Telephone, Equipment, and Software Utilization

Prompt, courteous answers to telephone calls and voice mail messages are very important. Telephone manners should always reflect a professional demeanor. College telephone lines must be kept clear for business use. Personal calls during business hours should be limited and, whenever possible, made during the employee's lunch period. Except in the case of an anticipated emergency, personal cell phones should be on mute or vibrate so as not to disturb other or interfere with work. Excessive personal telephone use will result in disciplinary action. Personal long distance calls may not be charged to the college, as this constitutes a misuse of state funds. Other college equipment, such as fax machines and e-mail are also for college business only. Employees are expected to comply with the Information Technology Policies and Procedures found on the EGSC policy and procedures page and use their college assigned electronic mail account responsibly and in compliance with state and federal laws. All employees shall use software only in accordance with EGSC’s license agreements. Any duplication of copyrighted software is a violation of federal law and EGSC policy. Questions regarding software policies for the college may be directed to the Office of Information Technology. Human Resources will issue key fobs for dual authentication purposes to employees making this access selection. Human Resources is responsible for managing the issuance and replacement of key fobs, and to collect key fobs from employees no longer using this access device or employees separated from service.