

## SUMMARY SHEET

POLICY: C.2.6 Mail Services

PROCEDURES: C.2.6.1 Mail and Delivery

SOURCE: CHE(LOCAL)

Current policy CHE(LOCAL) is moved to this new policy and procedure with minor edits and the deletion of material on progressive discipline which is a duplication of the new progressive discipline procedure.

# PROPOSED POLICY

## **C.2.6 (Policy) Mail Services**

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

Board Adoption:

Last Board Action:

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① CHE  
(LOCAL)

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.

### **Violations**

③ CHE  
(LOCAL)

Employees who violate this policy or Procedure C.2.6.1 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.

Procedure C.2.6.1 Mail and Delivery

*Legal Reference - TACC Policy Reference Manual*  
CHE(LEGAL) - Site Management: Mail and Delivery

**PROCEDURE**  
***(Information only)***

**C.2.6.1 (Procedure) Mail and Delivery**

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

Based on Board Policy: C.2.6 - Mail Services

Approved:

Last Amended:

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**Use of College District Address**

② CHE  
(LOCAL)

Employees shall not use their College District addresses for any purpose other than official College District business. This procedure 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 procedure does not preclude the delivery of items such as flowers sent to an employee's work address in honor of the employee.

*Legal Reference - TACC Policy Reference Manual*

CIA(LEGAL) - Equipment, Supplies, and Office Management: Records Management  
Program

**CURRENT with revisions marked**  
***As moved to Policy C.2.6 and Procedure C.2.6.1***

Alamo Community College District

SITE MANAGEMENT:  
MAIL AND DELIVERY

CHE  
(LOCAL)

USE OF COLLEGE  
DISTRICT MAIL  
SYSTEM

① C.2.6

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. ~~[See also GF]~~

USE OF COLLEGE  
DISTRICT  
ADDRESS

② C.2.6.1

Employees shall not use their College District addresses for any purpose other than official College District business. This ~~procedure~~ 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 ~~procedure~~ policy does not preclude the delivery of items such as flowers sent to an employee's work address in honor of the employee.

VIOLATIONS

③ C.2.6

Employees who violate this policy are subject to ~~progressive 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, ~~who shall administer progressive discipline to the employee in accordance with College District policy and regulations.~~ Supervisors of employees who use their College District addresses for direct delivery of non-business items, and receive the items on College District property in violation of this policy, shall administer progressive discipline to the employee in accordance with College District policy and regulations.