

# City of Mission Viejo Personnel Policy

**Subject:** TELEPHONES

**Purpose:**

To establish guidelines for the use of City telephones.

**Background:**

The City has a sophisticated telephone system to facilitate communication with citizens and others doing business with the City. Generally, employees are expected to use telephones for only City business. However, the City recognizes that occasionally, an employee may be required to make a telephone call for emergency or urgent reasons. In these cases, the employee is expected to reimburse the City for any related expenses.

**Policy:**

1. City telephones are provided for conducting City business. Excessive personal use of City telephones shall be cause for disciplinary action.
2. Employees are expected to use a personal telephone credit card to make personal non-local or long distance telephone calls. Employees may be charged for the cost of personal telephone calls.

Adopted: By City Council - September 11, 1989 - Res. No. 89-92.