



**Policy: 5.33**

**SUBJECT:                    OFFICE SERVICES MANAGEMENT**

**Supersedes:**            Policy 5.35 (2001)  
**Effective:**                September 8 , 2008  
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**Approved by:**        Detroit Board of Education

## **1.0    Policy**

In addition to the following guidelines, the Chief Operating Officer/designee may develop other regulations or procedures for issues pertaining to the use of printing, duplicating, mail, telephone and clerical services, which effectuate the provisions of this policy as well as federal, state, and/or local laws and regulations.

Printing, duplicating, mail, telephone, and other clerical services provided in District facilities are for official District business only. They are not to be used by individuals for personal purposes.

### **1.1    TELEPHONE USE**

Schools and offices will limit personal phone calls by employees to emergency calls. A charge may be established by Chief Operating Officer/designee for each call made. No toll, inter-zone, or long distance calls will be made by employees on DPS telephones without the approval of the principal or other appropriate building administrator.

### **1.2    MAIL USE**

District mail service shall be used for school purposes only. No personal communications will be sent through it. Only official school or District mail will be metered and sent by U.S. mail. Certain collective bargaining agreements permit limited use of District mail service, and those agreements should be consulted.

### **1.3    DISCIPLINARY ACTION**

Employees disregarding these restrictions and using District property, supplies, materials, equipment, or services for non-school related purposes will be subject to disciplinary action, up to and including termination.

**Attachments to Policy 5.33:** None

**See also:** None

**Legal References:** None

**Labor Contract References:** None