

## BOYCE THOMPSON INSTITUTE

POLICY: Personal Long Distance Telephone Calls

DATE: December 18, 2001

### Summary

The Boyce Thompson Institute recognizes that employees will occasionally need to make personal phone calls to meet their personal needs and responsibilities. Because the administrative costs associated with billing for and collection of reimbursements of long distance personal calls are substantial, employees are expected to pay for all personal long distance calls directly instead of charging to and then reimbursing the institute. In addition, it ensures that Boyce Thompson's financial practices comply with a number of governmental regulations.

This is consistent with Cornell University policy which now prohibits the charging of personal long distance phone calls to university accounts. All personal long distance phone accounts will be cancelled effective 1/31/02.

### Procedure

- 1) Employees may use prepaid calling cards, credit cards, or long distance cards when making calls from BTI phones. Personal cell phones may also be used to make outgoing calls.
- 2) Prepaid phone cards are available in many locations, including the Cornell Store. Cornell has set up a web site designed to assist the campus with how to make personal calls on Cornell (including BTI) telephones. See [www.cit.cornell.edu/services/phones/personal.html](http://www.cit.cornell.edu/services/phones/personal.html) for more information.
- 3) Personal long distance phone calls may not be billed to projects.
- 4) If a situation arises where an employee needs to make an emergency long distance phone call but does not have the means for paying for the call directly, the Business Office has a Phone Card/Access Code available for emergencies.
- 5) To prevent abuse of this policy, project leaders will be asked to identify the level of telephone access given to an employee at the time of hire. Communication of this policy and phone authorization levels will be part of the new employee orientation process.

## Responsibilities

1. Employees are responsible for paying for long distance personal phone calls directly.
2. Project Leaders and supervisors are responsible for reviewing their monthly phone bills and approving them for payment. By signing the monthly bill, project leaders are attesting to their accuracy and affirming that all charges are work related and appropriate.
3. Project leaders and supervisors are responsible for addressing patterns of personal use of BTI phones that are in conflict with this policy. Abuse of this policy will lead to disciplinary action up to and including termination of employment.