

TELEPHONE/FAX USAGE POLICY



The following rules apply to cellular and office telephones, as well as the College fax machines.

The College and the State Department of Administration audit telephone records on a regular basis. Employees found in violation of College and/or State telephone usage policies will be subject to disciplinary action in accordance with collective bargaining agreements and applicable state regulations.

LONG DISTANCE

Business Use Only

9 + 1 + area code + telephone number.

Personal Use

State telephones shall not be used for personal long distance calls. Such calls constitute illegal avoidance of federal taxes. Further, personal calls, when charged to the state, are clearly contrary to the proper usage of these facilities for state business only. Such calls must be charged to one's residence telephone, personal credit card, or made from a pay phone. Audits will be made of telephone statements. Individuals making personal long distance calls from state facilities will be subject to applicable legal sanctions.

DIRECTORY ASSISTANCE

Dialing 411 to get a telephone number costs this College a minimum of \$.50 per call. Telephone books are available to all staff. Please do not use directory assistance unless it is absolutely necessary.

LOCAL PERSONAL CALLS

The administration understands that local personal calls may be necessary during the workday. However, these calls should be limited to breaks and lunch periods whenever possible. If it is necessary to have a personal telephone conversation during business hours, the call should be kept short and to the point.

FAX MACHINES

The College fax machines are for College business use only and may not be used for personal needs. The fax machine in the ARC is available for personal needs of students and staff.