

E. PERSONAL TELEPHONE CALLS

1. Personal telephone calls, both incoming and outgoing, are discouraged.

2. However, the City recognizes there may be occasional times when personal telephone calls must be made or received during business hours. Such personal telephone calls shall be held to a minimum and must not be allowed to interfere with the employee's work. Employees are encouraged to make such telephone calls during lunch time. Excessive personal telephone calls during business hours may affect an employee's promotability and/or continued employment by the City.

3. Department heads may submit to the City Administrator for approval, rules for their departments based on the special needs within their departments.

4. Under no circumstances may long distance personal telephone calls be made on City telephone unless charged to the employee's personal billing.