

SUBJECT: Shared Calendar

EFFECTIVE DATE: August 2003

POLICY NUMBER: PL – 013

SEE ALSO: N/A

POLICY SUMMARY

If the meeting pertains to department business, please schedule it on the department shared calendar first. Indicate who will need to attend and the outside parties involved, and a general agenda subject. Be sure to indicate where the meeting will be. If room 105 will be needed, please see Sue Cline to reserve. Please keep 105 primarily for DRT related meetings. The 201 conference room should be used whenever possible. After all of this information is entered on the shared calendar, you can copy it to your personal calendar, and then use your personal calendar to "plan a meeting", if necessary. This way the meeting does show on both calendars, which is very helpful to all of us. (If a meeting changes, you need to be sure to change it on both calendars also.)

Some examples of items that need to be on the shared calendar are the following:

- Commercial final inspections
- Meetings that involve one or more department employees, (especially if those meetings are out of office)
- Out of town seminars
- Vacation

For personal entries, please enter as follows:

KF – Dental Appointment – Dr. Johnson (or just state "personal-out of office" if you do not want to indicate what the appointment is concerning.)

Keep in mind when scheduling anything on the department calendar...If you were sick on that particular day, would your co-workers understand what to do with that particular calendar entry in order to cover for you. The more information the better, so use the notes field for names, phone number, specific issues related to that appointment.

Reminder: Be sure to check the shared department calendar daily. When you check the shared calendar, be sure to take note of the messages at the top of each day.

(This portion of the calendar will be used for birthdays, personal time off, vacation, etc)