

## Palomar Community College District MAIL SERVICES

Mailroom is actively working to maintain critical operations during this challenging time. In order to utilize resources in the most efficient manner as departments move to a remote work environment, the following adjustments are being made to mail distribution:

### Incoming Mail:

- Incoming mail will be consolidated to the broadest groups possible (see below). Each area will need to designate staff and develop internal procedures for distributing mail within their units.
- There will be no off-site mail delivery to the Education Centers.

### MAIL PICK UP SCHEDULE

**Only essential personnel authorized by their respective Dean/Director will be allowed to retrieve mail.** There will be no Mailroom staff on duty these days. Mail will be available using the department's mail box key.

Pick Up Time	Tuesday	Wednesday	Thursday
8:00 – 9:00 a.m.	Campus Police	Student Services (Admissions Box)	PFF
9:00 – 10:00 a.m.	President's Office (Includes Public Affairs, Research)	Finance and Admin Services (AP, Cashiers, Facilities, I.S., Purchasing, Contracts)	Faculty Senate
10:00 – 11:00 a.m.	Social and Behavioral Sciences	Payroll and Budget	CCE/AFT
11:00-12:00 p.m.	Arts, Media, Business Admin	Foundation	Aramark
12:00-1:00 p.m.	Career Tech and Extended Ed	Instructional Services (Includes PD, CCC Tech Connect, Tenure, Education Centers)	Follett
1:00-2:00 p.m.	Languages and Literature		Pride Center
2:00-3:00 p.m.	Math, Sciences, Engineering		
3:00-4:00 p.m.	Human Resources		

### Outgoing Business Mail:

- **Metered Mail:** Mailroom staff will continue to meter business mail requiring postage. Outgoing mail will be metered and delivered to USPS every Monday.

**Junk Mail:** All junk mail will be removed. To help expedite the processing of mail, do not put personal mail in the campus mail stream.

**Intercampus Mail:** Intercampus mail will be processed and delivered to Mailroom mail boxes every Monday and Friday.

**Need Assistance?** Please email Diane Cummins at [dcummins@palomar.edu](mailto:dcummins@palomar.edu).