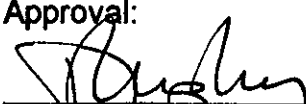



# CITY OF BRIDGEPORT

<b>Subject:</b>  <b>Personal Telephone Calls</b>	<b>Approval:</b>  Dennis C. Murphy CAO	<b>Approval:</b>  Joseph P. Ganim Mayor	<b>Effective:</b>  11/1/96 Number: 15-96 Page: 1 of 1
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## PURPOSE

To establish a policy regarding employee use of City telephones for personal calls.

## SCOPE

All City employees in all locations.

## POLICY

City phones are provided for the purpose of conducting City business. It is expected that they will be available for incoming and outgoing calls related to City affairs. They should be used by City employees for personal business on a limited basis only.

Personal telephone calls that are made or received during normal working hours must be held to a minimum in both number and length of call. This practice will not adversely effect City productivity and service, and will allow for necessary access through the telephone system.

Personal toll calls should not be placed through the City telephone system. In cases when an immediate personal toll call must be made, the call is to be billed to the employee's home number or placed on a collect basis. It is the employee's responsibility to ensure that no cost to the City results from their personal telephone calls.

Violation of this policy will minimally result in cost reimbursement to the City and may subject the employee to disciplinary action.