

BUSINESS OPERATIONS
TELEPHONES

Telephones

In order to maximize efficiency, staff shall observe the following rules:

- A. Avoid making personal calls on Association telephones except in cases of emergency.
- B. Call when the desired party is most likely to be available.
- C. Keep time zone differences in mind when calling long distance.

Personal Cellular Phones

Excessive personal cellular phone calls can interfere with employee productivity and be distracting to others. Accordingly, employee use of personal cell phones including text messaging shall be limited during working hours. Employees are expected to make personal calls on non-work time when possible and in all cases, remote from the work stations of other employees. Employees are encouraged to limit personal calls during work time to an average of two or three short-duration calls per day, when absolutely necessary. Flexibility will be provided in circumstances demanding immediate personal phone use, but this immediate need shall be communicated to an employee's supervisor when possible.

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