

**MONTGOMERY COUNTY, TEXAS  
EMPLOYEE POLICY MANUAL  
3. EMPLOYEE RESPONSIBILITIES**

**3.7 PERSONAL PHONE CALLS/FAXES**

- PURPOSE** 3.7-1 It is understood that employees have lives outside of Montgomery County government and that those lives sometimes require communication with family members, friends, and business associates during normal working hours.
- LOCAL CALLS** 3.7-2 In most cases an employee will be allowed to receive a minimal number of personal phone calls of short duration; what is “reasonable” is at the discretion of the elected official or department head. As a general guideline, however, personal phone calls which take the employee away from his or her work numerous times a day and/or which cause other employees to fill in for that person or cause the public to be inconvenienced and/or to wait longer than necessary for service are deemed as “unreasonable.”
- LONG DISTANCE CALLS** 3.7-3 Reasonable personal long distance telephone calls will be allowed; it is at the elected official or department head’s discretion to determine whether the employee will reimburse the County for those calls.
- CELLULAR PHONES** 3.7-4 Reasonable personal phone calls, local and in-state long distance, will be allowed from cellular phones. Elected officials and department heads will determine for which calls the County must be reimbursed by an employee. Incurred charges for personal out-of-state calls must be reimbursed.
- FAXES** 3.7-5 Employees may send and receive a limited number of faxes, at the discretion of the elected official or department head.
- PROHIBITION** 3.7-6 In no event may an employee send or receive telephone calls or faxes for commercial reasons, i.e. to run an outside business or to supplement his/her income from other pursuits.