

Texas A&M AgriLife Extension Service Procedures

33.04.02.X0.01 | Incidental Use of Telecommunication Service

Approved: August 1, 2012
December 6, 2013



Next Scheduled Review: December 6, 2018

PROCEDURE STATEMENT

Texas A&M AgriLife Extension Service (AgriLife Extension) 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 establishes permitted and restricted use of AgriLife Extension telecommunications services.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

- 1.1 For the purposes of this procedure, telecommunication service in the workplace includes desk and 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 AgriLife Extension.

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 the AgriLife Extension.
- 2.2 When it is necessary for an employee to incur charges from AgriLife Extension 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 AgriLife Extension for any non-business use of telecommunication services that result in a direct cost.

3.0 MONITORING USAGE

- 3.1 AgriLife Extension departments and units 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.

3.2 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 AgriLife Fiscal office at 979-845-7879.