



# Medina County Policy Manual



<b>Policy: Telephones - Personal Usage</b>	<b>Section: Work Rules</b>	<b>Number: 7.080</b>
<b>Issued: 09/17/07</b>	<b>Reviewed/Revised:</b>	<b>Page #: 1 of 1</b>

- A. Personal use of County telephones is discouraged. Personal toll calls should be limited and must be charged to a personal credit card or made collect.
  
- B. Excessive use of telephones for personal use or charging personal toll calls to the County will result in disciplinary action.