



## Telephone and Mail Use

*[ Owner: Office of Human Resources & Office of Computer Operations ]*

### Telephone

Office telephones are to be used for business purposes of the Diocese and those we serve and in the course of normal Diocesan operations. All employees should answer all calls promptly and courteously. Where applicable, employees are expected to set their voicemail box with a standard greeting and, when out of the office for an extended amount of time, an out-of-the-office greeting and regularly clear messages from the voicemail system.

On occasion, personal calls may be necessary, but we ask your cooperation in limiting them to emergencies or essential personal business and in keeping them brief.

### Mail

Employees should not receive personal mail at the Pastoral Center. As a courtesy, personal mail may be sent through the Diocesan mail system; however, please limit to envelopes and small packages only. Employees are required to supply appropriate postage on all personal mail.

Diocesan stationery or postage should not be used for personal correspondence.