

E-MAILS TO ALL COUNTY EMPLOYEES

SUMMARY

As a matter of policy, sending messages of a single focus to all County email users is to be reserved for extraordinary circumstances. This is to ensure that we do not overload the County's email system, as well as to minimize "spam".

PROCEDURE

1. Email a request for a critical item that must be emailed to all County employees to Webmanager@miamidade.gov.
2. Time-critical issues such as events that may impact County employees and operations of County facilities, health and safety issues or emergency situations that have local or regional impact could be considered as critical items that need to be communicated quickly to all employees.
3. Emails regarding death of County employees or their relatives, retirement luncheons, baby showers, or other informal events will not be sent to all County employees.
4. To better handle getting the word out regarding news and events, the Communications Department created the weekly electronic employee newsletter, "What's New," which is published every Monday. For submission guidelines, see the County Procedure "*Submitting Items for What's New*".

CONTACT(S):

Department/Division

Communications/Integrated Communications