

#### GMVLB EMAIL POLICY (Adopted 9.26.2018)

The Greater Mohawk Valley Land Bank (GMVLB) recognizes that employees and volunteers need adequate time for non-work-related activities. Although there may be times when work deadlines or emergencies intervene into the evening or weekend hours, the GMVLB reminds Board members, community members, employees and volunteers that normal working hours are 8:30am to 5:00pm Monday through Friday. GMVLB asks that email, phone calls and other communications occur during working hours, except for emergency situations, in which case the email (or other communication) should be prefaced with "Emergency" in the subject line (or phone message). Should an employee or volunteer receive non-emergency communications during non-work hours, the expectation is that the employee or volunteer will respond during working hours as appropriate.