

## **5015 Use of E-mail for Official Correspondence with Employees**

### **1. College use of e-mail**

E-mail is a mechanism for official communication with Northland Community and Technical College employees. Official e-mail communications are intended only to meet the academic and administrative needs of the College community. The College has the right to expect that such communications will be received and read in a timely fashion.

As administrator of this process, the Director of Technology is responsible for monitoring the use of e-mail. Confidentiality of e-mail correspondence cannot be guaranteed; therefore users of this service should exercise extreme caution when sending messages.

### **2. Assignment of employee e-mail**

Official College e-mail accounts are assigned to all employees. Data sent via e-mail is public information unless deemed private or confidential by Minnesota Statute, Chapter 13.

### **3. Expectations about employee use of e-mail**

Employees are expected to check their e-mail on a daily basis while employed or on contract unless on approved leave or in travel status. During non-contractual periods of time, the use of traditional methods (i.e. U.S. Postal Service, Federal Express, UPS) will be utilized to communicate urgent or time sensitive materials with employees. Employees have the responsibility to recognize that certain communications may be time-critical.

### **4. Redirecting of e-mail**

Employees are responsible for all information sent to them via their NCTC e-mail account. It is not permissible to auto-forward a College e-mail account to a personal e-mail account.

### **5. Compliance with related Policies**

All messages must adhere to the following Northland policies: #5010- Acceptable Use of Computers and Information Technology Resources; #1050 Code of Ethics; Minnesota State Policy 1.C.2-Fraudulent and Other Dishonest Acts; Minnesota Data Practices Act; Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.

### **6. Exception to policy**

Personnel and Student conduct actions regarding specific details will not be sent electronically.

Date of Adoption:	11/10/05
Date of Implementation:	11/10/05
Date & Subject of Revisions:	11/17/05 Exec. Council, additional policies added to #5.
Reviewed:	4/12/24