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# CITY OF KETTERING — ADMINISTRATIVE POLICIES

## PERSONNEL POLICIES & PROCEDURES

8/06

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### Policy No. 608: Use of Telephone

#### A. General Provisions

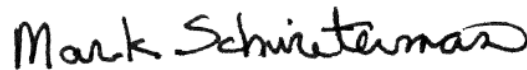
1. Employees are expected to be courteous when using the telephone for City business. Personal calls during work hours are to be kept to the absolute minimum and must never interfere with City business or the performance of the employee's job.
2. Employees may not place personal long distance telephone calls on the City telephone unless charged to the employee's home phone or personal telephone credit card, or (on a limited basis) employees may complete a City of Kettering "Record of Long Distance Telephone Call" form and subsequently reimburse the City. These forms, and answers to questions regarding their use, are available from the Administrative Support office.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

9/18/06

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Date

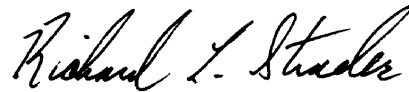


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Mark Schwieterman  
City Manager

Issued:

10/27/06

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Date



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Richard L. Strader  
Director of Human Resources