ARIZONA DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION

STATEWIDE HUMAN RESOURCES POLICIES AND PROCEDURES

Policy Number:	**Effective:** 07/30/2009
Subject: YES Website: Employee News	**Revised:** N/A
Policy Section: Other	**Supersedes:** N/A
Responsible HRD Section: HR Director's Office	**Review Date:** 11/01/2012

Scope:

All ADOA Personnel System agencies, boards, and commissions

Policy:

News items that are applicable for all state employees may be posted to the home page of the YES website. Agencies within State government may submit suggested news items for placement on the web site to the ADOA Human Resources Division for approval and posting as outlined in the procedure below. News items will remain on the YES web site home page and be accessible through the Employee News section of the site for a maximum of thirty days from the date of posting unless otherwise agreed upon. After expiration, a news item pertaining to a pay issue or an issue that should be retained for historical purposes will be moved to the Archived News section of the YES web site where it will remain for a period of six months. Any news item that reaches the thirty day expiration and is not eligible for retention will be deleted.

Procedure:

- When submitting an employee news item, the agency should allow for at least one week prior to the desired post date for the approval process to be completed.
- Along with the employee news item, the agency should include a reason for the posting of the news item and the desired post date. If requesting posting of more than a single news item at one time, each news item should be submitted in a separate email.
- If the employee news item requires a posting of longer than thirty days, the submitting agency must include the requested ending post date along with an explanation for the requested extension.
- Employee news information should be emailed to karie.miller@azdoa.gov for review.
- Once the request has been submitted, an internal review for approval or denial of the employee news item by the ADOA Human Resources Division will occur within seven days of receipt.
- The submitting agency will receive a confirmation email regarding the decision.
- Should the news item need minor changes, it will be returned to the agency for revision.
- Once approved, the employee news item will be posted to the YES web site home page on the desired date or as soon thereafter as is feasible.

- After thirty days or an otherwise agreed upon date, the employee news item will be removed from the YES web site home page and will either be placed in the Employee News section under Archived News or it will be deleted as outlined above. The determination for archiving a news item will be made by the ADOA Human Resources Director based upon whether the item pertains to a pay-related issue or is something that is an ongoing issue and is pertinent for historical purposes.
- Archived employee news items will be available on the YES web site for a period of six months after which time they will be removed.

Related Form(s)/Link(s):

Not applicable

Corresponding Policy(ies):

Not applicable

Contact:

If you have any questions relating to this policy, please contact the ADOA Human Resources Division at 602.542.5482.

Policy History (supersedes):

Not applicable