

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

TELEPHONE USE

**SECTION 5.06
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Telephones are provided for business use only and shall not be utilized to make personal phone calls. Local personal phone calls may be permitted with prior approval from an employee's immediate supervisor and conducted during non-work time. Employees must also obtain advance approval from their supervisor to make any personal long distance calls and shall reimburse the County for the cost of such calls. Violations of this policy may be cause for disciplinary action. Each request and violation shall be dealt with on an individual basis. Employees should inform their family members and friends that incoming calls shall be for emergency purposes only.