

1.355 TELEPHONE USE/DIRECTIONS

Campus contact: Vice President, Finance and Administration

POLICY:

The use of the campus telephone system should be limited to College business. Short, incidental, personal calls may be appropriate but telephone use for the private benefit or gain of the employee or another is illegal (RCW 42.18.217). Personal telephone calls should be kept to a minimum. Personal telephone calls may include calls to and from friends both on and off campus, family, and other personal needs.

PROCEDURE:

Local telephone calls;

SCAN should not be used to make local calls. If an emergency arises while you are off-campus and you must make a local telephone call with a SCAN card, document the call, its purpose, and where you are calling from (emergency call from a pay phone).

Local Centralia/Chehalis calls:

Dial 9 + the 7-digit telephone number.

The Centralia College Telephone Index is updated and distributed to all campus employees monthly. Please check the index for local telephone prefixes.

Olympia/Shelton phone calls:

When calling Olympia or Shelton, always use the Olympia access line (8-9). If you are off-campus and must use SCAN to place a call to Olympia, document the call, its purpose, and from where you are calling.

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Local Olympia/Shelton calls:

Dial 8 + 9 + the 7-digit telephone number

Long distance telephone calls (SCAN)

Do not make personal calls with SCAN. Employees are responsible for the appropriate use of SCAN privileges. SCAN cards and SCAN access codes should be secured from unauthorized use. Employees will not share SCAN cards or access codes. Employees will document SCAN calls made in the evening, on weekends, long calls (if appropriate), out of state calls (if appropriate), local calls, Olympia calls, personal calls, and any unusual calls for job responsibilities. This documentation should be attached to monthly SCAN invoices. Employees will sign each SCAN invoice to certify that the calls are correct and are job related. Employees will pay for any personal use or misuse of SCAN. Employees who violate this policy may lose SCAN privileges and personnel actions may be taken against such employee in accordance with Department of Personnel rules and bargaining unit agreements.

Supervisors will review each employee's SCAN invoice each month. They will scrutinize SCAN calls made in the evening, on weekends, long calls (if appropriate), out of state calls (if appropriate), local calls, Olympia calls, personal calls, and any unusual calls for the employee's job responsibilities. Supervisors will document any concerns on the SCAN invoice and send all invoices to employees for review. Employees will respond to supervisors concerns, attach any other SCAN use documentation for the month, sign the SCAN invoice, and return the invoice to the supervisor. Supervisors and employees will sign each SCAN invoice and report any errors, misuse, or problems to the telecommunications coordinator and/or the Vice President, Finance and Administration. All reviewed and signed SCAN invoices will be returned to the Business Office for audit purposes.

Long distance calls:

Dial 8 + 8 + area code + the 7-digit telephone number + your 7-digit SCAN access code.

Toll-free calls:

Dial 9 + the area code + the 7-digit telephone number.

Do not make toll-free calls with SCAN, since toll-free calls are considered the same as local calls.

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