



Policy & Procedure Manual

PERSONAL MAIL – HR-III-27

POLICY:

A vast amount of mail is handled by our mail service in the normal operation of OPTIONS northwest. Under no circumstances are employees to use internal mail service for personal incoming or outgoing mail.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Client Services Administration, Client Services, Community Resource Team

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE: _____