

Employee Visitor Policy

Unit: [Human Resources](#)

Effective Date: 8/3/2001

Revision Date: 11/12/2018

Contact: Nancy Whittaker

Title: Associate Vice President for Human Resources

Purpose

To avoid possible security problems and disruptions to employees' work due to visitors.

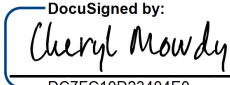
Policy

There may be occasions when friends and family of University employees visit the employee in the workplace. It is important that these visits not become disruptive to work routines. Under no circumstances should visitors stay and visit for long periods of time.

Scope

This policy applies to all faculty and staff.

Office of the Vice President of Finance and Operations

Signed:  11/12/2018
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Cheryl Mowdy
Assistant Vice President for Finance and Operations