

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 3513.1 **ADOPTED:** **02/14/96**
CLASSIFICATION: General Administrative Policies **REVISED:** **05/05/08**
SUBJECT: Telephones

Telephones should be used for official business except in emergencies. Private calls should be completed with dispatch.

Only authorized personnel transacting official business may place long distance calls from the County Office of Education.

Long distance calls must be restricted to official business requiring immediate coordination. Long distance calls should be planned in advance in order to minimize long distance charges. Extended conversations involving nonessential or irrelevant opinions and comments are to be avoided.

No employee may accept a "collect" call from any person or agency, other than another employee of the County Office of Education.