

Texas A&M Veterinary Medical Diagnostic Lab Procedures

33.04.02.V0.01 | Incidental Use of Telecommunications Services

Approved: December 28, 2012
December 2, 2013

Next Scheduled Review: December 2, 2018



PROCEDURE STATEMENT

Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) permits incidental personal usage of telecommunications services as an exception to general prohibition of agency property in accordance with System Regulation 33.04.02, *Use of Telecommunication Service*, as long as such use is of minimal time and duration, does not impede the function of the agency, and does not result in additional costs to the agency. Texas Ethics Commission Advisory Opinion Number 372 allows personal use of telecommunications services as long as the use does not impede the functions of the agency and the agency is reimbursed for any incurred direct costs.

REASON FOR PROCEDURE

This procedure establishes permitted and restricted use of TVMDL telecommunications services.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

- 1.1 For the purposes of this procedure, telecommunication service in the workplace includes desk and agency owned cellular phones, facsimiles (fax), internet connections, and e-mail.
- 1.2 In accordance with System Regulation 33.04.02, non-business usage of telecommunication services that results in any direct cost to the agency is prohibited.
- 1.3 Incidental personal use of telecommunication services is permitted when the use meets criteria as specified in System Regulation 33.04.02, and as outlined in section 2.1 of this procedure.
- 1.4 Use of telecommunication services that is for private, commercial purposes is strictly prohibited regardless of whether or not it results in additional charges to TVMDL.

2.0 INCIDENTAL PERSONAL USE OF TELECOMMUNICATION SERVICE

- 2.1 Incidental personal use of local telecommunication service that is not for private commercial purposes is permitted when it is occasional use that is of minimal time and duration, does not impede agency function, and does not result in additional charges to TVMDL.
- 2.2 When it is necessary for an employee to incur charges from TVMDL telecommunication services for non-business use, a personal calling card, collect, or third-party charge should be used. It is the employee's responsibility to reimburse TVMDL for any non-business use of telecommunication services that result in a direct cost.

MONITORING USAGE

- 2.3 TVMDL will designate an individual that will review all telecommunication services charges in efforts to identify billing errors and unauthorized use. Reviews will be conducted on a monthly-basis when invoices are received.

2.4 Logs should be maintained for telecommunication services not assigned to individual employees.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Policy 33.04](#), *Use of System Resources*

[System Regulation 33.04.02](#), *Use of Telecommunication Services*

CONTACT OFFICE

Questions regarding this procedure should be directed to the TVMDL Finance Office at 979-458-3245.