INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: All Indiana Department of Workforce Development (DWD) Employees

FROM: Randy Gillespie
Chief Financial Officer

DATE: April 27, 2011

SUBJECT: DWD Policy 2010-20
Policy for Personal Long Distance Telephone Calls and
Use of DWD Personal Communication Devices

Purpose
To remind Indiana Department of Workforce Development (DWD) staff of the policy for making personal long distance telephone calls and appropriate use of DWD cellular telephones

Rescission
DWD Policy 2007-17, issued September 19, 2007

Contents
Personal long distance calls must not be charged to DWD or placed over the State telephone network. Such calls should be charged to your home phone or personal calling card, or be placed collect.

DWD-owned personal communication devices ("PCD") should primarily be used for business purposes. Personal use of personal communication devices must not adversely affect the performance of an employee's official duties or the functions of an employee's department. DWD will allow incidental personal use of a DWD PCD provided that such use does not violate other policies of the agency. Such personal use shall not:

(i) directly or indirectly interfere with DWD's operation of other electronic communications resources;
(ii) interfere with the user's employment or other obligations to DWD; or,
(iii) burden DWD with noticeable incremental costs.

As provided under this policy, any noticeable incremental costs for personal use of a DWD-provided PCD must be reimbursed by the employee furnished with the resource. In these cases, the employee must reimburse costs incurred through DWD Accounting.

With respect to PCDs, it is the responsibility of the employee to reimburse DWD for non-incidental, personal calls reported on statements billed to the agency if current usage exceeds the package purchased. When the employee exceeds the package minutes under a cellular phone contract, DWD should be reimbursed for any personal calls associated with the excess minutes at the excess-minute rate. If the employee does not exceed the package minutes, reimbursement is not required for any personal calls. However, both the employee and his or her department should annually review the contract to ensure that the employee is utilizing the most cost-effective plan. If the employee is consistently underutilizing the plan minutes to make business calls, the employee should be moved to a plan with fewer minutes.

Effective Date
Immediately

End Date
Upon rescission

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Action
All Department of Workforce Development staff is to follow the above policy regarding personal long distance telephone calls and use of DWD-issued personal communication devices. DWD staff should be aware that abuse of this policy could result in progressive discipline.