

**PERSONAL LONG DISTANCE TELEPHONE CALLS**

**I. PURPOSE**

The purpose of this policy is to establish guidelines for reimbursement of personal long distance telephone calls made by City Employees.

**II. RESPONSIBILITY**

Responsibility for this guideline rests with the Finance Department Director. All Department Directors are responsible for implementation within their respective Departments.

**III. POLICY**

All long distance telephone calls made from City property should be of a business nature and work related. Any long distance call that is not work related will be construed as personal in nature and will be charged to the individual making the call. It will be the responsibility of the Department Director to instruct all employees regarding the personal use of the telephone and the reimbursement required for such personal use.

**IV. PROCEDURE**

- A. All individuals making personal long distance telephone calls should maintain a log for such calls listing the date, time, organization called, telephone number and purpose of call.
- B. Monthly, each Department Director will receive a copy of their respective Department's telephone bill broken down by extension. This bill should be separated by extension and distributed to each employee.
- C. Each employee will then be required to identify and annotate each call for personal use. Charges for personal calls are to be reimbursed to the City. Reimbursements are made to the Collector's Office using the Department's normal phone object code. Copies of the annotated telephone bill will be held for sixty (60) months by the Department, subject to audit.

Approved:

  
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Bruce T. Moore  
City Manager