

## Mail Service

### RVC Administrative Procedure (2:40.040)

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#### A. Purpose

Per Board Policy 2:40.040, the College has established procedures for inter-campus and external mailing related to the College’s official business. These procedures ensure compliance with federal mailing guidelines and establish standards for interdepartmental mail relating to the College’s official business.

The use of the College’s Mail and Distribution Center (MDC) for personal or private gain by employees or non-College groups is prohibited per the Board Policy.

#### B. Department and Primary Point of Contact Involved

Business Services:

- Mail and Distribution Center (MDC) staff
- Manager of Business Services

#### C. Definitions

Interdepartmental mail: mail and materials that do not require postage, relate to current RVC business, and are to be delivered from one campus mail location to another campus mail location.

USPS: United States Postal Service

#### D. Procedures

The Mail and Distribution Center (MDC), located on main campus, is the College’s central location for internal, incoming, and outgoing mail service.

MDC hours of operation coincide with the College’s operations calendar.

Mail stops:

- Internal and postal mail is delivered and collected at designated locations (mail stops) twice each day, except during any abbreviated summer schedule as determined by the College. Interoffice items placed in the outgoing mail after first pick up and USPS mail placed in outgoing mail after final pick up will not be processed until the next business day.

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- Each RVC employee is limited to a single campus mail stop. Mail is delivered to the mail stop of the individual or department listed by the database within MDC. When an individual or department relocates to a different mail stop, they must send written notification of the change to MDC. Misdirected mail should be returned as soon as possible to the MDC for correction.
- New mail stops and changes to existing stops must be submitted to the Manager of Business Services via the Mail Stop/Move Form. The Manager of Business Services will review the requests with consideration for the needs of the campus, and the restrictions of time, personnel, and funds. Any changes will be communicated to impacted departments.
- Each mail stop will have a mail bin where outgoing mail will be left for pick up and where mail will be delivered. Mail bins should be placed in an acceptable location approved by the Manager of Business Services. Mail bins must never be placed on the floor to prevent the contents from being mistaken for trash by the cleaning crew.
- The Manager of Business Services may audit campus mailings for compliance with USPS statutes and College policies and procedures.

## External mail:

- MDC staff collect postal mail daily from the USPS post office. Outgoing mail is processed throughout the day by MDC staff who deliver it to the USPS post office at the end of the workday.
- An RVC employee will be in the MDC location during College business hours for receiving deliveries from non-USPS shipping companies.
- MDC staff will schedule pick-up or drop-off of outgoing mail via non-USPS shipping companies as reasonably necessary for College business.
- Personal items should never be shipped to or from the College. If such packages are received, MDC will contact the addressee to retrieve the package and remind them to direct personal shipments to a non-RVC location per Board policy.

## Interdepartmental mail:

1. Interdepartmental mail is considered mail and materials relating to current RVC business without postage delivered from one campus mail location to another campus mail location. Per federal law, interdepartmental mail can NOT be used to send mail and materials to another organization.
2. Interdepartmental mail should be placed in a reusable interdepartmental delivery envelope, securely fastened with string or tape, and clearly labeled with the name and location of the destination.
3. Heavy or bulky items should be in a box or similar sturdy container with a clear label for the name and location of the destination. The label must be securely attached to the container.
4. Cash, checks, and valuables should never be sent through Interdepartmental mail. Refer to the RVC Police Department's procedures for the transfer of these items.
5. Supplies of interoffice envelopes are distributed through Central Stores. Unused and empty interoffice envelopes should be returned to MDC to be

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placed back into circulation. Interoffice envelopes being returned to MDC should be rubber banded and labeled "Empty Envelopes for Reuse."

6. When using interoffice envelopes, the address should always be placed on the next available line with the current date, first name, last name, and the department (not the building) of the addressee, in addition to first, last name and department of sender. Only one line should be used. One side of the envelope should be used completely before the other side is used. Interoffice mail that is not placed inside an Interdepartmental envelope should be labeled "INTERDEPARTMENT MAIL" and kept separate from all other mail.
7. Advance notice should be given to MDC for large interdepartmental transfers. Movement of campus assets, including computers and related equipment, must follow the College's Equipment Transfer Request process and may require coordination with Information Technology and Plant Operations.

## E. Related Documents

RVC Board Policy 2:40.040 Mail Service

RVC Administrative Procedure: Shipping and Receiving (2:40.040)

Mail Stop/Move Form

How to Ship Letters or Packages (BSE MDC SOP WIP)

RVC Police Department's how to transport money

**Reference:** Administrative Policy Manual 3.70.020, # 194, 195

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