

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 3.5.10  
Title: Telephone Usage  
Authority: Title 59, Chapter 53, Sections 810-860 of the  
1976 Code of Laws of South Carolina, as Amended  
Responsibility: Vice President, Human Resources and Employee Relations  
  
Original Approval Date: 09-09-1993  
Last Cabinet Review: 01-06-2016  
Last Revision: 01-06-2016

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Chairperson

## DISCLAIMER

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

Employees are granted use of the telephone system for business purposes. In the event you need to use the telephone system for personal use, it is expected that you will maintain your usage of the system to a minimum. However, long distance telephone calls for personal use are prohibited.