Mail Services Delivery Changes

Business Partners Roundtable
May 1, 2009
Effective July 1, 2009, Mail Services will change its delivery schedule from providing two mail pick-up/deliveries a day to one daily mail pick-up/delivery.
Current Mail Services

- Two daily deliveries to 150 locations (mailstops) on campus
  - University Departments, Auxiliaries, Enterprise Programs, Non-State-Funded Programs
- Daily run to State Controller’s Office and Main Post Office in West Sac
- Daily Courier run to various downtown offices
- Processes bulk mailings, including labeling and address list certification
- 6.0 FTE staff (Supervisor and 5 Mail Clerks) + student assistants; .50 FTE MPP – staffing level has not changed for over 15 years.
Reasons for Change

- Number of mailstops has increased: in 1999, there were 99 mailstops; today there are 150.
  - Campus moves have added new mailstops, with few consolidations of mailstops
- Number of campus facilities has increased:
  - Broad Athletic Facility, CalSTRS, Napa and Modoc Halls, CPR
- New facilities will be added in coming year:
  - The Well, Del Norte Hall
- Current staffing level will be unable to sustain two deliveries a day to all facilities with campus growth.
Mail Delivery as of 7/1/09

- Departments will have one mail pick-up and delivery daily either in the morning or the afternoon (a regular schedule will be established).
  - First Class Mail picked up on morning or afternoon mail run will continue to be processed that same day.
  - Incoming Priority and Express Mail will continue to be delivered the same day received.
Mail Delivery as of 7/1/09 cont.

- Interoffice mail may take 24 hours for delivery.
  - Option: Interoffice mail can be hand-delivered or scanned/emailed/faxed to recipient.

- First Class Mail not ready by morning run won’t go out until the following day.
  - Option: First Class Mail can be hand-delivered to Mail Services and will be processed that same day as long as it is received by 3:00 p.m.

- Third Class mail (magazines, etc.) may be delivered the day after it is received in the Mail Room.
Mail Delivery as of 7/1/09 cont.

- A few departments may continue to receive two daily mail deliveries based upon on-going critical business need.

- Heavy mail volume during specific times of year may be picked up/delivered twice daily through prior arrangement with Mail Services.

- We are currently reviewing logistics for placing one or more drop-off boxes on campus that will be picked up in the afternoon in time to be processed that same day.
Questions