

Mass Workforce Issuance

Workforce Issuance No. 15-04

Policy **Information**

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: January 15, 2015

Subject: **Email Addresses for EOLWD Employees**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners regarding email addresses for EOLWD employees

Background: Local area career center and partner sites maintain local networks and local email services. Access to the MOSES system for required program reporting is provided by EOLWD IT through individual Citrix accounts.

EOLWD employees working at the local career centers may be provided with a local email address (e.g., jsmith@careercenter.org). However, they also retain their state email addresses (detma.org and state.ma.us) which are used for official state communications, such as those from EOLWD Human Resources or MassHR for time and attendance.

EOLWD employees should not request to have their official state contact changed to a local address and are reminded to monitor their state email accounts regularly.

Action

Required: Please disseminate this information to all appropriate staff.

Effective: Immediately

Inquiries: Please email all questions to PolicyQA@detma.org. Also, indicate Issuance number and description.