

Training Spotlight: Employee Emails

By: Beth Lincow Cole

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Employee emails can give rise to a host of legal consequences. This was recently highlighted when an employee of the New York Yankees inadvertently e-mailed a spreadsheet containing the names, addresses, phone numbers, e-mail addresses, and seat numbers of more than 21,000 season ticket holders to thousands of clients, according to blog site [Deadspin](#).

Later, the Yankees organization e-mailed season ticket subscribers the following: "Please note, immediately upon learning of the accidental attachment of the internal spreadsheet, remedial measures were undertaken so as to assure that a similar incident could not happen again. The Yankees deeply regret this incident, and any inconvenience that it might cause."

Employee e-mail snafus can negatively impact employers and put their reputation at risk. In the worst cases, they can lead to liability. Arguably, some mistakes are just that and may be unpreventable. However, there are a few things employers can do to train employees to use e-mail properly.

- Remind employees that e-mails can come back to haunt the employee or employer even if they are deleted by the user.
- Although e-mail may be considered an informal means of communication, employees should consider whether the content would also be suitable for a formal business letter. If not, the employee may want to think twice before hitting send.
- Don't hit send without proof-reading and double checking any attachments. Use the same standard you would when sending a letter by snail mail.
- Most importantly, develop a clear, well-defined, written policy concerning employee use of the email system.

Jump start your action items in 2011. Many companies want to put in place an employee handbook but have not done so yet for monetary reasons. For companies in PA and NJ contact us and we will put in place a handbook for your organization at half price of what it would normally cost. Don't miss this once a year offer

About Beth Lincow Cole

Employment Law Attorney Beth Lincow Cole has skillfully helped business owners and managers head off the unwanted and unnecessary lawsuits that can arise in the workplace. Drawing on her successful legal experiences both in and outside the courtroom, Beth Lincow Cole understands how to protect employers. By developing solid pre- and post-employment procedures for her clients, she assures that they are legally protected.

Beth Lincow Cole has worked for large regional and national law firms, focusing solely on employment issues, on behalf of management within a wide range of industries. Whether you are a start up company with basic questions about personnel files or a larger company with questions about an employee's Family Medical Leave, Beth Lincow Cole can help. Drawing on her experiences, she counsel's companies in the following practice areas:

- Defense in administrative agency matters such as before the DOL, EEOC, PHRC or NJDCR
- Department of Labor Audits
- Discrimination
- Downsizing/Reduction in Force
- Drug Testing
- Employment Contracts and Severance Agreements
- Employment Law Compliance
- FMLA and other family leave laws
- Independent Contractors/Contingent Workforce

Please contact the firm to find out how the Law Office of Beth Lincow Cole can protect your company.