

*Telephone Usage - Personal Calls*

Telephones are provided by the State for the purpose of conducting state business. Whether using personal cell phones or State telephones, employees are to avoid making or receiving personal calls during working hours. Urgent calls from family members or to make an external appointment can be made/received as long as they are kept to an absolute minimum. Personal phone calls are to be kept to a minimum, both in quantity and duration. Long distance personal phone calls on State telephones are not allowed.

