

MANAGING DIRECTOR'S DIRECTIVE NO. 32

TELEPHONE USE

GENERAL

Telephones are city property and as such are to be used for official business only.

PERSONAL USE

The use of a city telephone for personal business, therefore, constitutes an unlawful diversion of service. Additionally, time spent on personal telephone calls represents time not spent on work.

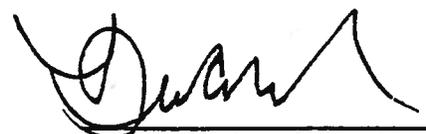
In an emergency situation, an employee may accept a call or make a local call.

LONG DISTANCE

Long distance calls and toll calls to suburban areas are to be made for official purposes only.

All long distance and toll calls from the Municipal system should be placed through the city switchboard. If no WATS line is available for long distance calls, the caller should, to the extent possible, wait until a line is available. If no WATS line is available and timing is critical, the operator may route the long distance call over another trunk line.

Necessary personal long distance and toll calls may not be charged to a home phone but may be charged to a telephone credit card.



Managing Director