3.6 Personal long distance calls should be made as a collect call, as a call charged to the employee's home number, the employee's personal phone card or personal credit card. If an employee uses his or her long distance authorization code or a City mobile phone for personal calls in an amount more than $3.00, he or she shall reimburse the City for the cost of the personal calls. If any personal phone call needs to be paid for, the employee must submit either a personal check, money order, or cashier's check made out to the City of Houston. No cash will be accepted.

3.7 The City of Houston does not accept any collect phone calls.

3.8 Violations of this policy may be brought to the attention of management for review and recommended course of action.

4.0 PROCEDURES

4.1 Each month, the Telecommunications Coordinator will distribute the list of long distance calls and/or the list of mobile phone calls to the manager, or the designated coordinator, of each F &A organization for each employee in that organization. The manager or coordinator will distribute the list to each employee in his or her organization who has made long distance calls and/or mobile phone calls over $3.00. The employee shall review the list and shall identify which of the calls are City business and which are personal calls.

4.2 When the amount of the personal calls exceeds $3.00, the employee shall forward the reimbursement for the amount of the personal calls to the Telecommunications Coordinator.

4.3 The Telecommunications Coordinator will forward all reimbursements to the Business Office for deposit into the appropriate City account.

Subject:	**Conduct: Personal Telephone Calls**	**No: FA-503.00** **Effective Date: June 28, 2007**
Issue Date	**June 28, 2007**	**Revision No: 1**

1. PURPOSE

1.1 To ensure that the Finance & Administration Department is in compliance with the City of Houston policy on Conduct: Personal Telephone Calls, E.O. 503.00, and to ensure uniformity in practice and procedure.

2. SCOPE

2.1 This policy applies to all Departments of Finance & Administration employees and supersedes all former Finance & Administration Department policies, procedures, and directives.

3. POLICY

3.1 It is the policy of the City of Houston Finance & Administration Department to maintain effective communication between City departments, offices, employees, and to facilitate a maximum level of delivery of services to the citizens of the City of Houston.

3.2 In order to achieve these goals, employees should refrain from using the City telephone system, including City-issued mobile phones and wireless devices, for personal phone calls.

3.3 Calls to fellow employees should be restricted to City business.

3.4 Personal calls should be placed only if they are absolutely necessary, and the calls should be as brief as possible.

3.5 Long Distance authorization codes are issued to employees upon approval of the Division Manager. Each employee that is assigned a long distance code will receive an individual number. This code is confidential and is not to be shared with any other person. If an employee resigns or transfers from their current department, it is the responsibility of the division manager to request a cancellation of the long distance code. Reimbursement to the City for calls made by the assigned employee or any other employee is the responsibility of the employee with the code authorization.