

TELEPHONE SERVICES

Each employee will be assigned a personal long distance code by the Accounting Department. The code is to be used only for business calls. If an employee must make a personal long distance call, they must use their personal cell phone, charge the call to their home telephone or use a calling card. Monthly long distance bills will be reviewed and approved by the District Office/principal/director prior to payment.

Adopted: date of manual adoption

Revised: January 20, 2011
 July 14, 2000
 June 10, 1999
 May 13, 1996