



ADMINISTRATIVE PROCEDURE

SUBJECT: DISTRICT TELEPHONES, FACSIMILE (FAX), AND COPY MACHINES	Number <u>I-14</u>	<u>Effective Date:</u> Issued: <u>11/1/90</u> Revised:	Page 1 of 3
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PURPOSE:

The purpose of this administrative procedure is to establish the guidelines for the use of District telephones including cellular units, facsimile (FAX), and copying machines by Contra Costa Water District employees.

POLICY:

A. District Telephones

District telephones are for business purposes only. There may be an occasional telephone call of a personal nature for good reason (i.e. emergency). Personal calls which result in additional charges (i.e. long distance, zone) shall be paid by the employee.

B. Assignment of Cellular Phones

Approval for either the permanent or temporary assignment of cellular telephones shall be based upon the criteria set forth below:

1. The General Manager, Assistant General Managers, and department heads will be assigned a cellular telephone except in those instances in which it is deemed unnecessary.
2. Management employees, who by the nature of their assignments are frequently in remote locations or drive to meetings, may be assigned a cellular telephone on either a temporary or permanent basis if it can be demonstrated that:
 - a. The absence of a cellular telephone would prevent business decisions from occurring which, if not for the amount of driving time, would otherwise occur. (As a guideline, this driving time should be in excess of five hours per week.)

- b. The use of a pager, vehicle equipped with a two-way radio, or other means of communication, are determined to be inadequate, given the nature of the business conducted.

C. Personal Use

The use of all Contra Costa Water District-owned cellular telephones for personal calls is discouraged. However, the District recognizes that largely due to the nature of the jobs performed by those who need cellular telephones, occasional personal calls may be necessary. Therefore, all employees assigned a cellular telephone shall be responsible for reimbursing Contra Costa Water District for all non-business related expenses associated with the use of the cellular telephones assigned to them.

The use of FAX and copying machines for personal purposes is prohibited. Copies of matters within an employee's personnel file are excluded from this requirement, as are any other uses of these types of office equipment for purposes related to one's employment with CCWD. Those violating this policy will be subject to appropriate disciplinary action and also required to reimburse CCWD for the related expenses.

PROCEDURE:

A. Approval for Cellular Telephones

The procedures to be followed in order to receive approval for the use of a cellular telephone shall include:

1. A written explanation, reviewed and approved by the appropriate department head, which details the need for a cellular telephone, based upon the criteria set forth above. This explanation should identify:
 - a. The estimated amount of time for which a cellular telephone is needed (period for which the assignment should be made);
 - b. Estimated number of hours per day/week that the cellular telephone is expected to be used;
 - c. The employee(s) to whom it (they) will be assigned;
 - d. The problems and probable consequences of using other means of communication, including a description of actual occurrences of such problems.

2. This explanation shall be reviewed by the General Services Administrator whose approval shall be required before assignment of a cellular telephone is permitted.
3. Quarterly reviews of the need for cellular telephones shall be conducted in order to determine whether circumstances for the initial approval continue to exist.

B. Reimbursement

The reimbursement for all non-business related expenses associated with the use of telephones, FAX and copying machines shall be submitted to the Finance Department within 30 days following notification to the employee of such expenses.

RESPONSIBILITY

The General Services Administrator is responsible for approving requests for cellular telephones. Decisions shall be based upon the information provided by the requesting department as set forth in this administrative procedure. The quarterly reviews of the need for cellular telephones shall also be the responsibility of the General Services Administrator.

The responsibility for timely reimbursement to the District for non-business use of a cellular telephone shall rest with each individual employee to whom such a telephone is assigned. Failure to provide full and timely reimbursement shall result in a notice to the employee and his/her immediate supervisor directing full payment within five (5) days. Continued failure to comply shall result in appropriate disciplinary action.

Each department shall be responsible for its employees with respect to the enforcement of the restriction upon personal use of FAX and copying machines.

APPROVED:

Ed Seegmiller
General Manager