

YELLOWSTONE COUNTY EMAIL POLICY

2025 - 113

1. Purpose

This policy establishes guidelines for appropriate use of the County email system, specifically regarding requests to promote charitable events involving County employees and other communication not directly related to County business. This policy works in conjunctions with County IT Cybersecurity policy 23-132, Revised February 2024 to ensure that the County email system remains focused on official business and public service.

2. Prohibited Use of County Email for Charitable Events

County email is a tool for conducting official County business. To maintain the professional use of the County email system, County email accounts may not be used to distribute announcements, solicitations, or promotional materials related to charitable events, even if such events involves or benefits County employees, or any other communications not directly related to County business.

This includes, but is not limited to:

- Fundraisers, benefits, events, donation drives.
- Events affiliated with non-profits or community organizations.
- Invitations to participate in charity -related activities.
- Office or County wide sport betting pools.

Such content may not be sent via:

- County wide emails.
- Departmental distribution lists.
- Individual emails from County addresses for broad circulation.

3. Alternative methods of communication

- County Newsletter.
- Posting of notices at designated notice locations.
- Posting in County break rooms County employee break rooms.

County Newsletter

Employees may request to have charitable event information included in the County Newsletter, which is distributed monthly by the Human Resource Department.

To submit a notice:

- The event must be submitted in writing (no email) to HR at least 5 days prior to publication date, usually the 10th of each month.
- The notice must include the name of the event, date, sponsoring organization, and a brief description.
- HR reserves the right to edit for clarity, length, and appropriateness.
- Inclusion is not guaranteed and is subject to space available and alignment with County guidelines.

Public Posting

- Obtain approval from your department head before posting any event information.
- Utilize only designated bulletin boards or posting areas, including employee break rooms for event announcements.
- Avoid posting on walls, doors, windows or other surfaces not specifically intended for event posting.
- Remove notices promptly once the even has concluded.

Questions and Contact

For questions regarding this policy please contact the Human Resources Director.

Approved this 16th day of September 2025. The Board of County Commissioners reserves the right to modify, amend or alter this policy.

ATTEST

Board of County Commissioners
Yellowstone County, Montana

Jeff Martin

Mark Morse, Chairman

Michael J. Waters, Member

Chris White, Member