



5-4 POLICY ON THE USE OF VOICE MAIL

Every SYCAMORE PARK DISTRICT employee is responsible for using the Voice Mail system properly and in accordance with this policy. Any questions about this policy should be addressed to your supervisor.

The Voice Mail system is the property of SYCAMORE PARK DISTRICT. It has been provided by SYCAMORE PARK DISTRICT for use in conducting SYCAMORE PARK DISTRICT business. All communications and information transmitted by, received from, or stored in the system are SYCAMORE PARK DISTRICT records and property of SYCAMORE PARK DISTRICT. The Voice Mail system is to be used for SYCAMORE PARK DISTRICT purposes only. Use of the Voice Mail system for personal purposes is prohibited except for incidental situations.

SYCAMORE PARK DISTRICT, in its discretion as owner of the Voice Mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the Voice Mail system, for any reason without the permission of any employee and without notice.

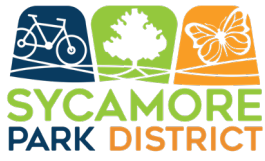
Any password used by employees must be revealed to Administration SYCAMORE PARK DISTRICT as Voice Mail messages may need to be accessed by SYCAMORE PARK DISTRICT in an employee's absence.

Employees are not authorized to retrieve or listen to any Voice Mail messages that are not sent to them. Any exception to this policy must receive the prior approval of the Administration.

SYCAMORE PARK DISTRICT's policies against sexual or other harassment apply fully to the Voice Mail system, and any violation of those policies is grounds for discipline up to and including dismissal. Therefore, no Voice Mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability, or any other classification protected by law.

Users should routinely delete outdated or otherwise unnecessary Voice Mails.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Voice Mails are sometimes misdirected or forwarded and may be heard by persons other than the intended recipient. Users should create Voice Mail communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on SYCAMORE PARK DISTRICT letterhead.



Employees should use professional and courteous greetings on their Voice Mail boxes to properly represent SYCAMORE PARK DISTRICT to outside callers.

Violations of the Park District Voice Mail policy may result in disciplinary action, up to and including dismissal.

Adopted on:

Revised on:
November 2021