

HIGHLAND COMMUNITY COLLEGE  
GENERAL PERSONNEL POLICY

SUBJECT: Email Signature Policy  
BOARD OF TRUSTEE APPROVAL: 09/24/2025

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EFFECTIVE DATE: 09/24/2025

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Consistent email signatures across all departments and programs help to ensure all email on behalf of Highland Community College meets professional standards, represents the quality of our work and the College's business, and provides relevant information to support business processes. To ensure a consistent, professional, and legally compliant email signature for all employees at the College, the following standards must be met for all employee email signatures.

**What HCC Email Signatures Must Include:**

- Full name
- Job title
- The name of the college
- Work email address
- Work phone number
- College website
- Physical address
- College mission statement

**What HCC Email Signatures Cannot Include:**

- Political messages or endorsements
- Personal business information
- Religious messages
- Quotes of personal mottos
- Fundraising for non-institution causes
- Unapproved logos or images
- Personal Pronouns

**Enforcement:** The College will provide a template for all employees. Any employee may be asked to update their email signature if the signature does not follow this policy. College employees who do not adhere to this policy are subject to discipline, ranging from probation to dismissal.