

## Administrative Procedure 820

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### EMAIL COMMUNICATION

#### Background

Saskatchewan Rivers Public School Division uses email as a primary vehicle for communication to schools and staff. Official methods of communication include, but are not limited to, emergency notifications, administrative procedure changes, website updates, staff dialogue, research, postings and general business correspondence.

#### Procedures

1. The Division establishes and assigns for each employee an official school division email address. All Division communications sent via email will use this address. The Division expects that employees will receive and read email sent to this address in a timely manner. Failure to receive and read email communications in a timely manner does not absolve employees from knowing and complying with the content of such communications.
2. The Division is not responsible for the handling of email by other service providers. Redirecting school division email to another email address does not absolve employees from knowing and complying with the content of the communication.

New: June 15, 2015