Department of Shared Administrative Services
Office of State Technology

Policy Title: Email Signature Policy
Policy Version: 1.0
Effective Date: 8/14/2025

1. Purpose

The purpose of this policy is to establish a uniform appearance and content for email signatures used in all executive branch department communications within state government. Email signature blocks serve as an essential component of official government correspondence. They convey professionalism, enhance clarity, and ensure consistency across all state departments.

2. Scope

This email signature policy applies to all employees and contractors of state government executive branch departments who utilize official state email accounts for both internal and external communications.

3. Policy

3.1 Email Signature Content

The following are required:

- First and last name (with approved credentials, if applicable)
- Official Office of Personnel Management (OPM) Job Title
- Department name
- Division or unit (optional)
- Program (optional)
- Phone number (direct line or shared office line; state-issued mobile may be used if no desk phone exists). To protect employees' privacy in the event of a Freedom of Information Act request, the use of personal cell phone numbers is strongly discouraged.
- Email address
- Department seal (provided by the department's communications or IT office)
- Confidentiality notice (standardized language will be provided)

Optional elements:
- Professional credentials (e.g., J.D., Ph.D., CPA) – must be active, relevant to current role, and selected from the approved credential list.
- Division specific program to help clarify OPM Job Title (example: Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Medicaid)
- Fax number (if still in use)

3.2 Prohibited Content

To maintain professionalism and consistency, the following are not permitted in email signatures:

- Personal quotations or taglines
- Images other than the official department logo
- Background themes or stationery applied to the body of the email
- Animated GIFs, emojis, or personal photos

3.3 Credential Guidelines

Only professional credentials from the approved credential list may be included. These must be:

- Active (not expired or honorary)
- Directly relevant to the employee's current job function

The approved credential list will be maintained by OPM. Requests for additions to the list must be submitted to OPM for review and approval.

4. Exceptions

If your department requires an exception to this signature policy, please submit a written request with justification to your OST business representative for review in consultation with the Governor's Office.

5. Enforcement

Enforcement will be managed through standard IT governance channels and department leadership.

6. Related Documentation

Email Signature Standard

7. Revision History

Date	Description of Change	Reviewer
8/14/2025	Initial Policy	Jay Harton State Chief Information Officer