SUBJECT: FACILITY SERVICES MAIL PROCEDURES

I. General

Each departmental administrative assistant shall have an incoming/outgoing mail box on their desk. Each department shall also have a mail box space located in the mail/copy area of the Facility Services administration building.

II. Procedure

A. The Executive Director’s staff shall separate incoming mail by department and place the mail in the appropriate box.

B. The departmental administrative assistant or other designated employee shall separate the incoming mail and deliver it to the appropriate staff members.

C. Outgoing mail may be placed in the departmental administrative assistant’s outgoing mail box or placed in the outgoing mail box in the mail/copy area of the Facility Services administration building.

D. Mail must be distributed at least twice a day, and the administrative assistant or designated staff member shall check the department’s mail box at least twice a day. If a departmental administrative assistant is absent, student workers may perform this duty.