

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct

Section 513 – Use of Phone, Copiers, and Mail Systems

1. Guidelines

- a. Employees should use discretion and good judgment when using Partnership for Children of Cumberland County, Inc. (PFC) cell phones for business or personal calls.
- b. Employees are discouraged from personal use of the following:
 - 1) PFC telephones for long distance calls
 - 2) PFC fax machines to fax to long distance telephone numbers
 - 3) PFC copiers
 - 4) PFC Federal Express packages

2. Policies

- a. The use of PFC postage machines is for business related use only with no exceptions.
- b. If warranted, personal use of the following may be allowed only with documented prior approval of the department head.
 - 1) PFC telephones for long distance calls
 - 2) PFC fax machines to fax to long distance telephone numbers
 - 3) PFC copiers
 - 4) PFC Federal Express packages
- c. Personal use by department heads will require documented prior approval of the President.
- d. Employees are required to reimburse PFC for the cost within 30 days of invoicing by the Purchasing Specialist.
- e. Invoices will be based on PFC's actual charges, with the exception of copies which will be invoiced based on the amounts currently charged to PFC tenants.
- f. The Human Resources Manager will assign each employee a personal telephone code to be used for all long distance calls. The Human Resources Manager will terminate/deactivate the code upon termination of the employee.
- g. Employees will review and initial a copy of the telephone invoice each month as verification of business use. This document will be filed with the original invoice in the accounts payable file.
- h. The VP of Finance or Accounting Manager will spot check calls from the telephone invoice and report suspect calls to the President.
Use of PFC cellular phones by Leadership Team:
- i. PFC's Leadership Team (President, VP of Finance, Executive Specialist, VP of CCR&R, VP of P&E and VP of IT) may choose to utilize PFC cellular phones for personal use on a regular basis provided that they pay 50% of the cost (which will be determined based on an analysis of the cost by

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- the VP of Finance or Accounting Manager or designee) from the previous fiscal year. Payments will be due within 30 days of receipt of the invoice. Payments not made by the due date will be reported to the President for resolution.
- j. Members of Leadership Team assigned a cellular phone later in the fiscal year will be invoiced and required to pay a pro-rated portion as calculated by PFC's VP of Finance or Accounting Manager or designee. Payments will be due within 30 days of receipt of the invoice. Payments not made by the due date will be reported to the President for resolution.
 - k. Members of Leadership Team who do not choose to participate in the option to pay for full use (PFC business and personal) may choose to utilize PFC cellular phones for **brief and necessary** communication only. Those choosing this option will not be invoiced for 50% of the cost as detailed above.
 - l. Each member should notify the President and VP of Finance of their choice/changes via email.
 - m. Each month the employee will review and initial a copy of the cellular phone invoice as verification of business or personal use. The document will be filed with the original invoice in the accounts payable file.

Use of PFC cellular phones by employees (other than Leadership Team):

- n. PFC cellular phones will be distributed at the department head's discretion with approval of the President.
- o. Personal calls need to be brief and necessary communication. Based upon a detailed review of the charges, any usage above the time limit allowed by the cell phone plan will be the responsibility of the employee unless it can be determined that the excess time was incurred out of business necessity.
- p. Each month the employee will review and initial a copy of the cellular phone invoice as verification of business use. The document will be filed with the original invoice in the accounts payable file.
- q. Assignment and return of cellular phones will be monitored by the Information Technology staff. The Human Resources Manager will review the assignments periodically or upon employee terminations.
- r. PFC cellular phones will **not** be utilized for business enterprises unrelated to PFC.
- s. Employees are not authorized to purchase games or additional services on PFC cellular phones. If a purchase(s) is/are made, the employee will be required to reimburse PFC for all associated costs. Payments will be due within 30 days of

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- receipt of the invoice. Additionally, should a purchase(s) occur, the employee will be required to turn the cellular phone in to the IT staff for inspection, deletion of the purchase, etc.
- u. Personal 411 calls should be limited to a maximum of 2 calls per month. PFC business-related 411 calls should be limited to 2 calls per month. Additional 411 use will require an email or memo to the President or VP of Finance explaining the necessity.
 - v. Employees who disregard or fail to comply with this policy may no longer be allowed to utilize a PFC cellular phone; other consequences may be disciplinary action up to and including possible termination of employment as provided for in Section 502.