

Personal Phone Calls

The Department office periodically receives itemized bills for the telephones installed in faculty offices. If any single call is for an amount equal to or greater than \$7.00, the bill will be copied and passed on to the Department member whose telephone it is; the Department member should then confirm that the call was for either a work-related or a personal purpose. In the latter case, the Department member is expected to reimburse the Department for the relevant amount.

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