



HUMAN RESOURCES POLICY MANUAL

Topic: EMPLOYEE VISITOR POLICY		Policy #: 113.00
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PURPOSE:

To avoid possible security problems and disruptions to employees' work due to visitors.

POLICY:

There may be occasions when friends and family of University employees visit the employee in the workplace. It is important that these visits not become disruptive to work routines. Under no circumstances should visitors stay and visit for long periods of time.