



RUTGERS POLICY

Section: 60.9.17

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Visitation

Formerly Book: 30-01-50-50:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 7/1/1990

Revisions: 10/6/2010; 7/1/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**
To set policy regarding visits to staff employees and volunteers (non-faculty) in legacy UMDNJ positions during working hours.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
N/A
5. **Contacts**
University Human Resources: 848-932-3020
6. **The Policy**

60.9.17 VISITATION

1. To maintain a safe working environment, comply with risk management practices and minimize disruptions of work, the University discourages staff members and volunteers from having nonemployee visitors on University premises (e.g. children, family members or friends) unless prior permission has been granted by the supervisor or department head.

2. Visitations shall not disrupt the work of the staff member nor any other staff, faculty, or student, or disturb University activities and functions. Visitors shall not engage in disruptive behavior.
3. If permission is granted, it shall be based on the above conditions.
4. Failure to comply with this policy shall result in disciplinary action, up to and including termination.