

TELEPHONE PROCEDURES

INTRODUCTION

This policy discusses the responsibilities associated with the Lakewood Metropolitan Board's telephone system. It discusses:

- telephone etiquette;
- the telephone system;
- answering calls;
- types of inquiries;
- outgoing calls; and
- conference calls.

The Receptionist is primarily responsible for the Board's telephone system. The Board receives many inquiries from the public. Below are some telephone guidelines a receptionist should follow.

TELEPHONE ETIQUETTE

- Answer the phone by the second ring.
- Answer the phone with "Good morning (or afternoon), Lakewood Metropolitan Board." There is a general air of civility among the public about the Lakewood Metropolitan Board and who we are. The public often refers to us as "Lakewood Boards" and continues on with the Employment Standards Board.
- Messages are important. Keep them short, get the caller's name, association, number (including area code) and, perhaps, the number and reason for calling. Use Messages below.
- Don't keep callers on hold for extended periods. Get back to them and ask if they still want to hold, or would they prefer a message instead.
- Avoid telling callers they "need" do something or "have to call employment standards." People prefer suggestions to orders. Try saying "The agency that is set up to help you is called Employment Standards—I suggest you give them a call at 425-3733."

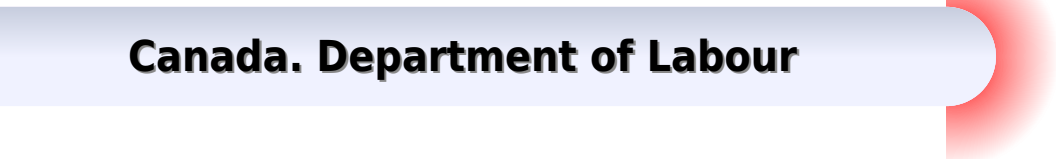
THE TELEPHONE SYSTEM

Screening Calls:

Most staff prefer to know who is calling before they take the call. This allows them time to make appropriate files on the case at hand. For the Chair, Vice-Chair, Director, Managers, and Legal Counsel, get the caller's name, and if possible, what file or matter they are involved in. Try and make the caller feel you are being helpful, not that the person they want to bring to court their call. Screening calls for officers or administrative staff is not required.

Telephone Procedures Alberta Labour Relations Board

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Canadian Labour Relations Boards Reports ,1988 *Labor Relations in the Telephone Industry* James Earl Williams,1961 **Monthly Labor Review** ,1962-04 Publishes in depth articles on labor subjects current labor statistics information about current labor contracts and book reviews *Proceedings of the Convention* International Association of Governmental Labor Officials,1920 The first includes also proceedings of the 28th annual convention of the International Association of Factory Inspectors and the 30th annual convention of the International Association of Labor Commissioners These two associations united at this convention to form the Association of Governmental Labor Officials of the United States and Canada *Canadian Securities Law, The Ontario Securities Act and Alberta Securities Act, "The Top 111 Cases": A Primer* Lyndon Maither, **Conference Proceedings** ,1999 **D I; Decisions, Information** Canada Labour Relations Board, **Labor Laws and Their Administration** International Association of Governmental Labor Officials. Convention,1959 **The Labour Gazette** Canada. Department of Labour,1921 Bulletin Labor Standards Bureau, *Bulletin* ,1961 **Staff Relations in the Civil Service** Saul J. Frankel,1962-01-01 **Proceedings of the Annual Meeting (varies Slightly)** International Association of Industrial Accident Boards and Commissions,1936 Decisions and Orders of the National Labor Relations Board United States. National Labor Relations Board,1973 **The 325: Canada's Criminal Code (w/ Other Acts) - a Case Compilation** , A case compilation of the 325 most cited CC Extradition Act and Charter cases that I compiled to facilitate a one file download Assumes a person doesn't want to take the time to immerse themselves in case stream and nuances of the topic in CANLII org where I obtained the cases and did the digesting of same myself to put it all together for you **The Martindale-Hubbell Law Directory** ,1996 **The Labour Gazette** Canada. Department of Labour,1969 *The Current Industrial Relations Scene in Canada* ,1978 *The Supreme Court Law Review* ,1996 *Proceedings of the Annual Spring Meeting - Industrial Relations Research Association* Industrial Relations Research Association,1958

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