

**Title** – Office Phone Voice and Data Circuit Policy

**Policy Abstract** – Birmingham-Southern College will provide an office phone for each full-time employee as well as the voice and data circuits required.

**Responsible Office** – Information Technology, Administration

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**Applies To** – All employees

**Effective Date** – 12/1/2012

**Revision Dates** – 12/1/2012 – New

1. **Introduction/Background** – Official College work will be conducted using provided voice and data circuit technology. Therefore, circuits and phone equipment will remain operational as deemed appropriate.
2. **Purpose** – As employees join and separate from the college it is necessary to manage the voice and data circuits as well as phone equipment provided in accordance with best practices.
3. **Applicable Regulations** – SACS Comprehensive Standard 3.11.3 – Physical Resources
4. **Policy Statement** –
  - Standard phone equipment provided by the College will be used to furnish employee offices.
  - Requests for upgrading office phone handsets or the addition of a new voice or data circuit will be charged to the department making the request.
  - An annual review of college provided phone technology will be conducted by Information Technology staff during the budget process. In this review a determination will be made on the necessity of upgrading equipment in the campus switch room.
5. **Details** – The guidelines used for phone upgrades are as follows. Employees joining the College in an existing position will inherit the office phone left by the previous employee. Employees joining the College in a new position where a phone does not currently exist will be provided an appropriate phone, and voice and data circuits funded by the new position budget.
6. **Definitions** – SACS is the Southern Association of Colleges and Schools.
7. **References** – SACS COC *The Principles of Accreditation 2012 Edition*.