

## RCCD-ALL Listserv Guideline

Communications from [RCCD-ALL@lists.rccd.edu](mailto:RCCD-ALL@lists.rccd.edu) are sent to active employees, retirees, and student government leaders of the Riverside Community College District (RCCD). The messages are intended to communicate with all personnel or address all the college faculty, classified professionals and managers in the District. When anyone is hired by the District, their District or college email is added to the RCCD-ALL Listserv. To ensure necessary District information is disseminated, all active employees are opted-in for the RCCD-ALL list.

Messages sent to [RCCD-ALL@lists.rccd.edu](mailto:RCCD-ALL@lists.rccd.edu) go through a moderator<sup>1</sup>, within the office of Institutional Advancement and Economic Development before they are posted. Messages sent during a regular business day are generally posted the same day before close of business. Items sent after the regular business day, or on holidays or weekends, may be posted on the next regular business day.

- 1) Messages must be composed for, or relevant to, all District personnel constituencies.
- 2) Messages can be sent from members of the District's Executive Cabinet or District Departments that serve all District personnel (i.e.: Human Resources, Risk Management and Safety).
- 3) Messages should not disparage or defame any District/college personnel, employees, or students.
- 4) Messages may include embedded images in the emails. Larger documents or images can be uploaded and shared as an accessible link.
- 5) Messages that are directed to specific colleges, departments, offices, groups, or individuals should not be sent via RCCD-ALL, another more appropriate listserv or other distribution method should be used instead.

If a message does not meet these guidelines and Board Policies 2720 and 6370 and is not released, a moderator will send an email to the original sender with the reason for the denial.

Responses to RCCD-ALL messages may only be sent to the original author of the messages. "REPLY TO ALL" messages will not be released.

These guidelines do not in any way supersede the rights of the bargaining units or the collective bargaining agreements with RCCD. This document is meant for employees in their job capacity as a resource to help enhance communications on the RCCD-ALL listserv.

<sup>1</sup> "The Association has the right to use District and College listservs for communication with chapter members. The Association has the right to post its official communication on RCCD-ALL."