

D R A F T January 2007

To: SVFT Executive Committee

From: SVFT Communications Committee (approved January 30, 2007)

Subject: For Executive Committee

### **SVFT Guidelines for using electronic mail**

The State of Connecticut requires that all employees adhere to an Acceptable Use Policy of Electronic Equipment. The policy specifically states email is not private. You have the right to read email at work. You have the right to use email for communication at work as long as it conforms to the acceptable use policy and is work related. Therefore we caution members to review the acceptable use policy and use email at work in a discretionary manner.

As a union member you will be enrolled in subscription email. The leadership will periodically send you email addressed to your work email address. Currently there are three email subscriptions. 1) **Vocational Instructor:** the SVFT monthly newsletter 2) **Union Update:** A monthly update of "What's happening?" following the Executive Council Meeting and 3) **Action Alerts:** occasional advocacy flow through messages from the SVFT or our affiliate union organizations. You have the right to manage your email subscriptions from the union and this is acknowledged in a footnote with each message sent.

The union leadership asks members to communicate building issues and personal concerns by contacting your Building Representative, or contacting the union office by phone or posted mail. If you use electronic mail to communicate work related issues to the union office please be reminded that this is not a secure form of communication.