


Policy:  <b>Mailroom Business Use</b>	
Issuing Department:  <b>Business Services</b>	
Date Issued:  <b>February 2014</b>	

## PURPOSE

The purpose of these guidelines is to establish criteria, define eligibility and restrictions in the use of services available through Western Oregon University Mail Services.

## POLICY

WOU Mail Services provides distribution, collection, and processing of university Intra-campus USPS, UPS and FedEx mail, which relates to the official business of the university. Official materials are those dealing with some aspect of university operations, which can be defined as being essential to the activities of the institution as differentiated from private business or personal mail. In this context, the campus mail system, as part of the university's facilities, is a restricted service. Personal mail interferes with the transfer of official correspondence between campus offices and delays the processing and delivery of mail. It is not available for the personal use by university employees nor for the personal use, private gain, or use by non-university groups for the advertisement of programs or political endorsements not sponsored by the university. As noted above, our Intra-campus mail network is also limited to official university business.

## PROCEDURE

### *Sending*

As a courtesy to university faculty and staff, Mail Services will pick-up any stamped personal mail from departments along with other university business mail that is picked up at a regular pick-up location. Personal mail must be sealed and have the correct postage affixed. Mail with incorrect postage will be returned by the USPS to the return address on the mailpiece. All stamped mail should be kept separate from all other mail. **Personal mail cannot be billed to a departmental account; no exceptions.**

Mail to be metered that appears to be personal will be held at Mail Services and the appropriate staff or faculty member will be notified for clarification. If mail has a return address other than Western Oregon University's mailing address, it will be assumed that it is personal and be returned to the department for postage.

## ***Receiving***

The university requires all faculty and staff to receive their personal mail at home or permanent address. Occasional correspondence from friends and colleagues is not considered personal mail. **Western Oregon University should not be given as your permanent address.**

If personal mail arrives addressed to a department address, you will be requested to notify your correspondents of your permanent mailing address. A persistent failure to comply with this policy could result in your personal mail being refused by the mail center and returned to the sender.

"Personal mail" is defined as any mail not related to Western Oregon University or your position at Western Oregon University, such as:

- Utility, credit card bills
- DMV or voter's registration
- CDs and Movies
- Clothing and other products not related to Western Oregon business
- Bank accounts not related to Western Oregon University business
- Bills and invoices not related to Western Oregon University business
- Magazines and catalogs that could be received at home or listed under "Junk Mail." Handling these delays the processing of other University mail, and occupies the recipient's time and resources.

Occasional correspondence from friends and/or colleagues is acceptable.

Please be advised that while Mail Services staff does not inspect each piece of mail to determine whether it is university-related, determinations are made for all parcels which have the highest element of responsibility and processing costs for the university.

Items determined to be personal are handled as follows: The addressee will be notified by Mail Services the day they received a personal package. The package will be held for a total of 3 business days for the addressee to pick up. If the addressee has not picked up their parcel by 12:00 noon on the third business day, the parcel will be returned to the sender. The addressee must present valid photo identification in order to pick up their parcel.

Each department is responsible for determining if materials received, sent, and/or distributed by the University Mail Services relate to official business of the university. When questions occur concerning such determination, the matter must be referred to the next level of university administration (Dean, Director, Vice President, etc.).

## **AUTHORITY/ RESPONSIBILITY**

The Vice President for Finance and Administration has authority for administering this policy and has delegated its implementation to the Director of Business Services.

Approved by Eric Yahnke, Vice President for Finance and Administration on **February 19, 2014.**

Date of next review: <b>February 2017</b>
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Alternative formats of this policy are available from the Office of Human Services.