



Each employee of KDADS shall be assigned an electronic mail (email) address to use for official state business purposes only. Employees are expected to utilize this access responsibly. Employees will undergo orientation to learn how to operate the email system. During orientation, employees will be given an email password that will need to be changed immediately to a password that is kept confidential (see KDADS Employee policy 16.1).

Passwords, changes and failed attempts at access

Once an employee has updated their password after orientation, employees will be required to update their password every 60 days. If an employee does not remember their password, the employee will need to contact the KDADS Helpdesk to have it reset. If an employee fails to input the correct password five (5) times, then the employee will be locked out of the email system and will need to contact the KDADS Helpdesk to have the password reset. Once an employee has reset their password, the employee will have to wait a minimum of 15 days before they will be allowed to change their password again.

Accessing the Email of Employees, on leave or after departure with Agency

The commissioners of each commission/division shall be granted access for either themselves or one authorized designee within the commission to receive an electronic copy of the email box of employees that are either on extended leave from the office or after an employee's departure from the Agency. The commissioner may continue access to the electronic copy of the email box for up to 6 months or, if the employee is returning to work, up to the day the employee returns. If continued access to the email is needed, the commissioner shall request an extension of access be granted for another 6 months. Once the initial 6 months has passed or extensions exhausted, then the access to the email shall be removed from the commissioner and/or their designee and the email will remain archived with KDADS IT.

To access the email box for an employee under the aforementioned circumstances, the commissioner shall send a request to the KDADS Human Resources Director as well as the KDADS IT Director and once written approval has been achieved from both the KDADS Human Resources Director and KDADS IT Director, then the commissioner and/or their designee shall be granted access. The KDADS IT shall download the employee email box and place it into the commissioner and/or the authorized designee's (H:) drive.

Discontinued email addresses

If an employee departs from the Agency, that employee's email address will be discontinued on the same day as the employee's departure.

Accessing email while away from your workstation

Employees are not permitted to access their email while on leave without prior written approval from the KDADS Human Resources Director. Employees who access their email from their cellular phones, PDAs, tablets, or the like shall adhere to and be aware of KDADS Employee policy 3.8.C and 4.12.E.

Employees are not permitted to utilize or store data or documents to the electronic cloud or storage drives within the email system. If an employee is found to be in violation of this policy, disciplinary action up to and including termination may implemented.

References: KDADS Employee policy 3.6, KDADS Employee policy 3.8, KDADS Employee policy 4.12.E, KDADS Employee policy manual Section 16