

Policy 705.1 – Contacting Employees

Date Adopted: 8/6/09

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References: Collective Bargaining Agreements

I. POLICY

Employees of the University of Montana Western may be required to provide their supervisors with a current phone number.

II. PURPOSE

The purpose of this policy is to provide a means for contacting employees after hours for work-related purposes.

III. PROCEDURE

Any department that has a need to contact employees after hours for work related purposes, may require employees to provide their supervisors with a current phone number where they may be reached in the event of an emergency or response to an unusual situation.

IV. AUTHORITY

Collective Bargaining Agreements

V. RESPONSIBILITY

Vice Chancellor for Administration & Finance/Student Affairs, Supervisors