

## **VOICEMAIL**

**Section:** Information Technology

**Policy:** The voicemail system should be utilized for frequent communication among staff. Staff should check the system frequently and respond to messages as quickly as possible.

**Purpose:** This policy provides guidelines to staff members who work for University Housing and utilize a telephone as part of their job. The voicemail system is to be utilized for frequent communications among staff. Also, the voicemail allows for people to receive calls and messages while on the phone with other people.

**Scope:** This policy applies to University Housing employees with telephones.

**Procedure:**

- I. All professional housing staff/administrative support staff have voicemail in their offices.
- II. Staff should check their voicemail several times each day and respond to all messages as soon as possible.
- III. Voicemail can also be utilized for distribution mail when there are many people who need to receive the same information. Procedures for using voicemail can be obtained from the administrative specialist to the executive director at 706-542-8318.
- IV. If there are any problems with a staff member's voicemail, contact the administrative specialist to the executive director at 706-542-8318.

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