

PAYMENT FOR TELEPHONE SERVICE

A. Enabling Act

None

B. Policy

All designated fire control personnel will maintain a telephone at their residence. The division will reimburse the employee quarterly for one-half (1/2) the monthly exchange charge.

C. Explanation

Designated fire control personnel are required to have a telephone as a condition of employment. The following are designated employees:

Assistant Area Manager, Resource Protection

Forest Fire Officers

Equipment Operators

and mechanics assigned to a field office with initial attack on wildfires as a regular portion of their duties.

D. Procedure

The district will assure that all designated personnel have a telephone at their residence.

Each calendar year the employee should furnish the district with a copy of their January telephone billing for exchange service. The district must have a copy on file to meet audit requirements. At any time the employee has a change in billing costs for exchange service, a copy of the new monthly billing should be furnished the district.

Quarterly, the employee will receive payment for one half of the monthly exchange charge. The district will process and payment will be made direct to the employee.

Approved Robert J. Compeau
Robert J. Compeau (date)
Deputy Director