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ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

SUBJECT

UNIVERSITY HUMAN RESOURCES POLICIES

SUB-TOPIC

TELEPHONE CALLS

The University telephone system is intended to service the needs and assist in the conduct of the business of UTD; however, it is realized that employees at work must occasionally make personal calls through this system. This practice will be tolerated for local calls only, if done with restraint and only if the call is absolutely necessary. The use of UTD telephone facilities for personal toll calls charged to institutional phones is strictly prohibited and may result in discipline or dismissal.