

Allegheny College <b>PERSONNEL POLICIES &amp; BENEFITS HANDBOOK</b>	<b>700</b> POLICY NUMBER
	<b>9/01/02</b> EFFECTIVE DATE
<b>Subject:                    COMMUNICATION</b>	

## **700        Communication**

### **700.1    Telephone System**

The College telephone system provided by Windstream offers the opportunity to leave messages, transfer and save messages, along with many other options. Once you have received training, the message center will be installed on your office phone. A telephone directory of employee telephone extension numbers is distributed each fall to all employees by the Office of Human Resources.

Office telephones provide the user with the ability to receive and place calls on or off campus. A department authorization code is required for placing long-distance calls after 5 p.m. Questions can be directed to Telephone Services in the Physical Plant Department.

Telephone service is provided to each office or department for the conduct of College business. Therefore, personal calls should be kept to a minimum and made only when absolutely necessary and conversation should be as brief as possible. Employees are required to reimburse the College for personal long distance calls.

Windstream offers special telephone packages to all employees. This is an opportunity to take advantage of the buying power of Allegheny College and Windstream's latest technologies to greatly improve your communication service at home.

Windstream offers a special package of local dialing features called Centrex (this money saving package includes voice mail, caller ID, call waiting, call forwarding, three-way calling and much more) at a discounted price to Allegheny College employees.

Windstream also offers Internet service for local, dial-up access at a discounted monthly rate. Windstream's direct connection to the Internet provides a full complement of Internet services and support.

To subscribe or to obtain additional information on these services, contact Telephone Services in the Physical Plant Department.

### **700.2    Electronic Mail and Internet Access**

The College provides electronic mail and access to the Internet for College-related work, as a tool to improve communication between employees, to enhance research capabilities and to allow efficient access to work-related information.

The electronic mail system is the property of Allegheny College. Accordingly, all messages composed, sent, received, or stored on the electronic mail system are, and will remain, the property of the College. There should be no expectation of privacy or confidentiality for documents, web sites, and/or messages sent, received or stored on the College-owned network or equipment. Users should be aware that even

when a message or bookmarked web site is erased, it may still be possible to retrieve the message or bookmark.

Employees will be assigned an e-mail address and will have access to the Internet to facilitate their work for the College. Any text sent or posted via the Internet contains the user's address and the College name. Posting to the Internet should only include work-related materials. Sending unapproved materials over the Internet is not permitted, and may potentially harm, embarrass, or subject the College to potential liability. Users are cautioned against downloading any material, even from a reputable source, because of the possibility of computer virus exposures.

The College reserves the right to troubleshoot hardware and software problems, prevent unauthorized access or misuse, investigate reports of violations of College policies, and local, state or federal laws, and to take other actions as necessary. Electronic mail and communications are subject to disclosure to law enforcement or government officials.

Prohibited uses of electronic mail and Internet access include, but are not limited to, the following:

- a) excessive non-work related use of e-mail and Internet access;
- b) displaying or transmitting distasteful or offensive images, slurs, epithets, or anything else that harasses, intimidates or disparages another person on the basis of such factors as sex, race, sexual orientation, color, age, religion, disability, or national origin;
- c) viewing, sending, downloading, storing or knowingly receiving pornographic materials;
- d) using information in violation of copyright laws;
- e) intercepting and opening electronic mail, except by those authorized to diagnose and to correct technical problems;
- f) using electronic communications in any way that is prohibited by laws and regulations; and
- g) creating web sites on College servers or networks which are linked to College web sites and/or using College domain or URL addresses, to sell products or services.

If an employee is abusing this privilege, or using e-mail, web sites and other electronic communication devices to conduct personal business or in an inappropriate manner, the College reserves the right to take appropriate disciplinary actions, up to and including discharge and legal prosecution. The employee acknowledges that by using the College computer he/she agrees that the College may maintain and enforce the policies set forth in this Handbook.

### **700.3 Access to Administrative Computing System Information**

The privacy of student educational records is protected by federal law (Family Educational Rights and Privacy Act of 1974 as amended) and Allegheny College policy (Policy on the Privacy of Students Records, 1997). The attached Guidelines Regarding Access to the Administrative Computing System, outlines the privacy policies and your responsibilities as you access this data (Appendix C). These guidelines are intended to inform employees of these policies, and to protect our students, employees, and the College from any unintentional misuse of students' information.

## **700.4 Inside News Weekly**

The “Inside News Weekly” is one of the ways in which the College informs employees of news, events, policy changes, etc. It is updated weekly during the academic year by the Office of Public Affairs and can be viewed on Allegheny’s inside web page at [inside.allegheny.edu](http://inside.allegheny.edu).

## **700.5 Cellular Telephone Policy – (Effective 4/1/11)**

The College will pay an allowance to employees that meet the criteria establishing the use of a cell phone is an integral part of their job. In general, the College will not own cellular telephones for the use of individual employees on a regular basis.

Employees that have provided evidence and/or demonstrated that a cellular telephone is an integral part of their job, that they could not perform their job effectively without it, and have been approved by their AEC member and the Associate Vice President of Finance, will be provided an allowance.

Only in situations where a cellular telephone satisfies a clear and substantial need of a job will it be supported and paid for by the College. The initial evaluation as to whether or not an employee has demonstrated that a cellular telephone is an integral part of their job lies with the AEC member. In making this determination, consideration will be given to the following factors: 1) On call outside of regular business hours; 2) overnight travel expectations at least monthly with an expectation that Allegheny business requiring the use of a cell phone will be conducted while traveling; 3) On-campus work that cannot be conducted through a land line; 4) Time-sensitive work that requires the employee to respond immediately to urgent matters; and 5) Meets the established salary criteria for reimbursement (earning less than \$50,000 a year).

Employees who are approved for a monthly allowance are responsible for obtaining a cellular telephone and a service plan in their names. The monthly allowance is \$50 and it is intended to offset a portion of the cost of the cellular service. For more detailed information about the Cellular Telephone Policy, please to Appendix I of this Handbook.

