

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
<b>WCJC Title: Employee Email Signature Guidelines</b>	<b>Section: Business and Support Services</b>	<b>Page(s): 1</b>	
<b>BASED ON BOARD OF TRUSTEES POLICY</b>			
<b>Policy Title: Technology Resources</b>		<b>Policy: CR</b>	
<b>Subtitle: None</b>		<b>Date Adopted: 08/01/2020</b>	

**Purpose**

To establish protocols for employees' email signatures at Wharton County Junior College.

**Procedure**

Any email sent from an "@wcjc.edu" address is the official institutional communication. Employee email signatures are a representation of the College's brand and, therefore, must adhere to the email signature guidelines as defined in a WCJC Brand Style Guide which is housed on the College intranet.

**Date Prepared:** 06/08/2023 (ZLC)

**Revised Date:**