



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

LONG DISTANCE TELEPHONE CALLS | 6001.3

District employees are expected to adhere to the following guidelines for the placement of long distance telephone calls to outside agencies:

1. Any long distance telephone calls placed by employees of the District must be work-related. No personal long distance calls are to be made from District phones.
2. Long distance telephone bills will be reviewed on a regular basis. Instances of large volume and extended duration will be investigated.
3. Any employees making unauthorized long distance calls will be required to reimburse the District for the cost, as well as face possible disciplinary action for violating this administrative memorandum.

Questions about the information contained in this administrative memorandum should be directed to the Manager of Technology.

References	Authorizing Code Responsibility N/A	RCCSD Board of Education Policy 6001 Assistant Superintendent	Issued Revised	August 31, 2009 September 1, 2010
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