


Category:

	Policy Title:	YFS-All Email Policy			
	Policy Number:	Admin. Policy 005	Version:	1	Effective Date:

Approved By: Operations Team

Date: 07/12/2018

Overview

Description: The Youth & Family Services (YFS)-All email policy seeks to provide instruction around the way in which information pertinent to the work of YFS employees and the overall functioning of the division will be disseminated.

Purpose/Rationale: Within the Youth & Family Services Division, high value is placed upon the dissemination of information and opportunities to its employees. The policy and procedures that follow have been established to ensure that information is shared in the most efficient, timely, and effective manner needed to meet the needs of the organization.

Applicability: All frontline, supervisory, and managerial employees within the Youth & Family Services Division

Definition(s):

YFS-All: electronic mechanism for sharing information related the agency's mission, vision, values, goals, business needs, and overall functioning with employees of the Youth & Family Services Division

Failure to Comply:

Policy:

Any information needing to be shared with all YFS employees must be submitted to the Digital Content Coordinator in accordance with the procedures outlined below.


Procedure(s) that apply:

Formatting & Content

When submitting information to the Digital Content Coordinator for division-wide distribution, the requesting individual must ensure that they:

- Thoroughly review the content to be submitted, to ensure that it is complete and formatted in the manner in which they would like to have it disseminated
- Include any necessary attachments
- Address the subject line of their e-mail using the following format: YFS-ALL: Subject (Ex. YFS-ALL: Submitting YFS-ALL Requests)

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Distribution

YFS-All emails will be distributed on the first work day of each week and will include submissions from the previous work week (up to Friday).

Special Considerations

- All submissions must be reviewed by the YFS Digital Content Coordinator to determine if special considerations to the distribution timeline are needed. Messages that would warrant special considerations include, but are not limited to, those that are identified as being mission critical and/or time-sensitive.
- Upon review of the content the YFS Digital Content Coordinator, in consultation with the requesting individual and management where needed, will determine if a message should be distributed immediately or at the start of the next work week.

Limits on Distribution

All division-wide messaging must reflect agency business needs, operations, the YFS mission, and the work of the organization. Upon review of the YFS-All submission, the Digital Content Coordinator, in consultation with management, may choose to modify the content, limit distribution, or decline distribution.

Form(s) that apply:

Reference(s):

Policies:

Contact(s):

Digital Content Coordinator
Policy & Practice Model Supervisor

Policy History:

Developed 4/18/18.