



## STAFF EMPLOYMENT MANUAL

**Title: 6.0 Employee Relations**

**Chapter: 6.03 Communications**

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### 1. Introduction

An academic environment is only possible with the existence of open communication. Without it, the academic and professional freedom essential to the workings of a university cannot exist. Successful communication, including the free exchange of values, goals, ethics and work attitudes, can only occur in an environment where input and feedback is encouraged. In such an environment, communication can enhance effectiveness and foster stronger relationships.

The University utilizes all available means to communicate with employees in a clear and timely manner. The avenues developed include written materials, meetings and programs, each of which is detailed below.

### 2. Written Communications

To assist in communicating throughout the University, several centralized written channels are currently available. These include, but are not limited to:

- a. employee communication centers located in the Auerbach Computer and Administration Center, the Handel Performing Arts Center, the Facilities building and in the office of HRD, located in the Financial and Administrative Services Building (FASB);
- b. internal communication vehicles, including the University's online newsletter *UNotes Daily*, broadcast emails, text messages and the University website ([www.hartford.edu](http://www.hartford.edu));
- c. external University publications, including *The Observer*, the Annual Report, school and college newsletters, and various catalogs and pamphlets;
- d. the University-wide distribution of memos as needed; and/or
- e. University and departmental manuals.

### 3. University Meetings and Gatherings

The University also uses verbal channels to communicate information to employees. These channels include, but are not limited to:

- a. University training and development programs;
- b. Faculty/Staff "Kickoff" events at the start of each semester;
- c. Recognition Day;
- d. Administrative Professionals Day; and
- e. programs and meetings as necessary and/or appropriate.

### 4. Communication Programs

The University maintains periodic communication programs to solicit feedback from employees. On occasion, various University departments may survey the University community in an attempt to determine differing perspectives, or to assess potential actions about topics seen as important to the community. The University encourages employees to contribute to these requests for information.