

Streamlined Processes for HR Department Transactions and Communications

HR Department Communications Released Countywide

We are centralizing HR Department email communications that are released Countywide or to large audiences such as the Department Head Distribution Group. Previously, divisions could submit communication requests either to HR Communications or RCIT for release to the Countywide employee base. To ensure that all communications are clear, consistent, and approved internally in advance, this process will now be centralized within HR Communications.

- Divisions should not submit requests directly to RCIT for mass email releases to a Countywide employee base.
- Learning & Organizational Development is *excluded* given the frequency of their communications and that many are already pre-approved / set content.

Upon receiving a communication request, HR Communications will collaborate with the requesting division to get the messaging into draft final form and verify that it has been approved by your Assistant HR Director prior to release.

If the communication is such that it is being directed at the Department Head group, that may also need to be reviewed and approved by our Assistant CEO Sarah Franco and the Executive Leadership Cabinet prior to release. Your Assistant HR Director can help guide you when this is a requirement, so reach out to them as a resource if you are unsure if this applies to your communication. This additional review and approval process can impact the release timelines, so please plan and coordinate head of time.