

Telephone Use Guidelines (rev. 7/20/07)

1. Keep all calls short. We pay by the minute for local as well as long distance calls.
2. Try not to make intra-LATA long distance calls to places like Racine. These are our most expensive calls. Whenever possible, use email instead.
3. Calls during work hours to UWEX Personnel or Payroll & Benefits are acceptable.
4. Calls to Information cost \$1.25 each. Instead of calling Information, look up telephone numbers on the Internet at a site such as: <http://www.yellowpages.com>
5. Personal telephone calls should be infrequent, brief and local. For example, short calls to make a doctor's appointment or to check on your children after school are acceptable. Long conversations with your friends or family are not. A common sense guideline is one or two minutes for a personal call.
6. Use of personal cell phones during work hours should also be infrequent and brief. A common sense guideline is one or two minutes for a personal call. Encourage friends and family to call during non-work hours. One of the best times for personal cell phone calls is during your lunch break.

Remember, as public employees, we are responsible to the taxpayers to use their dollars wisely.