

Electronic Communications Policy (HR-025)

Revised October 1, 2009
Human Resources
Employment Practices



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RESOURCES

VANDERBILT

Electronic Communications Policy (HR-025)



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- Purpose of the Policy
- Staff Responsibilities
- Department Responsibilities
- Vanderbilt University Rights
- Requesting Communication Approval

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The purpose of the policy is to provide guidance for the appropriate use of information technology resources by Vanderbilt staff members to ensure that these systems are used in a productive and lawful manner and in accordance with all other Vanderbilt policies.

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This policy works in conjunction with Vanderbilt University's Acceptable Use Policy. Both promote Vanderbilt's core mission and provide guidance for staff performing their job responsibilities as it relates to information technology.

<http://www.vanderbilt.edu/aup.html>

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Vanderbilt defines Information Technology Resources to include:

Computers, telephones, fax machines, world wide web, internet-based discussion groups, electronic bulletin boards electronic mail (including bulk), instant messaging systems, cell phones and text messaging, voice mail, fax, or any type of wireless transmission

Electronic Communications Policy Highlights



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- **Staff Member's Responsibilities:**
 - » Securing information by protecting passwords, accessing information consistently with job duties, abiding by restrictions against unauthorized downloads, and protecting the integrity of data
 - » Following guidelines for communication outside of one's individual area of responsibility such as broadcast emails, voice mails, and other messaging
 - » Refraining from inappropriate use of outside communication systems as a representative of Vanderbilt (chat rooms, blogs and other social networks)

Electronic Communications Policy Highlights (continued)



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- **Staff Member's Responsibilities**

Some examples of inappropriate use include but are not limited to the following:

- » Operating a personal business or assuming Vanderbilt business opportunities for personal gain
- » (See Vanderbilt University's [Conflict of Interest policy](http://www.vanderbilt.edu/compliance/html/conflict_of_interest_policy.pdf))
http://www.vanderbilt.edu/compliance/html/conflict_of_interest_policy.pdf
- » Using unauthorized email signatures, backgrounds or taglines
- » Recruiting activity that is not coordinated through Human Resources
- » Engaging in any activity in violation of local, state, or federal laws.

Electronic Communications Policy Highlights (continued)



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- **Staff Member's Responsibilities**

Examples continued:

- » Supporting or opposing candidates for public office
- » Recording sound, pictures or video of exchanges or information relating to Vanderbilt business or employment practices without appropriate authorization
- » Accessing, sending or soliciting messages or images that are sexually oriented, depicting graphic violence, or that may offend or harass on the basis of race, sex, religion, color, national origin or ethnic origin, age, disability, military service, sexual orientation , gender identity.

Electronic Communications Policy Highlights (continued)



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- **Department's Responsibilities:**

- » Setting departmental guidelines for specific use of security levels to systems
- » Following guidelines for handling transfers and terminations to limit access to systems. See [Separation of Employment Policy \(HR-038\)](#)
- » Reviewing and communicating expectations with new hires and all staff annually
- » Assessing the need and establishing a centralized email account for providing continuation of services

Electronic Communications Policy Highlights (continued)



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- **University's Rights as the Employer:**
 - » Vanderbilt reserves the right to monitor activities involving Vanderbilt's information technology resources (i.e. concerns of policy violation)
 - » Staff should not have an expectation of privacy when using Vanderbilt's systems whether or not these systems are on the premises or during work time

Electronic Communications Policy Highlights



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- **Communicating beyond individual area of responsibility** requires the appropriate approval:
 - » University-wide require Vice Chancellor of Public Affairs (or designee)
 - » Communications to all staff require Chief Human Resources Officer (or designee)
 - » Vanderbilt University Medical Center communications require Vice Chancellor of Health Affairs (or designee)
 - » Safety/Security communications require Chief of Police, Director of Environmental Health and Safety (or designee)
 - » See policy for additional approvals

Electronic Communications Policy Implementation



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Communication Sessions and Policy Rollout
September-October '09

Manager's Toolbox
September, 2009

Policy Enforcement Effective Date
October 1, 2009