



Telephone/Cell Phone Usage



Policy A-IC-17

June 29, 2006
Revised April 26, 2013
Revised September 30, 2016

Purpose: To ensure the most effective, efficient use of equipment possible.

Policy: Phone usage is a necessary means of communication and will be utilized as necessary. Applicable employees are issued codes to access long distance and will use as necessary for business purposes.

Procedure:

- I. Telephone/Cell Phone Usage
 - A. Long distance calls should be kept to a minimum and be limited to five minutes or less except in extreme circumstances.
 - B. Personal calls, whether local or long distance, via landline or cellular must be kept to a minimum, to preclude disruption of business and eliminate the lack of availability of landlines for business purposes. Charges may be incurred for employees who use the phone for personal calls. Excessive usage, resulting in disruption of business, may result in disciplinary action.

District Director

Date

Chairperson, Three Rivers District Board of Health

Date