Institutional Mail Policy

POLICY: Institutional Mail Policy			
POLICY NUMBER:	500.14.01	**CUSTODIAN:**	Director of Finance
APV'D DATE:	2-11-20		
EFFECTIVE DATE:	2-11-20	**REVIEW DATE:**	Feb 2020
REFERENCES: Annual Audit Guidelines, Student Services. Deposit & Receipts Policy #500.07			

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 will not be liable for lost, damage, or opened mail.

Part 2. Definitions.

College Mailbox Center: the mailboxes stationed adjacent the Mitigomizh (#210) room in the south wing of the campus.

Mail Services Staff: person/persons designated by Finance 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.

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 at least once per day. 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.

Check mailboxes daily.

Part 4. Policy

Only authorized WETCC representatives are permitted to use WETCC mail services. Employees are not to mail items in which they represent themselves as the College without proper approval.

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 above the mailbox center. The mail log shall be kept for three years for record retention purposes.