

Department: Administration

Policy Number: HHS-1108-A

Attachments: _____

Policy Title: Long distance and personal calls

Date: 6-01 Revised: 10/01, 07/04, 03/07

Approved by:  Date: 10/31/13

Policy Statement:

Employees who must make long-distance calls for business purposes have a person long-distance code to be used for each long-distance call. Personal long-distance calls are charged to the employee and may be paid through payroll deduction.

All personal calls must be kept to a minimum. They should be made primarily for emergency purposes and should be no more than 3-5 minutes in length, as calls tie-up a business line and keep the employees from performing their job duties.

Employees must inform family and friends to call them at work only when absolutely necessary.

Incoming long-distance calls are to be transferred to the appropriate employee. However, incoming collect calls are not to be accepted unless it is an emergency.