



**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

<b>ADMINISTRATIVE ORDER 5.11</b>
<b>TO:</b> All City Employees
<b>FROM:</b> Timothy C. Hansley, City Manager
<b>SUBJECT:</b> Personal Use of Copiers and Fax Machines
<b>DATE:</b> December 8, 1993
<b>Supersedes and Replaces Administrative Order 5.11 dated 11/1/93 Regarding Same Subject.</b>

**I. PURPOSE**

The purpose of this Administrative Order is to establish a policy governing the personal use of copiers and fax machines by City employees. Questions concerning this Administrative Order should be directed to the Office of the City Manager.

**II. POLICY**

- A. Fax Machines:** It is the policy of the City Manager that fax machines shall not be used to initiate personal, long distance transmissions. Although the initiation of personal long distance transmissions is prohibited, employees may receive personal, long distance transmissions provided they first advise their Department & Division Head in advance and shall pay a charge of \$.05 per page directly to the Finance Department.

Although this policy prohibits the initiation of personal, long distance fax transmissions, the initiation and receipt of local personal transmissions shall be permitted on a limited basis with the prior approval of the employee's Department/Division Head. Such personal use shall be kept to a minimum and the employee shall pay a charge of \$.05 per page directly to the Finance Department for such personal use.

- B. Copiers.** It is the policy of the City Manager that limited personal use of copiers is permissible with the prior approval of the employee's Department/Division Head. Such personal use shall be kept to a minimum

and the employee shall pay a charge of \$.05 per page directly to the Finance Department for such personal use.

- C. **Method of Payment.** Employee's making payment to the Finance Department for personal use of copiers and fax machines, as identified under Sections A. and B. above, shall do so on a monthly basis. Under this arrangement, the employee shall submit the following Personal Usage Log together with payment within three business days following the end of the month in which the usage took place. A receipt will then be generated by the Finance Department and returned to the employee.