POLICIES

TELEPHONE USE POLICY

Employees have been provided with access to university-owned phones or cellular phones to conduct their business activities during work time. Employees are also welcome to bring personal cell phones to work and to carry them while on work time.

As all employees are considered the “eyes and ears” of Housing, there may be situations when a WISC Alert or a Housing Alert notification is issued to employees. The Division finds it beneficial for all employees to be made aware of these notifications as quickly as possible. Supervisors will provide specific work expectations for acceptable telephone use to their employees.

Application of the Policy

I. Employees placing long distance calls from a university-owned phone for their work will need to use the State Telephone System (STS) by dialing “1-1”, the area code and the number being called.

II. Residence Life live-in-staff will be expected to maintain security of their apartment telephones and will be personally responsible for long distance calls. When requested, a basic phone can be provided.

III. University policy does not allow employees to charge personal long distance calls to a university-owned telephone.

IV. Division Administrative Staff and their designees receive monthly Telephone Activity Reports. These reports may be used to screen for questionable use inappropriate use may be subject to discipline up to and including termination.

V. Personal calls using university-owned desk and cellular phones should be limited in frequency and be kept as brief as possible. These calls should be made during break-times.

VI. Personal cell phone or any other mobile device use for talk, text or social media during work time should be limited in frequency and not impact staff, customers or performance of work.

VII. Flexibility is extended for individual situations and/or circumstances demanding immediate attention.

VIII. Employees should call 911 immediately in an emergency.

IX. In addition, any specific individual departmental telephone use guidelines and procedures must be followed.

The use of cellular phones while driving University-owned vehicles is strongly discouraged unless it’s an emergency. Wisconsin State law prohibits drivers under the age of 18 and those with probationary licenses from making or taking calls. Additionally, it is illegal to text and drive for all Wisconsin drivers.