

C.2.6 (Policy) Mail Services and College District Addresses

Responsible Department: Vice Chancellor for Planning, Performance and Information Systems, Vice Chancellor for Finance and Administration

Board Adoption: 8-18-09

Last Board Action: 8-18-09

Employees shall not use the College District mail system for any purpose other than official College District business. With the written permission of the college President or designee, internal mailboxes at an individual campus may be used by campus employees and school-sponsored or school support groups affiliated with that campus.

Use of College District Address

Employees shall not use their College District addresses for any purpose other than official College District business. This policy expressly prohibits employees from accepting deliveries on College District property of items that the employee has ordered, purchased, or otherwise directed to be delivered, other than for official College District business, including deliveries through the College District mail system, other College District services, or direct delivery to the employee by the vendor or other delivery or mail services on College District property. This policy does not preclude the delivery of items such as flowers sent to an employee's work address in honor of the employee.

Violations

Employees who violate this policy are subject to disciplinary action, up to and including termination. Mail room, central receiving, and other district services supervisors shall document all uses of their respective district services in violation of this policy and report them to the relevant department head.