

Section/Number: General Administration - 004	Approval Date: (DD/MM/YY)
Subject: Long Distance Telephone Calls	Amendment Dates:
Policy Long distance telephone calls are only to be made in completion of Community Government business.	
Definitions N/A	
Guidelines <ol style="list-style-type: none">1. Employees are only to make or receive long distance telephone calls for Community Government related business.2. When deemed necessary by the Senior Administrative Officer, employees will be provided with a long distance calling card number and all long distance telephone calls made by the employee from a third number will be charged to the card.3. Long distance telephone calls of a personal nature must not be charged to the Community Government.	
Attachments N/A	
References N/A	