



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Policy
0531

March 11, 1982

USE OF DISTRICT MAIL BOX AND THE INTRA-DISTRICT DISTRIBUTION SYSTEM

CONDITION

The effective conduct of District business requires dispatch and delivery of written communication between the many District locations and with those other entities which the District regularly has large-volume communication requirements.

POLICY

In accordance with Educational Master Plan Goal XI: TO ENSURE THAT THE ORGANIZATIONAL STRUCTURE AND ADMINISTRATIVE PROCEDURES ARE SO DESIGNED AS TO PROVIDE QUALITY SERVICE AND ECONOMICAL USE OF RESOURCE, the Board hereby adopts the following statement of policy regulating the use of District mail boxes and the intra-district distribution system:

The use of these resources is restricted to matter containing the current official business of the District, except:

1. Material addressed to, or by, a District officer or employee which bears proper United States postage will be delivered or entered into the US Postal system.
2. District managers may enter other material into the system which is corollary to their functional responsibility provided that the material:
 - a. is intended for the benefit of the District or its employees;
 - b. is not commercial, political or religious in nature; and
 - c. is marked to identify the entering manager either on the material or by a letter of transmittal.
3. Employee organizations may use the mail boxes and the intra-district mail system under the following rules:
 - a. "Employee organization" means any organization which includes employees of a public school employer and which has as one of its primary purposes representing such employees in their relations with that public school employer. "Employee organization" shall also include any person such an organization authorizes to act on its behalf." California Government Code, Section 3540.1(d)

- b. Individual communications addressed to a District officer or employee and bearing the name and return address of an employee organization will be processed without postage affixed.
- c. Informal notes, memos, etc., between the officers or members of an organization may be processed via distribution envelopes bearing only the names and location of the addressee.
- d. Bulk-mailed correspondence which does not meet the criteria of "b" or c" above may be placed in the individual mail boxes by the employee organization or may be sent via the intra-district mail system addressed to the organization's on-site representative who may then place it in the individual mail boxes. Bulk distribution must identify the sending employee organization.

It is the intent of the Board to further communications between employee organizations and employees when the communication relates to the organization's roles as defined in California Government Code Section 3540 et seq. Use of the District mail system for other purposes may result in corrective action including, but not limited to, more restrictive regulation concerning use of the mail system.

- 4. Managers responsible for operating mail rooms/intra-district distribution points will post and distribute current operating schedules, assure proper control of the use of US Postage imprint permits, and enforce the provisions of this policy.

SUPERSEDES:

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