



TOWN OF NEW DURHAM

NEW HAMPSHIRE 03855

(603) 859-2091

To: ALL EMPLOYEES

From: Board of Selectmen

Subject: Guidelines - Use of Telephones

The Board of Selectmen recognize that, as individuals, our work places certain responsibilities on us which need to be carried out in a timely manner, while our family obligations and ties continue. These guidelines are established in an effort to balance these official and family responsibilities.

Some calls, therefore, of a personal nature shall be permitted when ALL THREE of the following criteria are satisfied:

- It (the call) does not adversely affect the performance of official duties by the employee or the Town.
- It is of reasonable duration and frequency.
- It reasonably could not have been made at another time and place.

For example, the following types of calls may be made while at your regular place of work:

- Calls to notify family members and your physician or other appropriate person if you are injured on the job.
- Calls to notify household members, or to others as necessary to make alternate child care or transportation arrangements, when you are required to work overtime without prior notice.
- Brief calls to your home or other location within the local commuting area to check on the condition of minor children, family members, or loved one.
- Brief calls to locations within the local commuting area to organizations which can be reached only during working hours, such as calls to a local government agency or a physician's or dentist's office.
- Calls to locations within the local commuting area to arrange for emergency repairs to your residence or automobile.

Calls will be allowed in the vicinity of the employee's regular place of work for such purposes as cited above. The "local commuting area" is defined as the area from which an employee regularly commutes.

Any deviations from this established policy requires approval from the Board of Selectmen or in their absence from the appropriate Department Head PRIOR to the call(s) being made. If it is determined that a call was not permissible under this policy, the employee will be required to repay the Town the commercial equivalent value of the call(s), and, in addition, the employee may be subject to further disciplinary action upon a review of all pertinent facts by the Board of Selectmen. Any deviation(s) authorized by a Department Head shall be reported



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to the Board of Selectmen as soon as possible, the Board will then reach a determination as to the appropriateness of the granted waiver. Reports to the Selectmen should be made through the Town Administrator.

Effective Date: August 22, 1988

Town of New Durham

By: M. Dean Stimpson
M. Dean Stimpson, Chairman/Board of Selectmen

Lewis E. Buttrick
Lewis E. Buttrick, Selectman

Carleton W. Woods
Carleton W. Woods, Selectman

Robert M. Selmore
Town Administrator
witness