

Policy: Telephones	Number: 615.04
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Use of telephones for work-related local calls is recognized as a legitimate use of the phones. It is the intention of the administration that any employee who needs to use a phone to do his/her job is able to do so. However, employees should ensure that such phone conversations do not interfere with the carrying out of assigned duties.

Personal calls, whether long distance or local, of a non-emergency nature are to be discouraged, and must not interfere with any instructional activity or the efficient operation of the College.

All Ingram State Technical College employees will be assigned a personal telephone access code. This code is required to complete outside calls. Each employee will be responsible for maintaining the confidentiality of his/her own personal access code. If at any time a phone access code is compromised, that employee has the responsibility of calling and reporting the incident to the Information Technology Department.