director

\_\_\_\_\_  
Vice President for Finance and Administration