

Procedure Change – Effective 7-1-04

Reimbursement for Personal Telephone Calls Discontinued Through Telecommunications

Effective July 1, 2004, Information Technology – Telecommunications will no longer process employee payments for reimbursement of personal telephone calls made from University wired telephones, University issued calling cards, or University issued cellular telephones.

The use of State of Illinois telecommunication service is limited to official business. However, Title 44, Part 5030.130, of the Department of Central Management Services regulation relating to the personal use of State of Illinois telephones, does allow personal business telephone calls and emergency telephone calls that are deemed to be in the best interest of the State of Illinois, provided they meet the following criteria:

1. The telephone call does not adversely affect the performance of official duties by the employee or the employee's organization.
2. The telephone call is of reasonable duration and frequency.
3. The telephone call could not have reasonably been made during non-working hours.

Examples of telephone calls which fall under the above guidelines include, but are not limited to, the following:

1. An employee is required to work overtime without advance notice and calls within the local commuting area from which the employee regularly commutes to advise his or her family of the change in schedule or to make alternate transportation, or child/elder care arrangements.
2. An employee makes a brief telephone call to locations within the same local commuting area to speak to their spouse, minor children, elderly parent, or those responsible for their care (day care, school, nursing home).
3. An employee makes brief telephone calls within the local commuting area that can only be reached during working hours, such as a local government agency or a physician.
4. An employee makes brief telephone calls to locations within the local area to arrange for emergency repairs to their residence or auto.
5. An employee traveling on official business may make a telephone call of three minutes or less to announce their safe arrival or a change in plans.

Per the statute, a brief telephone call is limited to the time required to accomplish the purpose of the telephone call.

Personal telephone calls made during working hours falling under Section 5030.130, although not representative of the previous examples, may be permitted if the telephone call is charged to an employee's home telephone, personal calling card, or credit card.

Personal telephone calls from University telephones not meeting the above criteria may be reimbursed directly to the department. The decision for reimbursement of these telephone calls rests with the department fiscal officer or department head.

Questions concerning this change in procedure should be directed to Monica Wilson by email at mawilson@siu.edu or by telephone at 453-2401.