<table>
<thead>
<tr>
<th>Policy ID:</th>
<th>AP-04-103</th>
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<tr>
<td>Effective:</td>
<td>November 2, 1998</td>
</tr>
<tr>
<td>Revision:</td>
<td>January 18, 2017</td>
</tr>
<tr>
<td>Review:</td>
<td>3 years</td>
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<tr>
<td>Maintained by:</td>
<td>Facilities Management</td>
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<td>Approved by:</td>
<td>Chancellor</td>
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<tr>
<td>Next Review Date:</td>
<td>January 2020</td>
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**Policy**

Campus Postal Services cover the following mail functions:

- Official administrative and business use by State of Wisconsin and University of Wisconsin units.
- Collective bargaining agents officially recognized by the State Department of Employment Relations (DER)
- Materials received on campus via the U.S. Postal Service
- Professional organizations such as TAUWF, WEAC, PDK, etc.
- Outgoing personal mail with personal postage affixed.

**Authority**

The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process.

The Assistant Chancellor for Business and Finance is responsible for the administration of this policy. To request an exception to this policy, [mailto: administrative-policy@uwrf.edu](mailto:administrative-policy@uwrf.edu).

**Sanctions and Appeals Process**

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

**Procedure**

Pickup and delivery points are assigned to each building or group of buildings. There will be a pickup and delivery service daily each morning. Outgoing mail will also be picked up in the afternoon only in North Hall, South Hall and Kleinpell Fine Arts. Mail may be hand carried to the Mail Room at Central Stores/Postal Services prior to 2:00 p.m. for submission to the U.S. Post Office.
University Responsibilities
Postal clerks will not meter or affix postage to personal mail. Official campus and off-campus mail will be delivered and picked up daily at each building.

Department/Unit Responsibilities
Each University department shall address, presort, and affix accounting codes as applicable prior to submitting to Postal Services for pickup and delivery. The University postal clerk is the official University contact with the U.S. Post Office. Other employees may not take unmetered mail to the post office.

Related Documents
- Statutes - Administrative Code UWS 1.01 and UWS 18 (16)
  https://docs.legis.wisconsin.gov/code/admin_code/uws/1/01
- System Policies
  a. Classified Employees Work Rules

Contact
To direct questions about this policy, mailto: administrative-policy@uwrf.edu.