

ALC Email Communications Resolution

ALC Department Committee Meeting

March 16, 2021

Purpose: Assist employees in maintaining work-life balance and ensuring equity and inclusion of all employees by avoiding a 24/7 communications cycle.

In particular, we want to be aware and prevent persons in a position of authority who choose to send email outside usual working hours or on the weekend from inadvertently compelling the recipient to engage in work during a time that may be devoted to caregiving responsibility, rest, recuperation or the like.

Department members in different time zones should do their best to abide by this policy, but it is understood that this may not always be possible.

Policy:

Those in a position of responsibility or supervision are encouraged to avoid emails to the extent possible between 6:00 PM and 8:00 AM during the work week, over the weekend or holidays in the spirit of recognizing the importance of not working all the time.

Faculty, staff, and grad assistants are not expected to read or respond to work-related emails during those times, in the same spirit.