



*The policies of the Associated Students Incorporated are in compliance with the regulations of California State Polytechnic University, Pomona, the CSU Chancellor and the CSU Board of Trustees as well as all applicable state and federal laws.*

**Department:**

Human Resources

**Policy Category:**

Employee Communication

**Subject:**

E-Mail Communication

**Objective:**

To inform employees about their responsibilities regarding official ASI e-mail communication.

**Legal Basis:**

**Policy Statement:**

ASI will utilize the employee's Cal Poly Pomona issued e-mail address as the primary vehicle of official communication between ASI and the employee. As a result, ASI recommends that all employees check their e-mail accounts daily.

If they choose, employees can redirect their Cal Poly Pomona email address to another account. However, ASI will not be responsible for the handling of email by outside vendors.

Employees are responsible for the consequences of not reading, in a timely fashion, ASI-related communications sent to their Cal Poly Pomona e-mail account. Employees have the responsibility to recognize that certain communications may be time-critical. Excuses such as not checking e-mail on time, errors in forwarding e-mail, e-mail returned due to undeliverable address, undeliverable because the mailbox is full, etc. are not acceptable reasons for missing official ASI e-mail correspondence.

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<b>APPROVED BY:</b> ASI Senate
<b>DATE:</b> 6/1/06