

	MEDICAL CENTER LIBRARIES AND TECHNOLOGIES POLICY	APPROVED BY: SR. LEADERSHIP TEAM
	SECTION: STAFF	DATE: AUGUST 3, 2004
	Telephone Use	PAGE: 1 of 1

Personal use of telephones (including cell phones) during business hours is discouraged. If a personal telephone call cannot wait until after business hours, it should be kept brief.

If a personal telephone call is long distance, placing the call cannot wait until returning home after business hours, and the staff member needs to use a departmental land line, the call must be charged to a personal credit card or a calling card.

To respect the rights of all employees and avoid miscommunication in the office, employees also should inform their family members and friends to limit personal telephone calls during work hours.

If an employee deviates from this policy, s/he may be subject to disciplinary actions.

Procedures

The Administrator shall review University Telecommunications monthly statements.

References

University of Rochester Policy #154, "Corrective Discipline"

History

- 08/04 Developed by Health Science Libraries and Technologies Senior Leadership Team
- 06/10 Reviewed by Administrator