

Board of Trustees Douglas County School District

OPERATIONS

EMAIL SIGNATURE

Email signatures are essentially a business card and are to be standard across the Douglas County School District. In order to maintain the District's brand and improve communications, it is important that all employees have the same email signature throughout the district. The following guidelines are intended to promote a professional, businesslike image in all Douglas County School District email communications.

1. Email signatures are to include employee name, the official job title, the school or department to which you are assigned, the name of the school district, email address, telephone number, and district website address of each employee.
2. Email signatures are to be in Tahoma font, normal size, and black text. The employee name is to be in bold.
3. Email signatures are not to include colored text, personal quotes, slogans, images, clip art, backgrounds, or legal disclaimers. District or program logos may be added if approved by the Executive Director of Human Resources.
4. Email Signatures are to adhere to the following format order:

Name

Official Title

School or Departments

School District Name

Email Address

School or Department Phone Number

District Website Address

5. A standard legal disclaimer will be contained in the footer of all email signatures.

Date Adopted 7/14/2020