

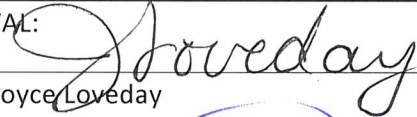

**CLOVER PARK TECHNICAL COLLEGE
POLICY**

| CHAPTER | SECTION | TITLE | HISTORY | | |
|---------|---------|-------|---------|----|-------------------------------------------|
| | | | 3 | 30 | Official Mass Email Communications Policy |
| | | | Revised | | Next review 2022 |

POLICY

Clover Park Technical College provides e-mail accounts to employees as a tool for sharing important College information. It is an official mechanism of communication at CPTC and it is expected that email communications should be received and read by all employees.

All faculty/staff members have the responsibility to recognize that certain communications may be urgent and require immediate attention. An employee's failure to receive and read College communications in a timely manner does not absolve them from knowing and comply with the content of such communications.

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| APPROVAL: By: <u></u> Dr. Joyce Loveday | Date: <u>8-14-19</u> |
| Board Chair Review: <u></u> | Date: <u>8/14/2019</u> |