

I. PURPOSE

To establish guidelines regarding use of telephones for personal reasons.

III. POLICY

The Agency understands that employees need to occasionally use the telephone to tend to personal issues such as child care and medical appointments. The Agency expects employees to limit these calls during work hours.

Employees who have a reason for making or receiving numerous personal calls on work hours must discuss the issue with their supervisor.

Excessive or unauthorized use of the telephone for personal use may lead to disciplinary action as described in the policy on Employee Discipline, Policy No. 420.

---