

<p style="text-align: center;">HAYWOOD COMMUNITY COLLEGE</p>	<p style="text-align: center;">HUMAN RESOURCES TELEPHONE/CELL PHONE USAGES</p>	<p style="text-align: center;">Procedure 3.3.3.3</p>
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I. Telephone Usage

At all times, classes should be interrupted as little as possible. When an instructional employee receives a telephone call during class hours, the receptionist is instructed to take the name and number of the caller for a return call. Discretion should be used in keeping personal calls to a minimum since the capacity of the system is limited. Interoffice calls should be brief as this line is the only means of referring incoming calls to the various extension telephones. Long distance calls must be made through the switchboards.

Students are not called to the telephone except in cases of emergency. In case of emergency, Campus Security will be notified and will immediately contact the student.

II. Cell Phones

Personal use of cell phone provided by the College is prohibited. The use of the College's cell phones is only permitted in the performance of position responsibilities and duties. College department managers will routinely audit the employee's phone billings to confirm personal calls are not made.

Adopted: 03-24-2017