



TELEPHONE POLICY

The University recognizes that there are occasional needs to make phone calls that can only be made during business hours. We rely on everyone's sense of professionalism to keep these calls to a minimum. The University reserves the right to request that employees reimburse the University for any personal, long distance calls that are incurred.

Cell Phone Usage

The use of a cell phone while driving may present a hazard to the driver, other employees and the general public. This policy is meant to ensure the safe operation of University vehicles and the operation of private vehicles while an employee is on company work time and conducting business.

Employees are expected to obey all federal, state, and local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones if such conduct is prohibited by law, regulation or other ordinance. If you are not sure whether the use of a cell phone while driving is prohibited in a particular area, please check with the Human Resources Department.

Employees should not use hand held cell phones for business purposes while driving. Should an employee need to make a business call while driving, he/she should locate a lawfully designated area to park and make the call.

Employees may use hands-free cell phones to make business calls or as a navigational tool only in emergency situations. Such use should be kept short and should the circumstances warrant (e.g., heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue the call or program the phone for navigation. Navigation must be voice activated.

Violation of this policy will subject an employee to disciplinary action up to and including discharge.