

Facilities & Services Policies, Procedures, and Guidelines

Purpose: The ERIN (Employee Resources, Information & News) intranet site is for the use of F&S employees and contains proprietary information. The objective of this policy is to set the parameters for using and posting information on ERIN.

Owner: Customer Relations & Communications (CRC)

Policy: ERIN is intended for the viewing and use of F&S employees only. The distribution or sharing of any information outside of F&S, in any form, is strictly prohibited. Departments that request to have information posted on ERIN must first submit the item to CRC, who will review it and assist with posting. For departments or divisions with a significant amount of content or files for updating, CRC will coordinate with Information Technology Services (ITS) to provide content management systems (CMS) access to a designated subject matter expert (SME). ERIN training and support will be provided by CRC and ITS as necessary.

Guidelines: It is the personal responsibility of anyone accessing ERIN to use the information on the site in a responsible and ethical manner.

Violations and Responsibility: Management personnel are expected to inform and remind employees of their responsibilities in complying with this policy. Employees who violate this policy may be subject to disciplinary actions, up to and including discharge.

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