

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 62.020 - PERSONAL USE OF DEPARTMENT TELEPHONES

Date: April 24, 2018
Revision No.: 1
Supersedes: August 12, 1992
First Adopted: August 12, 1992

POLICY:

An automated record is kept of every telephone call placed by Water Department telephone landlines. Reports detailing calls made by each extension are generated monthly. All employees are required to comply with the procedures herein should the need arise to use Water Department telephone landlines for a personal call(s).

PROCEDURE:

Employees shall endeavor not to use Water Department telephone landlines to conduct personal business and shall limit conversation on any incoming personal calls.

The Water Department's telephone landlines should generally be used only for personal calls that are emergent in nature.

The Water Department will be reimbursed for any long-distance personal telephone call charges. The employee should notify their supervisor who will contact the Finance Division to obtain the cost of such call. The employee will then submit reimbursement to their supervisor for processing.

Personal collect calls should generally not be accepted unless emergent. If a long-distance personal call is necessary, employees should charge calls to their personal telephone credit cards rather than utilize a Water Department landline.

AUTHORIZATION:

Division Directors shall be responsible for ensuring compliance with the provisions of the policy as it relates to their employees.

Policy Review

Established:	8/12/1992
Revision Board approved:	8/8/2018
No changes:	7/2019
No changes:	7/2020
No changes:	7/2021
Spacing changes only:	7/2022
No changes:	7/2023
No changes:	7/2024