

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.

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 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 use of photos, images, graphics or logos to customize or personalize BSC accounts is strictly limited to BSC approved photos, images, graphics and logos. Approved photos are those taken by BSC at hiring, the Mystic Card photo, or professionally taken portraits intended for business use.
8. The e-mail account will remain active as long as the individual remains an employee of BSC.

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.

Revisions - July 30, 2013; reviewed by the Operations Council on May 28, 2014 and approved by the Executive Council on June 26, 2014; October 21, 2016, reviewed by the Operations Council on October 11, 2017 and approved by the Executive Council on October 17, 2017; reviewed by the Operations Council on November 13, 2019 and approved by the Executive Council on December 3, 2019; reviewed by the Operations Council on January 8, 2020 and approved by the Executive Council on January 28, 2020.