

**Williamsburg Technical College
STATEMENT OF POLICY**

SECTION E – FACILITIES MANAGEMENT

Title TELEPHONE SERVICES	Number E-19
Division of Responsibility Business Affairs	Date Page 11/2/20 1 of 1
Approval President _____ Commission Chair _____	Supersedes Policy No. E-19 Date 7/7/08

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is the policy of Williamsburg Technical College that telephones are installed primarily to conduct College business by faculty and staff members. Personal calls are permitted but should be brief and minimal.