Prioritized Recommendations

A

I. Email is the primary mechanism for official communication within the University, except for strictly personal communications, and is only supplemented by other forms of official communications as required.

II. A UK email address should automatically be assigned to all employees when they are hired. The address should be a UK approved “uky.edu” email address.

III. All employee email IDs should be in the UK email directory; this should not be a voluntary process. The employees are responsible for “forwarding” their email to a different email address if they wish.

A. The policy requiring an email ID should include all current and new employees: faculty and staff; regular and temporary; full-time, part-time and half-time; STEPS employees, post-docs, house-staff and if financially viable, all retirees.

C. A process should be implemented to delete terminated employees from the UK email directory on at least a monthly basis, but weekly is preferable.

D. UK needs to do a massive Public Relations and education campaign to ensure all employees are informed of the process concerning the creation and maintenance of their email IDs and how official communication will take place.

E. Communication concerning the email ID requirement should include instructions for hourly employees to not read work-related email during their “off-hours”.

M. The institution should aggressively pursue the development of a project plan that details the communication, education and technical plan. This project plan should be developed in an attempt to fully implement the above recommendations by January 2003.

B

F. In the interim, other means of communicating with employees who do not have access to a computer or are unable to read should be developed.

G. Supervisors should be responsible for determining what the official means of communicating with their employees should be. Use of individual or group meetings and bulletin board postings are possible means to supplement electronic communication as needed.

I. A method for training employees to read their email must be established.
J. Training and/or documentation must be developed to instruct employees how to forward their email to another address.

C (Recommendation from this committee)

B. A better means of ensuring departments complete the Separation Sheets for terminated employees needs to be developed. (Failure to do so could result in significantly higher costs.)

H. Higher-level administrators need to define what responsibility departments have to supply access to computers for employees, and when this access should be available.

K. To protect the UK email directory and control the mass email mailings, UK should appoint one office to process requests for mass email mailings.

D (Not to be addressed by this committee)

IV. As with official paper communications, employees will be responsible for promptly reading any email they receive concerning the policy and procedures of the University. Employee’s use of email will be consistent with AR II-1.7-2, “Policy Governing Access to and Use of University of Kentucky Computing Resources”.

F. The University should develop a strategy to provide universal electronic access in the near future.

L. To improve institutional efficiency and enhance services to all faculty and staff, the University should take the necessary steps to create self-service applications where feasible.

M. A possible pilot project for this implementation would be a mass email mailing sent in January 2003 to all employees concerning Open Enrollment. This mailing would request all employees to send the Benefits Office an electronic confirmation, if they wish to receive an electronic copy of their benefits information for Open Enrollment. Those who do not request an electronic copy will subsequently receive the paper copy of the benefits information.