

Topic: TELEPHONE USE POLICY		Policy #: 114.00
Version: 1.0	Effective Date: 8/13/2001	Page 1

PURPOSE:

To keep University telephone lines open for necessary business calls.

POLICY:

The University recognizes that there may occasionally be times when personal calls must be made or received during business hours. Such calls must be held to a minimum, however, and must not interfere with the employee's work. Employees are encouraged to make such calls during their breaks or at lunchtime.

When a long-distance call results in a charge, the call must be billed to the caller's home phone number or charges reimbursed to the University.

Personal Cell Phone Use

Use of personal cell phones must be held to a minimum and must not interfere with the employee's work. Employees are encouraged to make personal calls during their breaks or at lunchtime.