

**TELEPHONE USAGE FOR EMPLOYEES
POLICY # 12.1.9**

1. POLICY STATEMENT

1.1. The County of Wetaskiwin telephones are key tools for use in its day-to-day business. The use of County telephones, including cellular phones, for personal calls is a privilege given by the County and employees are encouraged not to abuse this privilege.

2. PROCEDURES

This is a guideline regarding use of telephones, including cellular phones, by employees.

2.1. Although telephones are readily available to office employees, you are encouraged to conduct personal business on the telephone during your lunch hour or your breaks. Particular attention should be paid to ensure that a personal call is not made if it results in no free lines being available for business use.

2.2. Personal calls should be restricted to local calls, unless you charge any long distance call to another number.

2.3. Do not use Directory Assistance, rather refer to the telephone directory in the telephone areas.

2.4. Employees are permitted incoming personal calls, provided the conversations are kept very short and do not interfere with their duties. Outgoing calls should be confined to the employees break times. Abuse of this privilege will result in disciplinary action.

2.5. Long distance calls for purposes other than County business must be recorded on a telephone log and marked "Personal". Upon receipt of the telephone bill, accounting will invoice the costs to the employee.

REVISION DATE:	ORIGINAL COUNCIL APPROVAL DATE:	REF. PAGE NO.	NUMBER:
	August 12, 1999	99/249 C	1 of 1
ADMINISTRATIVELY REVIEWED: December 2018			