Calvin College Cell Phone Policy

Personal telephone calls, both incoming and outgoing are discouraged. They interfere with an employee’s work, and Calvin is charged for each local call. However, it is recognized that there are times when personal calls must be made or received during business hours. These calls should be held to a minimum and should, if at all possible, be made during coffee breaks or at lunch time. Persistent abuse of this telephone privilege is warrant for discipline. Charges for all personal long distance and cellular phone calls are the responsibility of the employee.