**Policy 218: Electronic Communication**

Category: Personnel

Covered Individuals: CEI Employees

Approved: 12/05/2024

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**218.1 Policy**

College of Eastern Idaho uses electronic communication methods to conduct official college business. Communicating to CEI employees and students via electronic communication methods speeds the delivery of information and offers fiscal savings to the college by reducing mailing costs. Every employee is given the appropriate account(s) to access these communications.

Employees are expected to read all electronic communications relating to CEI business and, when necessary, to take action as a result of communications received from the college. It is expected that employees will monitor their college electronic accounts often to receive the most up-to-date information from the college. CEI employees are responsible for the consequences of not reading college related communications sent to their official CEI email address.

Users of the college electronic mail system are expected to respect the privacy of other users and must not inappropriately access or disclose e-mail on the college system. Systems operators, supervisors, and other college officials may access information resources to locate business information, maintain the system and network, comply with legal requirements, or administer this or other CEI policies.

**218.2 Procedures**

Faculty and staff are assigned a CEI email after they have been hired into the human resources systems. The official CEI email address is: firstname.lastname@cei.edu.

CEI employees should read their work email during their work schedule. Non-exempt employees are not required or compensated to check for, read, send, or respond to work-related e-mails, voicemail, or other messages outside their normal work schedules unless specifically authorized based on job duties or direction by management to do so.