

# Village of Belgium

Located in Ozaukee County, Wisconsin, U.S.A.



## Voicemail Policy

To promote economy and efficiency the Village of Belgium requires the usage of voicemail in place of written messages where ever possible. This eliminates the possibility of errors and allows the caller privacy as well as providing a financial savings to the Village. Village employees are required to check their voicemail at a minimum of once per work day. Village employees are required to respond to messages within one business day.

Village employees are prohibited from allowing voicemail to become so congested that it is unavailable for future callers. This policy shall be applied to landline based systems as well as Village provided cell phone service.

A handwritten signature in black ink, appearing to read 'K P Kowalkowski'.

Kevin P. Kowalkowski, Village President

08-09-10

Date