

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 | Friday |
|--------------------|--------------------------------|--|----------------|--------------|
| 8:00 – 9:00 a.m. | Campus Police | Student Services (Admissions Box) | PFF | |
| 9:00 – 10:00 a.m. | | 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 | Library Svcs |
| 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 | President's Office/PA/Research | Pride Center | |
| 2:00-3:00 p.m. | Math, Sciences, Engineering | | ECELS | |
| 3:00-4:00 p.m. | Human Resources | | | |
| 4:00-5:00 p.m. | | | | |

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 Anna Morrison at amorrison@palomar.edu.