

RULES AFFECTING

CLASSIFIED AND ADMINISTRATIVE/PROFESSIONAL STAFF

SECTION TWENTY-THREE

23.0 PRIVACY IN THE WORKPLACE

- A. The University recognizes employees' reasonable expectation of privacy relating to personal items brought to the workplace, and attempts to honor that expectation to the extent possible.
- B. Business needs, however, may occasionally make it necessary for a supervisor to access or authorize access to an employee's work station during the employee's absence.
- C. Although employees utilize individual privacy codes to access phone mail, E-mail, computer programs and the like, the University retains the right to access all such transmissions sent or received over University-owned equipment and does not in any manner ensure employees of confidentiality in those transmissions. Business and management needs take precedence over an employee's expectation of privacy and confidentiality in those situations.