**Telephones Policy**

University telephones are for business and emergency use. Please limit calls to such and refrain from using the telephone for social calls. Calls to check on children or to handle personal business that cannot be handled outside work hours are permitted, provided such calls are brief and are made only when necessary.

No personal long-distance calls should be made from office telephones or charged to SCU.

Please keep your voice mail message current.

*Source: Staff Handbook 2013, p9  
Policy Revised:*