

GENERAL POLICY – EMPLOYEE E-MAIL

Policy:

Bismarck State College (BSC), recognizing the need for timely, efficient and consistent communication, has established e-mail as an official mode of communication with employees. E-mail communications are intended to meet the academic and administrative needs of the campus community and may be used to communicate to employees regarding business that is relevant to the operation and function of the college. The term employee, for the purpose of this policy, includes all benefited employees and adjunct faculty.

Limits and Regulations:

1. All employees will be assigned an e-mail account in the “@bismarckstate.edu” e-mail domain. The address created will be considered the “official e-mail address” of the employee. Official correspondence from BSC will be sent to the BSC account. The official e-mail address will be listed in e-mail distribution lists/listservs within the campus.
2. New employees will be assigned their official BSC e-mail account upon completion of the necessary forms required by the Human Resources department.
3. When corresponding on behalf of or representing BSC through e-mail communication, employees are required to use their BSC e-mail account. This includes e-mail communication with students.
4. Employees are expected to check their official BSC e-mail on a frequent and consistent basis in order to stay current with college and class related communications. Certain communications may be time-critical. Appropriate exception for leave or other off campus activities apply.
5. An employee’s failure to read campus e-mail in a frequent and consistent basis does not absolve that employee from knowing and complying with the content of the communication.
6. It is the responsibility of each individual to use BSC e-mail resources in an appropriate manner and to comply with federal, state or local law and NDUS and BSC policy as it might apply to the use of computer and network facilities.
7. The e-mail account will remain active as long as the individual remains an employee of BSC.

Exemptions:

Temporary Staff Employees

Temporary staff employees and individuals contracted for services are exempt from this policy. However, the supervisor may request a BSC e-mail account through information services.

Adjunct Faculty

The college understands that there may be instances when the use of BSC e-mail by an adjunct faculty member for student correspondence may not always be possible. Therefore, BSC will allow the exemption from this requirement when the use of a BSC e-mail account would be overly burdensome or impractical by following these steps:

1. The adjunct faculty member will submit an exemption request, in hard copy or digital format, detailing why the use of a BSC e-mail address for student correspondence is not possible, to their department chair or program manager.
2. If the request is agreed to by the department chair or program manager it will be forwarded to the Dean of Academic Affairs or the Associate Vice President, NECE for final approval.
3. Upon approval by the Dean of Academic Affairs or the Associate Vice President, NECE, the completed form will be forwarded to the server operations department for processing. The adjunct faculty member will be notified by their department chair or program manager that they will not be required to use the BSC e-mail account for student correspondence. However, official Bismarck State College electronic communications will be delivered to the adjuncts e-mail "@Bismarckstate.edu" address.

History of This Policy:

Reviewed by the Operations Council on August 24, 2011 and September 14, 2011 and the department chairs/program managers on August 25, 2011. Approved by the Executive Council on September 16, 2011.



Employee E-mail Exemption Form

Employee Name:	
NDUS User ID:	
Department Chair:	
Contact Phone:	
Preferred E-mail:	

Reason for Exemption Request:

Employee Signature *Date*

Approved
 Not Approved

Department Chair / Program Manager Signature *Date*

Approved
 Not Approved

Dean of Academic Affairs /Assoc. VP of NECE Signature *Date*

Completed form should be sent to the Server Operations department.