



Policy Title Telephone Services Policy	Original Adoption Date 7/1/74	Policy Number HR-334
Responsible College Division/Department Telecommunications	Responsible College Manager Title Chief of Human Resources & Talent Development	
Policy Statement		
Staff making personal long-distance calls from district telephones should report the date, time, and telephone number to the Telecommunications Center. Based on the length of the call, the Telecommunications Center will assess a charge using current rates.		
Reason for Policy		
To ensure that personal long-distance telephone calls are being charged to the individual.		
Historical Data, Cross References and Legal Review		
Created: 7/1/74 Reviewed/Revised: 7/77; 5/18/89; 2/20/91; 5/92; 5/19/93; 9/20/97; 10/10/98; 7/01/02; 11/22/10; 8/29/17 Legal Counsel Review and Approval: N/A Board Policy: III.A. General Executive Constraint, III.B. People Treatment		
Definitions		