

## EMPLOYEE TELEPHONE CALLS

The board recognizes the need of employees to receive and make telephone calls during working hours. It shall be the responsibility of the employee to exercise discretion in making and receiving telephone calls during working hours. Employees may receive and make personal telephone calls during lunches, breaks, or preparation periods. Employees may receive an emergency telephone call at any time.

Long distance telephone calls directly related to the education programs and business of the school district will be paid for by the school district.

Employees must pay for any personal long-distance telephone calls or any personal calls placed using a district owned cellular telephone.

Legal Reference: Iowa Code §§ 20.9; 279.8 (2013).

Cross Reference: 401.9 Use of School District Facilities & Equipment by Employees

Approved 11/11/2002

Reviewed 6/10/2019

Revised \_\_\_\_\_