

**Lake Region State College**  
**Policy and Procedure Manual**

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SECTION 400.28  
TELEPHONE USAGE

1. College telephone lines may be used by employees for long-distance calls for official/college business purposes only. All other long-distance calls must be paid for by the employee.
  2. When off-campus, faculty and staff should use the 1-800 number for official college business.
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**History**

Administrative Council Approved 06/11/15