

1. Policy Summary

This policy deals with the guidelines for making personal telephone calls and appointments.

2. Scope of the Policy

The policy covers all personal calls and appointments conducted during paid hours of work at the University.

3. Policy & Procedures

Telephone Calls

All calls are logged for duration and destination and are charged out to Schools, Colleges and Units at the end of each quarter.

University telephones are provided specifically for University business. It is recommended that personal telephone calls be made from personal phones. Personal call charges are deducted directly from salaries.

Personal Appointments

It is advised that staff of the University schedule personal appointments e.g. doctor and dentist visits outside of University hours.

4. Other relevant information

For UCD Policy on Personal and University Mobile Phones, please see Mobile Phone Acquisition and Usage

Policy(<http://www.ucd.ie/building/code/telephones/mobilepolicy.htm>)

5. Review Recommendation

It is recommended that this policy be reviewed on an annual basis.

6. Policy Revision History

Version	Date	Description	Author
2.1	14/02/2012	Policy Versioning Implemented	UCD HR