

ADMINISTRATIVE POLICY AND PROCEDURE

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Subject: TELEPHONE DIRECTORY MAINTENANCE

Policy No.: A318.2

Supersedes: December 3, 2015

Review Date: June 12, 2023

Origin Date: April 15, 2002

Revision Date: June 12, 2023

PURPOSE:

Rancho's electronic telephone directory is available to every employee via the Intranet. The directory contains employee phone, functional title, and location information.

POLICY:

All users of the directory should understand their roles and responsibilities in maintaining directory information to ensure its ongoing accuracy.

ROLES AND RESPONSIBILITIES:

The telephone directory database is updated weekly with information from the ISD Active Directory (AD) services. New employees are assigned to a department in the telephone directory database by pay location. Employees with an effective transfer or termination date in AD will be automatically deactivated from the telephone directory system within 1-2 weeks of the effective transfer or termination date.

All Rancho Staff – can view and search directory information from the electronic telephone directory via the Intranet or Global Address Book within the e-mail system. From Rancho intranet homepage, click on icon titled "People & Department Directory Search".

System Administrator – maintains a list of Departmental Contacts.

Revised: 6/03, 8/09, 12/15, 6/23

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Approved By: