

SUBJECT: TELEPHONE - USE OF

EFFECTIVE
DATE: 04-05-11 (replaces 04-04-08)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

It is the policy of the McIntosh Trail CSB to allow employees to make only job related long distance telephone calls.

This policy and the following procedures are applicable to all McIntosh Trail CSB employees and volunteers.

DEFINITIONS: Long distance phone calls are defined as indicated below:

1. Direct dialing commercial;
2. Operator assisted commercial;
3. Cell phones.

PROCEDURES

PENALTIES: It is the Center Director, Program Director, or their designee's responsibility to audit the long distance calls for their services/program(s). Any employee or volunteer making personal calls from an agency phone will be expected to reimburse the Service/Center. In addition, disciplinary action may be taken depending upon the circumstances.