



INFORMATION TECHNOLOGY POLICY/PROCEDURE/PROCESS

Policy Title: Email Signature Policy	Policy Number: 714
Effective: August 28, 2019	
Supersedes: N/A	
Approval: Howard S. Lazarus, City Administrator Tom Shewchuk, IT Director	Page 1 of 3

1. Purpose

The purpose of this policy is to establish a standard email signature format for all persons with an assigned City of Ann Arbor email.

2. Rationale

Email is an important form of communication, both internally and externally. When we communicate electronically, we are acting as representatives of our respective departments and the City of Ann Arbor. The goal of a standard email signature format is to:

- Reflect the professionalism of the City of Ann Arbor.
- Be respectful and thoughtful.
- Be consistent and uniform among all authorized email users.

3. Roles and Responsibilities

All persons with an authorized City of Ann Arbor email account must read, understand, and comply with this policy.

4. Implementation

All persons using the City of Ann Arbor email system must have an email signature and must use the following format and elements on all City Outlook email signatures (including use of email on mobile devices).

5. Standard Email Signature Format

Required

- ✓ Name
- ✓ Title
- ✓ City Name
- ✓ Location
- ✓ City, State, Zip
- ✓ Phone Number (can be the main City number)
- ✓ Employee email address
- ✓ City web address

Optional

- ✓ Direct Phone Number (DID) (Required for internal email, optional for external, but not required if the device sending the email cannot make a distinction between the two)
- ✓ Fax Number

Font and Size Requirements:

- ✓ Font: Calibri, Times New Roman, Verdana or Arial
- ✓ Sizes: 8, 9, 10, 11, or 12

The following items are **not** allowed:

- ✓ No credos, mottos, quotations, or individual statements
- ✓ No borders or backgrounds
- ✓ No decorative or script fonts
- ✓ No unapproved City logos

**Sample Format (feel free to cut and paste and modify to your signature):*

Joe Smithfield, Engineer

City of Ann Arbor | Guy C. Larcom City Hall | 301 E. Huron, 3rd Floor · Ann Arbor · MI · 48104
734.794.0000 (O) · 734.794.0000 (F) | Internal Extension 00000

jsmithfield@a2gov.org | www.a2gov.org

6. Optional Signature Statements/Notice/Employee Photo

Each supervisor and manager may determine whether employees in that specific work area are required to add the following statements below their email signature. If required to do so, please cut and paste. Other approved City logos, graphics, or statements may be used with supervisor approval.

Confidentiality Notice (cut & paste verbatim):

*CONFIDENTIALITY NOTICE: This e-mail, and any attachments, is for the sole use of the intended recipient(s) and may contain information that is confidential and protected from disclosure under the law. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail, and delete/destroy all copies of the original message and attachments.
Thank you.*

Environmental statement (cut & paste verbatim):



Think Green! Please don't print this e-mail unless absolutely necessary.

Safety statement (cut & paste verbatim):

A2 Be Safe. Everywhere. Everyone. Every day.
a2gov.org/A2BeSafe

or



EVERYWHERE · EVERYONE · EVERY DAY.
a2gov.org/A2BeSafe

Employee picture (optional):

An employee picture must be an actual photo of an employee or an original graphical depiction meant to resemble the employee and must have a neutral background and a professional appearance. An employee picture cannot contain writing and cannot be a recognizable cartoon character (for example, Mickey Mouse). Supervisors and managers have the right to ask an employee to remove a picture if it does not comply with this policy.