

CPTC Procedure: Personal Mail

Personal Mail

Employees are prohibited from using the mailing address of any College campus/work unit to receive any mail not directly related to official College business. For the purposes of this procedure personal mail includes, but is not limited to, utility bills, credit card statements, bank statements, periodicals, catalogs, and packages. As a result, there should be no assumption of privacy of personal mail or packages delivered to Coastal Pines Technical College.

Coastal Pines Technical College purchasing card statements are considered business mail and must be received at the College.

Personal Mail of Former Employees

Mail received at the College addressed to a former employee will be opened to determine if it is business related. If the mail is business related, the mail will be forwarded to the appropriate division or employee. If it is determined that the mail is not business related, it will be discarded.

Coastal Pines Technical College assumes no responsibility to forward mail to a former employee even if it is addressed as personal and confidential. United States Postal Service regulations provide that mail directed to a former employee may be managed pursuant to established company procedure. Therefore, Coastal Pines Technical College is within its authority to develop and carry out a procedure in this manner.

Responsibility

The Vice President for Administrative Services has the overall responsibility of ensuring this procedure is implemented.

Adopted: May 8, 2014

Reviewed: November 14, 2023