

Departmental Policy on Phones and Jacks
Last updated: September 2001

General Policy: The department of GVPT will pay for the phone sets and data jacks (approximately \$30/month) and limited phone charges (see below) for front office staff, advising staff, lecturers, grad student offices, and GVPT tenure-track faculty. Centers located in GVPT will pay for the phone sets, as well as *all* local and long-distance calls, of the Center's employees. If additional data jacks or phone lines in offices are requested, these charges will always be paid by Center funds or IRFs.

Faculty Local and Long-Distance Charges: GVPT will pay for up to \$15/month of local and long-distance charges combined for all tenure-track faculty and lecturers. If the monthly charges exceed \$15, the excess will be charged to the individual's IRF account. These charges will be placed on a monthly basis.

Research Employees: According to A-21 regulations, only long distance phone charges can be applied to grant accounts, unless there is explicit permission from the agency to charge phone sets, local calls, and data jacks. For grant employees, please work with Karen Bond in order to determine the best mechanism for paying for phone and data charges for these employees.

Graduate Students: No graduate student office should have more than 1 phone set. These phones should not have long-distance capability. Graduate student phone charges should be monitored occasionally for unusually large local phone charges.