

## **Subject: Long Distance and Personal Phone Calls**

### **Source: Personnel Policy**

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#### **Policy**

Early Head Start will monitor the usage of the agency's phones, cellular phone and the phone bills for all facilities. The Center Coordinator will ensure that the center phone is not assigned to a classroom teacher to ensure that the Texas Minimum Standard 746.1203 (6) (A) is followed.

#### **Procedure**

1. Except in emergencies, no personal phone calls are made on the agency's cellular phones or no personal long distance calls on the agency's phone system.
2. Messages or calls to a cell phone not in our network should be returned by a land line when possible.
3. The Center Coordinator or designee will answer the center phone and take a message for all calls that are not program related. Program related phone calls will be taken at the time the call is received, these calls may include: parents, Managers, and other agencies.
4. At the Executive Directors request the Accounts Payable Clerk will make copies of the telephone and cellular phone bills and disburse to appropriate employee.
5. If the employee has a personal call on the bill he/she will initial next to the amount of the call to indicate each personal call.
  - Sign, date and return the copy of the bill with payment to the Accounting Department.
6. If the employee has no personal calls on the bill he/she will indicate on the bill "No personal call."
  - Sign, date and return the copy of the bill to the Accounting Department.
7. Accounts Payable will monitor reimbursement records.