

Salem Academy and College Telephone/Cell Phone Use

Salem recognizes that, from time to time, you may need to use the Institution's telephones or cell phones to maintain a work/life balance.

Personal calls must be kept to a minimum. Brief and reasonable personal calls may be made and received at your workstation (for example, childcare, doctor's appointments, family emergencies). Extended personal calls must be made on breaks or personal time. Salem's phones may not be used for personal long-distance calls.

Professional phone etiquette is important at Salem. During meetings, cell phones should be placed on the vibrate or silent functions or turned off.

Texting, surfing the internet, and/or receiving or sending email messages while driving on Salem business is strictly prohibited. Salem strongly encourages you to pull off the road and stop the vehicle before placing or accepting a call. If this is not an option, it is expected that you will use the hands-free option and keep the call short.