

**Cochise College
Administrative Policy**

**Category: Administration
Policy Number: 1012
Title: Telephone Services**

Employees who have been granted the privilege of using a long distance access code shall use such code in support of college business. If an employee must use his/her access code to make a personal long distance call, the employee shall reimburse the college as soon as practical after he/she receives the electronic bill notification message. Personal incoming calls to the college's toll free numbers are prohibited.

Failure to reimburse the college for personal long distance calls made using the assigned long distance access code or the abuse of personal incoming calls to the college's toll free numbers may result in disciplinary action up to and including termination for employees and expulsion for students.