

**Reference:** FINANCE AND ADMINISTRATION  
**Section:** ADMINISTRATIVE SERVICES  
**Title:** PERSONAL TELEPHONE CALLS  
**Policy Number:** 03-02-03  
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## **I. PURPOSE**

The purpose of this policy is to define the policy for the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority") on the use of company telephones for personal use.

## **II. APPLICABILITY**

This policy applies to all employees of the NFTA.

## **III. POLICY**

Business telephones are provided for the purpose of conducting Authority related business communications. If an employee has to use Authority telephone equipment to conduct personal related communications, the following guidelines apply:

- (a) Personal phone calls should be made on designated breaks, including lunch.
- (b) Personal calls should not cause disruption or interfere in the conducting of Authority business
- (c) Employees should limit the use of **personal** mobile telephones, pagers, or other electronic messaging devices during working hours. These devices should be used for work related or emergency purposes only.

## **IV. ENFORCEMENT**

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.