

## **Policy on the Use of State Phones and Fax Machines**

Consistent with the regulations contained in the State Telecommunications Management Manual (Chapter 0203.0), State telephones are provided by California State University, Fresno (the University) for the conduct of State business. This policy covers the use of both desk and cellular phones, including fax machines provided by the State.

In general, State phones are only to be used for State business. The use of State phones for personal matters is discouraged, even if calls are received from or directed to friends and family.

However, the University recognizes that from time to time an employee may need to use a phone for personal matters during the workday. Personal calls should be kept to a minimum, both in length and number. Long distance calls for personal matters must be charged on a personal calling card, or the employee must have the charges reversed or tell his/her supervisor about the call as soon as it has occurred and reimburse the University for the cost of the call as soon as the call is billed.

Departments should establish a process for reviewing long distance calls. Employees found to be misusing State phones for personal purposes in violation of this policy may be subject to appropriate personnel action.