



Personal Calls, Mail and Visitors

It is important for the efficient operation of the university that telephone lines be kept open for business use. Therefore, personal telephone calls should be kept to a minimum. Family members and friends should not telephone employees routinely while they are working. Employees will be required to reimburse the university for personal long distance calls charged to the university. Personal long distance calls should be limited to those necessary in an emergency situation.

The university's mail department collects, processes, and delivers official university mail. Employees should have personal mail delivered to a home address. As a courtesy, the mail department will process personal mail of employees if the proper postage is affixed.

Employees are not permitted to have visitors in their work areas without prior approval from their immediate supervisors. Visits for the purpose of conducting personal business should take place during the employee's lunch period. Unauthorized visits may be disruptive to co-workers and to the employee's work and could lead to corrective counseling.

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