
INTEROFFICE MEMORANDUM

TO: CHRO STAFF

FROM: NEIL P. GRIFFIN, DIRECTOR OF HUMAN RESOURCES

SUBJECT: TELEPHONE, AGENCY TELECOMMUNICATIONS SYSTEMS AND
CELL PHONE USE POLICY

DATE: APRIL 20, 2023

Because we all use phones so frequently in our business and personal lives, we thought it was important to clarify what would constitute, as a State employee, inappropriate usage.

Family and friends should be discouraged from calling you during business hours unless it is of an urgent nature. If calls are necessary, they should be kept to a minimum. Lengthy personal calls are disruptive to the work environment.

Many employees now have personal cell phones and choose to carry them during business hours. Usage should be primarily during breaks and/or lunch. Also, to avoid disturbing others in our work locations, please make certain that any audible alert features are disabled.

Please be aware that this is meant to be a general discussion of the Agency's expectations only, specific Connecticut General Statute and related Regulatory or State Policy provisions have not been referenced. If there are any questions, it is imperative to check with your manager or the Human Resources unit.