2110 – Phone and Mail Systems

The personal use of the College telephone system(s) for long-distance and toll calls (including the College 800 number for incoming calls) are prohibited, unless a personal calling card is used for necessary calls. College corporate cards are not to be used for personal calls. Local personal calls are to be kept to a minimum. The College can monitor telephone usage and any misuse of the system shall be grounds for disciplinary action.

The use of College paid postage for personal correspondence is strictly prohibited. Personal mail, properly stamped and with a return address, may be deposited at the College for delivery to the Post Office.

(Based on policy 1109; revised and approved by President on 9/14/07)