UCBA Mail Handling Policy

A. Purpose/Background:

This policy and procedure is intended to provide the guidelines for our Mail Processor in the following areas: mail delivery to all constituents at UC Blue Ash, outgoing mail from our mailroom, and package handling of deliveries and returns of mail/packages that are for parties no longer at UCBA or are not picked up in a timely manner.

B. Procedures:

Mail and Package Delivery:

- Mail will be delivered to the individual's building location within one business day of arrival at UCBA. The mail is placed in the mail slots provided for those who have offices in Muntz Hall. For others, the mail will be delivered to the office supply rooms in Walters, Flory, Annex, and Vet Tech, to be sorted and distributed by others in those buildings/locations.
- Packages (USPS, FedEx, UPS, etc.) that arrive at Muntz Hall will be delivered to the faculty or staff office within 24 hours of arrival at the campus. A package for an adjunct will be placed in the individual's mail slot. If it does not fit in the mail slot a small card will be placed in the mail slot that the package can be retrieved at the Muntz Hall mail room. The adjunct has 15 days to retrieve the item, else it will be returned to the sender.

Outgoing Mail:

- Outgoing mail will be collected once a day as the mail is delivered to each location. For those buildings other than Muntz Hall the mail will be processed and sent out the following business day. Outgoing mail that arrives in the mail room of Muntz Hall by 10:00 AM will be processed for pick up that day. Mail that arrives after that time will be ready for the next business day's pick up.
- Outgoing mail that requires postage should include the account number for the postage to be charged. [See Business Office provided Postage Account Number spreadsheet.]
- Three mail slots are provided in Muntz Hall for UC campus mail, mail to be run through the meter, and US stamped mail.

Returns of Mail and Packages:

- Any mail returned from the staff or faculty should be marked "Return to Sender". These items should be placed in the next day's mail pick up. If it has been more than one day then the mail room processor will contact the sender and make arrangements to have the item returned.
- If mail or a package is received for a faculty or staff member that no longer works for UCBA and there is no forwarding address, the items should be sent back to the sender with the cover marked "Return to Sender", no forwarding address. If a forwarding address is provided the mail will be forwarded only for 30 days. After that time it will be discarded or returned to sender.
- A faculty or staff person should inform the mail room processor when an extended absence is planned. The person needs to indicate what to do with the mail during the absence.
- Retiring faculty or staff or those who terminate employment with UCBA need to provide a forwarding address. Mail will be forwarded only for 30 days. After that time it will be returned to sender.