

General Telephone

Summary/Purpose: Defines the use of telephones by faculty, staff, and student workers paid by the University.

The following policy applies to telephone conversations.

- Telephone conversations should be courteous and conducted in a professional manner.
- If an employee has a private business, the campus telephone number is not to be used on literature, business cards, or given to customers to call.
- Keep personal calls, incoming and outgoing, to a minimum during the normal business day. Making or getting personal calls during the business day may prevent an official call from reaching the desired person on the University.
- Immediately report harassing or threatening telephone calls to the Campus Police and Telecommunications.