POLICY STATEMENT

Weill Cornell Medical College – Qatar (WCMC-Q) provides telephone service to individuals undertaking mission-related activities. WCMC-Q recognizes the need for personal telephone use, but expects individuals to pay directly for personal long-distance telephone calls.

REASON FOR POLICY

Telephone usage should be based upon cost-effective practices that are applied consistently and comply with sound business practice.

ENTITIES AFFECTED BY THIS POLICY

- Weill Cornell Medical College-Qatar (WCMC-Q)

WHO SHOULD READ THIS POLICY

- All members of the WCMC-Q community

WEBSITE ADDRESS FOR THIS POLICY

www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/finance/telephoneqatar.cfm
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CONTACTS

Direct any general questions about University Policy 3.19.2, Telephones and Telephone Usage, Weill Cornell Medical College – Qatar, to the Dean’s Office, WCMC-Q or the Director of Finance. For questions on specific issues, please contact the following offices.

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<th>Subject</th>
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<th>Telephone</th>
<th>Web/Email Address</th>
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<tr>
<td>Policy Clarification</td>
<td>Director of Finance</td>
<td>(974) 482-8551</td>
<td><a href="mailto:brm2009@med.cornell.edu">brm2009@med.cornell.edu</a></td>
</tr>
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DEFINITIONS

These definitions apply to these terms as they are used in this policy.

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<tr>
<th>Business Call</th>
<th>A call that fosters or supports the ongoing missions of the university.</th>
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<tr>
<td>Cellular (Mobile) Phone</td>
<td>A telephone that uses cellular technology to transmit and receive calls.</td>
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<td>Local Call (cellular line)</td>
<td>A local call made to a cellular telephone for which there is a separately stated charge on WCMC-Q’s telephone bill issued by Q-Tel.</td>
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<td>Local Call (landline)</td>
<td>A call for which there is no separately stated charge on WCMC-Q’s telephone bill issued by Q-Tel.</td>
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<td>Long-distance Call (landline and cellular)</td>
<td>A toll call that does not qualify as a local call, made either by or to a cellular phone device.</td>
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<td>Office Telephone</td>
<td>A telephone paid for by WCMC-Q, on campus and used to foster or support the ongoing missions of WCMC-Q.</td>
</tr>
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<td>Personal Call</td>
<td>A call that does not qualify as a business call.</td>
</tr>
<tr>
<td>Residence Telephone</td>
<td>A telephone located in the residence of a WCMC-Q faculty exempt staff member who relocated to Qatar.</td>
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PROCEDURES

Introduction

WCMC-Q understands that individuals occasionally need to make telephone calls from their work telephones to meet their personal needs and responsibilities. WCMC-Q also recognizes that individuals may also need to make business-related calls from non-office telephones. In addition, WCMC-Q requires that all employees be reachable at all times by cellular phone.

◆ Note: Although WCMC-Q will generally not require reimbursement for personal calls made when prompt action is necessary due to a personal situation (see the “Exceptional Situations” segment of this document), each department manager is responsible for addressing patterns of personal use that would be considered excessive.

Long-distance Calls

WCMC-Q is committed to doing business in a cost-effective manner. Because the administrative costs associated with reimbursement for long-distance calls are substantial, individuals are expected to limit the number of personal calls made on office phones. Personal long distance calls (calls made outside Qatar) are generally reimbursable to WCMC-Q by the employee.

Local Calls

No direct payment for personal local telephone calls is required. The fixed monthly fee covers all local calls. However, good business practice requires that employees keep such calls to a minimum. Unit managers must review usage for patterns of excessive usage.

Cellular Telephones

As a precautionary measure, WCMC-Q requires all employees to have cellular (mobile) telephones and recognizes the need for certain employees to have cellular phones to carry out their job responsibilities. It is the employee’s responsibility to maintain the telephone in good working order, including maintaining a charge on the telephone at all times and keeping the telephone on and within hearing or vibration distance at all times. Business calls made on personal cellular phones will be reimbursed with proper documentation. The quarterly line charges for certain employees’ cellular phones will be reimbursed by WCMC-Q.

For information on reimbursement of charges to a personally owned cellular telephone, see University Policy 3.14.2, Business Expenses, Weill Cornell Medical College – Qatar.
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PROcedures, continued

Residence Telephone
The one-time initiation expenses (hardware and connection and related fees) associated with obtaining a residence phone in Qatar will be paid by WCMC-Q for faculty and exempt staff relocating to Qatar. This cost is included in the Relocation Advance. In addition, WCMC-Q’s Human Resources Department will assist employees in obtaining the appropriate phone service from local service provider. Business calls made on residence phones will be reimbursed with proper documentation.

Exceptional Situations
In certain instances, a WCMC-Q faculty or staff member may need to take prompt action due to a personal situation. In such situations, the medical college expects the individual to use prudent judgment in determining whether the use of a WCMC-Q telephone is required.

◆ Note: Although WCMC-Q will generally not require reimbursement for calls made in these exceptional situations, units are responsible for addressing patterns of personal use that would indicate unacceptable usage patterns.
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RESPONSIBILITIES

The major responsibilities each party has in connection with the WCMC-Q Policy 3.19.2, Telephones and Telephone Usage, are as follows:

Table 4
Responsibilities

| Individual                                                                 | Initiate cellular phone service with the local carrier. Reimburse WCMC-Q for personal long-distance telephone calls from work (in the case of emergency, refer to the “Exceptional Situations” segment of this document. Ensure that your cellular telephone is on, with you, charged, in good working order, and that your account is current, at all times. ◆ Note: All telephones purchased by WCMC-Q remain the property of WCMC-Q and must be returned in good order upon termination of employment or as requested. |
| Unit                                                                      | Emphasize that reimbursement for personal use is required, for personal long-distance telephone calls made on medical college lines. Continuously evaluate business needs for a cellular telephone access. Implement and review procedures to identify patterns of abuse in which the WCMC-Q is paying for an individual’s personal use of a college telephone. Address patterns of abuse of this policy with the individual, and, if necessary, Human Resources. |
| WCMC-Q                                                                   | Permit individuals to review all charges on their business telephone lines. Meet the needs for compliance with good business practices Assist employees in obtaining Q-Tel service. Upon receipt of appropriate documentation, reimburse eligible employees for all calls or fees associated with the use of residence or personal cellular phones to conduct WCMC-Q business. |