

GENERAL PERSONNEL TELEPHONE CALLS

The board recognizes the need of its employees to receive and make telephone calls during working hours. Long distance telephone calls related to education program business shall be made in the administrative office and will be paid for by the school district.

Employees may receive and make personal telephone calls during lunches and breaks. Employees may receive an emergency telephone call at any time.

Telephones are available for personal telephone calls. All personal long distance calls must be paid for by the employee.

It shall be the responsibility of the employee to exercise discretion in making and receiving telephone calls during working hours. It shall be the responsibility of the building secretary to keep a log of all personal long distance calls and the amount to be paid by the employee.

Legal Reference: Iowa Code §§20.9, 279.8 (2015).

Cross Reference: 401.9 Use of School District Facilities & Equipment by General Personnel

Approved: October 22, 1990

Reviewed: May 11, 2015

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