Employee Responsibilities

Summary/Purpose: University employees have the responsibility to serve the University as they would serve any other efficient and progressive organization, and to give courteous service to students, faculty and visitors on campus.

The University has a great number of students, faculty, and visitors on the campus. Many of them will form an opinion of the University based on how well they are received by office personnel. Telephone courtesy is an important consideration. The telephone response should indicate the department or office and the speaker's name, and it should be courteous and alert.

University employees are expected to serve the University as they would serve any other efficient and progressive organization. Extensive use of time for matters not pertaining directly to employment is not good practice and ultimately causes criticism. When there is an appreciable amount of time unoccupied by office duties, the position should be reduced to part time or the incumbent should be made available to give assistance to other departments. Other responsibilities include being on time for work and notifying the department head in instances of tardiness or absence.