

# FAYETTEVILLE STATE UNIVERSITY

## EMPLOYEE PERSONAL MAIL POLICY

- Authority:** Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
- Category:** General University Policies
- Applies to:** • Administrators • Faculty • Staff
- History:** Approved - September 9, 2008  
First Issued - July 31, 2008
- Related Policies:** *University Mail Center*
- Contact for Info:** Office of Business and Finance (910) 672-1151
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### I. PURPOSE

The purpose of Fayetteville State University's (FSU) mail services is to support the educational mission of the university by delivering mail and related services to university employees and the student body in a timely, cost effective, and efficient manner. University Mail Services acts as the liaison with the U.S. Postal Service, United Parcel Service, Federal Express, DHL, and other private carriers of mail and packages, both domestic and international in the performance of official university related business.

### II. INCOMING UNIVERSITY MAIL

All mail addressed to FSU becomes the property of the university upon acceptance by University Mail Services. University Mail Services exists for the preparation and distribution of materials, the content of which is to relate to the official business of the university. FSU's mail distribution services, per university policy and according to federal regulations, are not to be used for commercial or personal purposes and/or dissemination of statements on behalf of a political campaign or candidate. Official business materials are those dealing with some aspect of the university's operation that can be defined as being essential to the instructional, research, and community service programs and activities of the university as differentiated from private business or personal mail. Administrators, faculty and staff must have all personal mail and parcels directed to their home, or other non-university address. Personal or commercially related

materials sent to the university in violation of this policy, i.e., personal items from commercial establishments, not specifically used in the course of university business, will be removed and/or returned to the sender. There will be no exceptions to this policy.

### **III. OUTGOING UNIVERSITY MAIL**

Each FSU department head or unit director is responsible, in accordance with operational policies for University Mail Services, for determining whether materials to be postage metered/addressed and/or distributed by University Mail Services relate to official business of the university. Mail processed through the University Mail Center is monitored for a valid FSU return address and a proper departmental fund/org code before expending FSU postage funds.

When questions occur concerning such determination, (i.e., personal bill payments, personal letters and/or packages) the matter will be referred to the next level of university administration (department head, dean or vice chancellor). This prohibition ensures that FSU postage funds are used for university business mail only.

Stamped personal mail will be handled by the University Mail Center according to standard U.S. Postal Service guidelines.

**Note:** A limited number of U.S. Postal Service boxes are available for personal rental on a yearly basis. Please contact the University Mail Services office at (910) 672-1123 for availability and current rates.