

Locating Employees (Confidentiality)

Policy

The University recognizes the rights of an individual to their privacy. Information regarding the whereabouts of University employees will not be released to external callers.

Procedures

Calls to locate potential employees should be referred to Human Resources, Records Section for handling. Neither confirmation of employment nor the employee's telephone number will be provided. If the call is for a University employee every effort will be made to pass along the message and telephone number should the employee choose to return the call.