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**STATE OF CONNECTICUT**

***OFFICE OF POLICY AND MANAGEMENT***

**Office of Labor Relations**

**May 26, 2011**

## General Notice 2011-09

## TO: Labor Relations Designees

**SUBJECT: Use of State email system**

It has come to our attention that employees are utilizing the State email system in violation of the Acceptable Use of State Systems Policy to disseminate their position regarding the SEBAC 2011 Tentative Agreement.

As you know, misuse of the email system subjects employees to discipline, up to and including discharge. If you determine such violations have or are occurring, you should take appropriate disciplinary action. In the alternative, you might like to consider sending a notice to employees in your agency reminding them as provided on page two of this document.

Agency Labor Relations Designees with questions may contact the Office of Labor Relations at 418-6447. All others should contact their agency human resource office.

# Linda J. Yelmini

Linda J. Yelmini

Director of Labor Relations

TO: All [INSERT AGENCY] Staff

FROM: [INSERT COMM NAME]

DATE: May 26, 2011

RE: Mass email and Acceptable Use of State Systems Policy

It has come to my attention that there are a series of mass emails being circulated between and among agency employees that advocate taking a particular position on the pending SEBAC Tentative Agreement. Please note that any communication that has not originated with either your bargaining unit or management may or may not be accurate.

I would also like to take this opportunity to remind all staff that the Acceptable Use of State Systems Policy limits use of State systems to work-related business only. This includes the email system. Below is a link to the policy and the accompanying Frequently Asked Questions (FAQs) for your reference.

http://www.ct.gov/doit/cwp/view.asp?a=1245&Q=314686

While the SEBAC Tentative Agreement is of great interest to us all, emails advocating one side or the other are clearly NOT work-related, and therefore violate the Acceptable Use of State Systems Policy. Going forward, please refrain from originating or forwarding email messages that are not work-related (jokes, chain-messages, etc.). You are also reminded that any deliberate violation of any law, state regulation or agency rule may result in discipline up to, and including dismissal.

Thank you for your attention to this matter and your anticipated cooperation.