



Electronic Communications Policy

Office of Human Resources, Payroll & Records
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Electronic Communications Policy

The purpose of this policy is to instruct non-exempt employees and supervisors concerning use of electronic communications devices when not scheduled for work duty.

Non-exempt employees of Eastern Oklahoma State College may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved. Some of the required communication mediums might include cellphones and computers.

Legal Framework for Non-Exempt Employees

As with other types of authorized work, all time spent by non-exempt employees using electronic communications for work purposes will be considered hours worked; the time compensable and will count toward overtime eligibility as required by law. Therefore, to avoid incurring unnecessary expenses, electronic communications should not be used outside regularly scheduled work hours unless required by management. This includes all type of work-related communication.

Prohibited Use of Electronic Communications Devices

Non-exempt employees should not check for, read, send or respond to work-related emails outside their normal work schedules unless specifically authorized based on job duties or direction by management to do so.

Enforcement

Non-exempt employees using electronic communications for work-related correspondence during unauthorized times may be subject to discipline for violating this policy.