



Policy and Procedures Manual
Application: All Personnel
Section A6.15 Voice Mail Policy

A 6.15 VOICE MAIL POLICY

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

Employees have no expectation of privacy in any matter stored in, created, received, or sent over the ECU Voice Mail system.

ECU, 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.

Violations of ECU's Voice Mail policy may result in disciplinary action including discharge.

ECU reserves the right to modify this policy at any time, with or without notice. Any questions about this policy should be addressed to the Employment Services Office.