

Pierce College

Policy for Mailroom and Handing of Bulk Mail

Purpose: To establish a policy which outlines the rules for handing mail and other packets and or documents received in the Mailroom.

1. POLICY

- a) The College provides Mailroom services that are in support of the academic mission of Pierce College to all Certificated and Classified employees.
- b) All mail and or packets received by the Mailroom are consider as sensitive materials and will only be handled by designated employees assigned to the Mailroom.
- c) The mail boxes in the Mailroom are for the use of employees of the college. Students and or individuals who are not employees are not permitted in the Mailroom.
- d) Private Mail Boxes will be provided to all full time and part time instructors. In the event that additional Private Mail Boxes are available they will be assigned to Classified employees on a first-come first-served basis.
- e) Students and individuals not employed by the College may submit mail to College employees through the information desk.
- f) All mail received in the Mailroom from the United States Post Office will be processed and distributed every 24 hours, Mondays through Fridays when the College is open.
- g) To reduce costs, College departments must process mail using bulk mail approved processes and rates whenever possible.
- h) Use of Pierce College mail services and postage are limited to official Pierce College and Los Angeles Community College business.
- i) The College has the right to reject and return any mail or package if the sender's information cannot be determined, use of official mail services is questioned, or the material being mailed does not meet United States mail rules and regulations.
- j) Applicable Federal mail policies and guidelines regarding mail security and safety are governed under separate regulations.

2. Exceptions: All exceptions to this policy must have the prior written approval of the President or Vice President, Administrative Services

Approved by:

/s/ Dr. Thomas W. Oliver

Dr. Thomas W. Oliver
President

/s/ Timothy L. Oliver

Tim Oliver
Vice President, Administrative Services

Date March 5, 2005