

# Essex County College College Regulation

## REG 2-4 USE OF COLLEGE TELEPHONE (S)

**Purpose:**

To establish guidelines to ensure appropriate use of the College telephone system.

**Application:**

1. An effective communications system and the appropriate utilization of that system is essential to conduct the business of the College.
2. The Information Technology Department (IT) shall investigate excessive and/or unauthorized use of the College telephone system for non-job related calls. This conduct is subject to discipline up to and including termination. Additionally, the IT shall notify via a monthly statement, the cost of excessive and unauthorized telephone usage. Once notified, any and all amounts due and owing must be paid within fifteen (15) days.
3. Phone assignment/distribution and restrictions are based on hardware function and employee need. Reassignment or relocation of telephones must be approved only by the Area Head and by IT.

<b>Responsible Official(s):</b>	<b>Reference:</b> <i>N.J.S.A. 18A: 64A-12(o)</i>
<b>Regulation History:</b> App. 12/92 Rev. 10/01, 7/11, 3/17	<b>Attachment(s):</b>