

SUBJECT: PERSONAL USE OF BOCES TELEPHONES

Telephones shall be used to conduct official BOCES business. It is recognized that there may be occasions when the telephone will be used for personal use; however, the BOCES must be reimbursed for all personal long distance telephone calls made from an office or classroom telephone paid by the BOCES.

By the first of each month, a Personal Long Distance Telephone Call Log shall be submitted by each employee who used a BOCES telephone for personal long distance calls the previous month. The District Superintendent shall develop administrative regulations to implement this policy.

Adopted: February 13, 2002