

## RCCD-CLASSIFIED-PROFESSIONALS-DL Listserv Guideline

### (Moderated)

Communications to or from the [RCCD-CLASSIFIED-PROFESSIONALS-DL@rccd.edu](mailto:RCCD-CLASSIFIED-PROFESSIONALS-DL@rccd.edu) email will be distributed to every classified professional employee of Riverside Community College District (RCCD).

Messages are intended to communicate to or address classified professionals of RCCD. All new and current employees will be automatically added to this list.

Messages sent to [RCCD-CLASSIFIED-PROFESSIONALS-DL@rccd.edu](mailto:RCCD-CLASSIFIED-PROFESSIONALS-DL@rccd.edu) go through a moderator, within the District before they are posted. Messages sent during a regular business day are generally posted the same day before close of business, however, allow up to 48 business hours for review. CSEA requests that the CSEA president is able to send directly to the listserv without a delay. 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 RCCD classified professionals.
- 2) Messages can be sent from internal email addresses.
- 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-CLASSIFIED-PROFESSIONALS-DL, another more appropriate listserv or other distribution method should be used instead.

If a message does not meet these guidelines, and/or [Board Policies](#), and is not released, a moderator will send an email to the original sender with the reason for the denial and if applicable, the alternative Listserv server.

Responses to [RCCD-CLASSIFIED-PROFESSIONALS-DL@rccd.edu](mailto:RCCD-CLASSIFIED-PROFESSIONALS-DL@rccd.edu) messages may only be sent to the original author of the messages. "REPLY TO ALL" messages will not be released.