

# Institutional Mail Policy

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| <b>POLICY:</b> Institutional Mail                            |           |                     |                     |
| <b>POLICY NUMBER:</b>  | 500.14    | <b>CUSTODIAN:</b>   | Director of Finance |
| <b>APV'D DATE:</b>   | 8/14/2017 |                     |                     |
| <b>EFFECTIVE DATE:</b>                                       | 8/14/2017 | <b>REVIEW DATE:</b> |                     |
| <b>REFERENCES:</b> Annual audit guidelines, Student Services |           |                     |                     |

## Part 1. Policy Background and Purpose

WETCC maintains an internal mail distribution system to assist and facilitate the operation and functioning of the College. The internal mail distribution system is intended for college business only. Mail services does not and will not accept any liability for lost, damage, or opened mail.

## Part 2. Definitions

College Mailbox Center: the mailboxes stationed behind the administration desk in the south wing of the campus.

Mail Services Staff: person/persons designated by Student Services for delivering, interoffice mail, and mail going to and from the U.S. Post Office.

FERPA-Family Educational Rights and Privacy Act.

HIPAA-Health Insurance Portability and Accountability Act.

## Part 3. Responsibility

Director of Finance:

Director of Finance will monitor the compliance of the policy on a monthly basis.

Mail Services staff responsibility:

In a confidential, timely manner, will retrieve and deliver mail to the U.S. Post Office daily with company vehicle.

Shall open, log, date-stamp, and deliver mail as addressed. If incoming mail is addressed to Human Resources or President, as well as certified mail, and that of legal correspondence or mail marked “confidential”, the mail shall be logged, date-stamped, and delivered unopened, as addressed.

Distribute the incoming mail into the college mailboxes accordingly.

Pick up and deliver mail twice per day-in, once in the morning and once in the afternoon. Post Office hours are 8:00-4:30. Any mail received by the Post Office after 4:00 p.m. may not be sent until the next business day.

Stamp outgoing mail with the postage meter.

**Staff responsibility:**

Properly label the mail to recipient. Notify mail services staff if there is a package to be sent via delivery other than the Post Office and if the letter is to be certified.

Properly label the mail of which contains sensitive or confidential student or employee information, in compliance with FERPA and HIPAA regulations.

Check mailboxes daily.

**Part 4. Policy**

Only WETCC faculty, staff or student organizations are permitted to use WETCC mail services. Employees are not to mail items in which they pose as the College without proper approval, and should always be courteous and respectful when mailing items on behalf of the college.

All incoming mail of a time-sensitive nature such as checks, contracts, agreements, etc. and all traceable outgoing mail sent with special handling instructions (return receipt request, insured, certified, etc.) will be recorded in the WETCC Mail Services Log by Mail Service staff. The mail log shall consist of the date, sender, receiver and if check is enclosed, amount of check. The mail log will be kept in the cabinet underneath the mailbox center. The mail log shall be kept for three years for record retention purposes.