EMPLOYEE EMAIL POLICY
(Use of Email for Official Correspondence with Employees)
Draft

1. University use of email

   Email is a valid mechanism for official communication within the University of Arizona. Official email communications are intended to meet the academic and administrative needs of the campus community and may be used to communicate to employees regarding official business that is critical to the operation and function of the institution.

   Unit heads may utilize or authorize email to send mass mailings to employees within their unit. All other mass mailings of email are prohibited, unless approved by the President’s Office.

   See UA Electronic Mail Policy for additional information.  
   http://w3.arizona.edu/~records/efinal.htm

2. Official University Email Accounts

   Unless exempted by their unit head, all University employees are expected to have an official University email account. An official University email account is one in which the address ends with “Arizona.edu”. This allows employees to retain and utilize departmental or college addresses.

   The address of the official email account will be included in a centrally maintained database accessible to employees so authorized. Each unit is responsible to ensure that its employees’ addresses are current.

   Email addresses will be included in the UA phone directories unless the employee requests otherwise (see http://www.arizona.edu/phonebook/ for information on the UA phone directory).

3. Expectations about employee use of email

   Employees are expected to check their email on a regular basis in order to stay current with University-related communications. Department heads and supervisors are encouraged to, whenever possible, provide computer access to employees whose positions do not provide them with regular access to a computer, as well as a reasonable amount of time to use the computer provided for the purpose of checking their e-mail.

   Unit heads that have exempted employees from the requirement of having an official email account must make arrangements for alternative methods of access to official communications.

4. Redirecting of email

   If employees choose to redirect their email from their official University account to an off-campus email account, they do so at their own initiative and risk. The University will not be responsible for the handling of email by non-UA providers. Having email redirected does not absolve employees from the responsibilities associated with official communication sent to their University account.