

## **POLICY 208: USE OF COMMUNICATION SYSTEMS**

*ADOPTED: MAY 11, 1994 (REVISED: JUNE 20, 2017)*

### **Policy:**

It is the policy of the County to provide or contract for the communication systems and equipment necessary for the conduct of its business.

### **208:1 GENERAL PROVISIONS**

1. Employees are to familiarize themselves with the numerous types of communication systems and equipment (facsimile machines, telephones, pagers, etc.) used by the County. Most of these services and equipment have usage charges or other related expenses. Employees must be aware of these charges and expenses and are to exercise care in choosing the proper vehicle for each business communication. Employees are to consult their supervisor if there is a question about the proper vehicle to use. (Use of County computers is covered in Computer Resources, Policy Number 204.)
2. Employees who do not have direct access to a County telephone should make provisions to have emergency or other necessary incoming calls routed to their supervisor. The County will attempt to promptly and accurately relay personal messages to employees.
3. Employees are not to use the County's address for receiving personal mail and may not use County stationery or postage for personal letters. Employees must exercise care so that no personal correspondence appears to be an official communication of the County.

### **208:2 PERSONAL USE OF COUNTY TELEPHONES**

1. Employees may use County communication systems and equipment for personal purposes on a limited basis. In the event that a long distance personal telephone call is made on County telephones, the employee is responsible for paying all direct user charges.
2. Each month, each employee with direct access to a County telephone must review the itemized list of charges and certify that the calls made were business related or were at no charge to the County. All calls made that were not business related and result in a charge to the County must be reimbursed by the employee.

### **208:3 USE OF PERSONAL TELEPHONE FOR COUNTY BUSINESS**

1. In the event that an employee incurs telephone expenses on their personal telephone for conducting County business, whether home or personal cellular telephone, the County will reimburse the employee for those expenses.

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### **208:4 CELLULAR TELEPHONE MANAGEMENT**

1. Cellular telephones are a tool to improve the effectiveness of employees who require both telecommunications and a high degree of mobility in the performance of their assigned work duties. Because of the usage charges per minute both the managers responsible for, and the employees to who they are assigned, must recognize the potential financial liability which can be incurred with heavy use.
2. Department/division director shall be responsible for the regular review of cellular telephone usage for appropriate use of time spent on the telephone and associated costs.
3. Any calls made that were not business related and result in a charge to the County must be reimbursed by the employee. Furthermore, if a plan has minutes included without a charge, personal calls made which result in exceeding the included minute limit must be reimbursed by the employee.