

J. PARKING

Employees of Talladega College are allowed access to several designated parking areas. Employees may select their parking spaces in the designated areas on a first-come first-served basis. However, the College assumes no responsibility for damages to or loss of automobiles or other personal property while parked in the designated parking lot.



K. SMOKING

It is the intent of Talladega College to create a smoke-free environment within our College. The hazards of smoking range from immediate reactions (eye irritation, headaches, breathing difficulties) to long-term, serious effects—heart, lung and respiratory diseases for the smoker as well as the nonsmoker exposed to secondary smoke.

Some employees who already suffer from respiratory diseases, heart diseases or allergies may be particularly at risk in a smoke-filled environment. Therefore, nonsmoking will be the policy in all College areas except in areas specifically designated as “smoking area.” This will eliminate an unnecessary toxic substance from our workplace. Employees who violate this policy on smoking will be subject to the same disciplinary actions that accompany infractions of other College rules, up to and including immediate termination.

L. TELEPHONE USAGE

Contact with the public is vital to the business of Talladega College. Telephone courtesy is a priority because, to the public, an employee’s voice may be the only College voice on the phone.

- Answer the telephone within at least three (3) rings and identify yourself;
- Make sure the telephone is attended when you are away;
- Speak clearly;
- Immediately determine the nature of each call and route it to the appropriate staff member in a prompt fashion;
- Take careful and complete messages for co-workers; and
- Do not place any caller on hold without first obtaining permission to do so and never leave a caller on hold for longer than a few seconds.