

LONG DISTANCE PHONE CALLS

ALL LONG DISTANCE PHONE CALLS MADE FOR SCHOOL BOARD AND/OR SCHOOL BUSINESS SHALL BE PROPERLY LOGGED AND ACCOUNTED FOR AT EACH ADMINISTRATIVE LOCATION.

EMPLOYEES SHALL NOT MAKE PERSONAL LONG DISTANCE PHONE CALLS AND CHARGE THEM TO THE SCHOOL BOARD PHONES.

AUTHORITY: F.S. 230.22(1)(2)
Policy Adopted: 7/29/76
Effective Date: 8/23/76

AMENDED RULES APPROVED: 6/4/91

RULES

1. The Superintendent shall create a form to be used to record all long distance calls. This form/log shall be retained by the school or department for their record and for verification of their monthly telephone long distance bill.
2. The long distance phone call log shall be used to verify the telephone bill and verify that all long distance phone calls on the bill were for school and/or department business.

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