

WORK CONDITIONS AND HOURS

USE OF PHONE/MAIL SYSTEMS AND VISITATIONS

Phone System

Use of the University's telephones for personal business should be limited to the extent possible. If an employee makes a long distance personal telephone call at the University's expense, this employee is responsible for notifying the Business Office of such expenditure. The employee shall then reimburse the University for charges incurred within a reasonable time. Personal telephone calls may also be made by the following methods:

3rd party billing

Collect

Telephone Card (non-university)

To assure effective telephone communications, employees should always use an appropriate greeting and speak in a courteous and professional manner. Information received from the caller should be confirmed, and an employee should hang up only after the caller has done so.

Mail System

The primary purpose of the University mail service is to provide delivery of US mail and Inter-University written communication. Mail which is of a personal nature, that is mail that is not related to the performance of one's job, should not routinely be sent through University mail services. In the event mail, including University mail, is addressed to a specific employee, that mail should be delivered to the addressee unopened.

All out-going, personal mail processed through the Campus Mail Room must have proper postage. Use of the University's postage meter for non-University purposes is prohibited.

Private vendors are prohibited from using campus mail services as a means of distributing information, sales solicitations, etc. This does not preclude private vendors from using normal postage paid mail to reach University personnel or departments.

Mass mailings ("box stuffers") by University departments will require prior approval. The mail room supervisor will determine when approval is required in accordance with internal University policies. Approval should follow proper University channels.

Visitors

The practice of family members or friends spending excessive time with an employee during the employee's work period is discouraged. Such meetings should be kept to a minimum and should not interfere with the employee's work duties. An employee who does not take necessary actions to keep such meetings to a minimum shall be subject to disciplinary action.