

 <p>Ringling College of Art + Design</p> <p>STAFF HANDBOOK</p>	<p>Index: 708</p> <p>Page: 1 of 1</p> <p>Subject: Telephone Communications Usage</p> <p>Revised: October 24, 2002</p>
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Telephone Communications Usage

The College's telephone communications system is for the purpose of conducting the business of the institution. Personal telephone calls and their duration should be kept to a minimum.

Staff members are not to make personal long distance calls. If in an emergency it is necessary to make such a call, the staff member should reimburse the College for the call through the Office for Business Affairs.

The College's toll-free number is to be used only for business purposes.