

NORTHCARE NETWORK

POLICY TITLE: Personal Mail & Appointments	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 1/14/15	
REVIEW DATE: 1/15/25	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: HR Specialist	CEO APPROVAL DATE: 2/4/25 Megan Rooney, CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

NorthCare Network's employees will not unduly disrupt NorthCare Network's operations with personal mail, e-mail, appointments, and phone calls.

PURPOSE

The purpose of this policy is to ensure proper use of NorthCare Network's resources.

DEFINITIONS

1. ***NorthCare Network Personnel*** – refers to personnel employed by NorthCare Network on a full- or part-time basis, students, volunteers, interns, and Board Members as applicable.

REFERENCES

N/A

HISTORY

NEW POLICY 1/1/15

REVISION DATE: 9/27/16, 1/15/25

REVIEW DATE: 1/6/15, 11/20/15, 9/27/16, 7/14/17, 5/11/18, 2/22/19, 11/24/19, 9/29/20, 7/21/21, 7/28/22, 6/29/23, 4/9/24, 1/15/25

CEO APPROVAL DATE: 1/6/15, 12/1/15, 10/4/16, 8/1/17, 6/5/18, 3/14/19, 12/3/19, 10/6/20, 8/3/21, 8/2/22, 7/11/23, 5/7/24, 2/4/25

BOARD APPROVAL DATE: 1/14/15

PROCEDURES

Personal mail and e-mail should not be sent to the workplace. All mail received at and addressed to NorthCare Network may be subject to opening.

Personal phone calls should be limited so not to disrupt or interrupt the operations of NorthCare Network.

Personal appointments, whenever possible, should be scheduled at times which do not interrupt or interfere with work schedules.