

FACULTY PRACTICE GROUP – Ambulatory Operations

STANDARDS AND GUIDELINES

SECTION: Code of Conduct

REFERENCE #:

SUBJECT: Telephone Use

PAGE: 1 OF 1

APPROVALS: FPG: CAO-SC: APCA: EAC:

EFFECTIVE:

PURPOSE:

To ensure the use of company telephones is limited to university business or for personal emergencies only.

POLICY:

1. Use of university telephones should be primarily restricted to university business except in emergencies or as provided under applicable union contracts.
2. Employees using work phones for personal use outside of breaks and lunch periods may be subject to corrective action, be docked time on personal phone calls, and may be required to pay for the cost of such calls.
3. Personal cellular telephones and personal pagers may only be turned on during an employees break time, and during the employees lunch hour. Personal cellular telephones, personal pagers, and/or texting devices are not to be used during work hours. Employees using personal cellular telephones using personal pagers and/ or texting devices during work hours may be subject to corrective action.
4. Employees are allowed to have their cell phones on vibrate mode to receive emergency calls. It is agreed though that the use of their cell phones during work time for personal use should not be permitted except in urgent situations.

REVISION HISTORY

Effective Date:

Review Date:

Revised Date: