

**SECTION: 6.37**

**SUBJECT: Personal Telephone/Communication Devices**

**AUTHORITY: Executive Director**

**Policy:**

In consideration of the nature of the Commission's objectives and responsibilities and the importance of communications, FTE employees are required to have a working telephone or other approved communication device in their place of residence as a condition of employment. Exceptions shall be approved by the employee's Bureau Chief or equivalent level supervisor.

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**Procedure:**

**6.37.1 Furnishing Telephone Numbers**

- A. Within one month of employment, employees are required to submit their telephone number to their immediate supervisor who in turn is responsible for ensuring the number is made available to the next level supervisor.
- B. Subsequent telephone number changes shall also be submitted to the supervisor within one month of the change.

**6.37.2 Telephone Pagers**

Employees issued a pager shall be required to carry the pager as required by Division or Office policy.

**6.37.3 Home Answering Machine**

When required by Division or Office policy, specific employees will be required to have and maintain a functioning answering machine connected to their home telephone. The answering machine shall be provided by the agency.

**6.37.4 Cellular Telephone**

Employees issued cellular telephones will be required to carry the phone as prescribed by Division or Office policy. Use of agency cellular phones for personal communication is prohibited except when other communication devices are not available and it is impractical to delay making the call. All costs incurred due to personal calls shall be reimbursed to the agency.

### **6.37.5 Exceptions**

A written request may be made to the Bureau Chief or equivalent level supervisor within the Division or Office for an exemption from this policy. The request shall be sent through the chain-of-command with the reason(s) for the requested exemption. The exemption will only be for the approved conditions. When the conditions no longer exist, the employee will be required to comply with the requirements of this policy. Approved exemptions will be sent to the Office of Human Resources for inclusion in the employee's personnel file.

History: Est. 02/22/2002

**Approved:**

**Victor J. Heller**  
**Executive Director or Designee**

**February 22, 2002**  
**Date**