PERSONAL BUSINESS:

No personal business or projects are to be conducted or worked on while on duty at MUSC. Personal projects are not to be worked on after hours in MUSC’s shops, offices, etc. or using MUSC’s tools, equipment or supplies.

Personal electronics devices (pagers, cellular phones) can be worn during work hours but are to be used infrequently and only for brief calls, emergency situations or with pre-approval to meet the operational requirements of Engineering and Facilities. Employees who use these devices for other than previously defined situations or Engineering and Facilities business are subject to disciplinary action (Human Resources Management, Policy 45). Other personal electronic devices (radios, digital recorders/players) are not to be worn or used during regular shift hours.

Should an employee wear a cellular phone or pager he/she is responsible for understanding the areas of MUSC where these devices are restricted and will be subject to disciplinary action (HRM Policy 45) if he/she is found wearing or using an electronic device in a restricted area.

MUSC is not responsible for loss or damage to any personal electronic devices.

Exception to this policy will be directed to the MUSC Chief Facilities Officer or his designee for determination as deemed appropriate to the individual’s circumstances.