



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR No. 23-2006

DATE: August 3, 2006

TO: Department Heads
Personnel Officers

FROM: Philip A. Ginsburg
Director

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg", written over the printed name in the "FROM" field.

SUBJECT: Email Use for Union Business

Recently the City email systems have experienced an increase in traffic concerning internal union business. This includes mass emails sent by employees using their City email accounts, and emails sent by outside individuals to City employees at their work addresses.

For these reasons, I am requesting that you again remind your employees that City email is for official City business. Please ensure that your employees are aware of the restrictions on the use of City email that are contained in your departmental email policies.

Regardless of the specific departmental policy in effect, it is not appropriate to use City email systems to broadcast messages to large groups of individuals without approval and when the subject matter does not involve City business, unless specifically allowed by the MOU.

All City employees should be notified of your department's policy, in general, and specifically that broadcast emails such as those described above are not appropriate. Please also remind employees of the fact that violation of such policies may lead to discipline.

cc: Labor Organizations