

**Rule 25.99.08.T1 (Effective 7/1/98)**  
(Supplements [System Regulation 25.99.08](#))

## **Use of Telecommunication Service**

PURPOSE: To implement System Regulation [25.99.08](#)

1. Workplace telecommunications service includes desk and cellular telephones, facsimile (fax), e-mail, and internet connections. Non-business use of local telecommunication service is permitted as long as that use is of minimal time and duration, does not impede university function, and does not result in additional cost to the state. In the event that it is necessary for an employee to incur an additional charge from a Tarleton telephone, facsimile, e-mail, or internet connection for non-business use, a personal calling card, collect, or third-party charge should be used. No non-business collect calls should be charged to a Tarleton telephone. (See also [System Policy 33.04, Use of System Property](#).) If the non-business usage of telecommunication services results in a direct cost to Tarleton for any reason, it is the employee's responsibility to reimburse the component as shown in paragraph 2 of this rule. The use of telecommunication service for private, commercial purposes is strictly prohibited regardless of whether or not it results in an additional charge to Tarleton.

2. Tarleton will implement procedures to monitor telecommunications service usages by each employee. Tarleton will determine a reimbursement rate that includes the direct cost of the non-business use and appropriate taxes and fees. The Office of Telecommunication and Information Resources and Business Services will be responsible for determining charges for each non-business use and the method used to reimburse the cost of the non-business use of telecommunication services. Procedures to implement this rule will be published and distributed to the faculty, staff, and administrators.