



November 19, 2020

## MEMORANDUM

To: Executive Branch Agency Heads

CC: Executive Branch HR Directors, Independent HR Directors, Judicial HR Directors, Legislative HR Directors

### **RE: New Email Signature Requirements Approved by the General Assembly**

Item 83 M. of Chapter 56 of the Virginia Acts of Assembly was passed by the General Assembly in 2020 Special Session I and approved by Governor Northam on November 18, 2020. It mandates that the Director of the Department of Human Resource Management communicate to all executive branch agencies the requirement that all employees with state email addresses and state phone numbers include contact information in their email signature, which shall include, at a minimum, an office phone number and/or state cell phone number.

This requirement seeks to improve government accessibility to employees who work remotely, particularly during the COVID-19 pandemic.

Please ensure that this new requirement is communicated to all employees as appropriate.

Thank you.



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