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|------------------------------|----------------|-----|
| <b>Employee Email Policy</b> | Policy Number  | 8.1 |
|                              | Effective Date | TBD |

**1.0 POLICY & PURPOSE**


It is the policy of the Board of Trustees of Laramie County Community College (LCCC) to ensure orderly operations, provide a positive work and learning environment, and promote an environment that fosters mutual respect and professionalism. Toward that end, the College provides every employee an official email account for College administrative and academic interactions. Email accounts provided by the College enable secure and predictable avenues for communication among members of the College community.

**2.0 REVISION HISTORY**

Adopted on: TBD (Replaced Email Policy 8.1)

**3.0 PERSONS AFFECTED**

This policy applies to all persons including without limitation: the Board of Trustees, employees, retirees, and all other individuals and entities affiliated with Laramie County Community College who access or use the College's email system. LCCC encompasses the Cheyenne Campus, Albany County Campus, Pine Bluffs Outreach, and LCCC's presence on Warren Air Force Base.

| REQUIRED APPROVALS                | NAME/SIGNATURE                                                                       | DATE    |
|-----------------------------------|--------------------------------------------------------------------------------------|---------|
| Originator(s) Name(s)             | Information Technology Governance Committee<br>Chad Marley, Chief Technology Officer | 5/9/17  |
| Approval by President's Cabinet   |                                                                                      | 3/27/18 |
| Approval by President (Signature) |   | 4/20/18 |
| Approval by Trustees (Signature)  |                                                                                      |         |