Employer Created Email Policy

I. Purpose

Email is a powerful tool that helps unions more easily communicate with and organize members. While board members, officers, members and employees of the union may be tempted to send materials to members’ employer created email address, there are circumstances in which this is inappropriate, and others in which the use of the employer resources could taint otherwise appropriate communications. Not only can an employer access and review emails sent on its system, but the public may be able to access communications on the employers system though a state public records act request.

The purpose of this policy is to provide guidance and ensure board members and employees are using employer created and maintained email addresses of members in a responsible and appropriate way.

II. Policy

A. Email addresses and lists of email addresses created or maintained by an employer of members of the union should only be used for official union business.

   a. For purposes of this policy, “official union business” includes
      i. Notices of union meetings or union events;
      ii. Notices of union elections and nominations, including candidate statements
          provided to the Election Committee or the person in charge of the election and
          within the guidelines for such statements;
      iii. The distribution of union newsletters or other official organs of union information;
      iv. Any other communication that relates to the official business of the union, including
          the solicitation of new members and the collection of dues.

   b. “Official union business” does not include
      i. The distribution of union election campaign materials;
      ii. The distribution of insulting or discriminatory messages and content;
      iii. The distribution of confidential information held in confidence by the board, an
           employee, or member; and
      iv. The intentional spamming of other people’s emails.

B. A board member, officer, or employee of the union should not use employer provided and maintained emails for any communication that a board member, officer or employee expects to remain private between the sender and the receiver.

III. Acknowledgement of this Policy

Prior to the initial term, appointment or hiring of any board member, officer, or employee such individual must complete, sign and submit to the Executive Board a written acknowledgement which affirms that such person: (i) has received a copy of this Policy; and (ii) has read and understands the Policy; and (iii) has agreed to comply with the Policy.