

C.02.06 Mail Services and College District Addresses Policy

Responsible Department: Facilities

Board Adoption: 08/18/2009

Last Board Action: 06/09/2015

Last Reviewed: 04/05/2023



ALAMO
COLLEGES
DISTRICT

Subcontracted Mail System

The College District mail system is operated by a contracted mail services vendor.

Use of College District Address

Employees may use their College District addresses for the sole purpose of receiving personal mail and packages only by entering into a rental agreement for a personal mailbox at any of the College District's mail vendor service locations. Employees who do not lease a personal mailbox from the mail services vendor shall not use their College District address for any purpose other than official College District business.

Exceptions

This policy does not preclude the delivery of items such as flowers sent to an employee's work address in honor of the employee. With the written permission of a 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

Employees who violate this policy are subject to disciplinary action, up to and including termination. 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.

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