

ADMINISTRATIVE REGULATION

Subject Category: Board & General
Administrative Matters

TELEPHONE USAGE

I. PURPOSE

To establish guidelines for the use of AC Transit's telephone systems and instruments.

II. PERSONS AFFECTED

All management employees.

III. REGULATION

Telephones in the District's administrative phone systems are to be used to conduct official business. The use of District telephones for personal calls should be kept to a minimum number and length since public pay phones are available at most worksites for such purposes.

Additionally, telephone instruments and equipment are not to be removed from District facilities nor used **for private or personal purposes, Care and caution should be used in** handling equipment to avoid monetary charges resulting from abuse of telephone equipment.

V. RESPONSIBILITIES

Department Managers are responsible for assuring that employees in their departments are aware of this regulation provision. Additionally, Department Managers are responsible for reviewing summary reports of telephone calls and expenses.

Reference: Formerly Management Procedure No. 230

Adopted: 8/1____8/87