

# Labor and Employee Relations

## Visitation

**CODE:** 30-01-50-50:00    **EFFECTIVE DATE:** 07/01/90    **REVISION DATE:** 11/06/08  
**LAST REVIEWED:** 11/06/08

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**PURPOSE:** To set policy regarding visits to staff members during working hours.

**RESPONSIBILITY:** The Vice President for Human Resources is to ensure compliance with this policy.

**APPLICABILITY:** This policy applies to staff employees only (non-faculty).

**POLICY:**

1. To maintain a safe working environment, comply with risk management practices and minimize disruptions of work, the University discourages staff members from having non-employee visitors on University premises (e.g. children, family member, friend) unless prior permission has been granted by the supervisor or department head.
2. Visitations shall not disrupt the work of the staff member nor any other staff, faculty, or student, or disturb University activities and functions. Visitors shall not engage in disruptive behavior.
3. Personal visits shall be confined to non-work hours (e.g. meal break) and occur outside of work areas.
4. If permission is granted, it shall be based on the above standards.
5. Failure to comply with this policy shall result in disciplinary action, up to and including termination.

By Direction of the President:

Vice President for Human Resources