



Policy Name:	Employee Email Communications
Policy Number:	4123
Applicable Code/Law:	N/A

**Policy:**

It is the policy of Shoreline Community College that employees are provided with a College email account for the purpose of conducting College business and receiving College-generated alerts, announcements, or electronic communications as deemed appropriate by the College.

The College will send all electronic communication connected with official College business to employees' Shoreline email accounts. The College expects that employees will read email on a frequent and consistent basis. Failure to read College communications in a timely manner does not release employees from the responsibility to know and comply with the content of such communications.

The College expects employees to use their Shoreline email accounts or other College-authorized means of digital communications to conduct all electronic communication connected with official College business, which may include but is not limited to communications with students, fellow employees, state and local agencies, advisory boards, community organizations, contractors, and others.

Use of College email will be consistent and in compliance with all applicable College policies and procedures.