



HUMAN RESOURCES POLICY

SUBJECT:	Labor and Employee Relations	TITLE:	Visitation		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President Human Resources		Responsible Office:	Human Resources	
CODING:	30-01-50-50:00	ADOPTED:	07/01/90	AMENDED:	10-06-2010
LAST REVIEWED: 10-06-2010					

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 and volunteers (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 and volunteers from having non-employee visitors on University premises (e.g. children, family members or friends) 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. If permission is granted, it shall be based on the above conditions.
4. 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