Shoreline
COMMUNITY COLLEGE

EMPLOYEE EMAIL ACCOUNTS

POLICY

The College requires that all College employees have a Shoreline Community College (SCC) e-mail account for the purpose receiving official Shoreline Community College communication which may include but is not limited to campus security alerts, campus closures, Information Technology (IT) security alerts, and other electronic announcements.

The College will send all electronic communication connected with official College business to employees' Shoreline e-mail accounts.

The College expects employees to use their Shoreline e-mail accounts 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.

Reviewed and recommended by:
College Council. .01/06/15
Executive Leadership Team 10/21/14
Reviewed by:
Board of Trustees 10/29/14

The President hereby approves Policy 4123.

Shoreline Community College

By: _____
President

Date: January 9, 2015

16101 Greenwood Avenue North ❦ Shoreline, WA 98133-5696 USA ❦ (206) 546-4101

EMPLOYEE EMAIL ACCOUNTS

PROCEDURAL GUIDELINES

Upon employment by the College, employees will automatically be assigned an official Shoreline e-mail account. All employees will be required to have official Shoreline e-mail accounts for receiving official Shoreline Community College e-mail communication and for gaining access to Shoreline IT and online resources.

DEFINITIONS

Official Shoreline Community College (SCC) E-mail Account
- An e-mail account the College provides to all employees upon hiring by the College.

Official College E-Mail Communication
- Any e-mail message of communication sent from College administration to current College employees.

Official College Business
- All actions taken in the performance of or in the course of the duties of College employment.

Approved by:
    College Council. 01/06/15
    Executive Leadership Team. 10/21/14
Reviewed by:
    Board of Trustees 10/29/14