

**GRAYS HARBOR COLLEGE**  
**Administrative Procedure**

**Subject: TELEPHONE SERVICE**

**Page 1 of 1**

**Administrative Procedure Number: 800.01**

**Date adopted: 10/15/70 Revised: 8/1/75, 1/17/95, 3/01, 4/25/06, 3/20/2020, 9/22/2020**

- A. All employed personnel should use the long distance phones for college business only.
- B. Students are not allowed to make long distance calls.
- C. All employed personnel should use SCAN for college business long distance calls. Part-time faculty members that have not been issued SCAN access codes may ask the switchboard operator to place SCAN calls.
- D. The following are exceptions to the above Item #C:
  - 1. If an employee needs to place long distance college business calls and is not on campus:
    - a. The employee should use his/her special SCAN PLUS calling card if one has been issued, or
    - b. If the employee does not have a SCAN PLUS calling card, he/she should report the call to the Business Office for reimbursement.
    - c. If traveling throughout the state for college business, calls made to the main campus during business hours should be made through the 800 number rather than with the calling card.
  - 2. An employee should not accept a collect call.
- E. All SCAN calls are charged by the minute. Therefore, telephone conversations should be kept as brief as possible within the context of the business being conducted.