

# KILLEEN INDEPENDENT SCHOOL DISTRICT MAIL ROOM PROCEDURES MANUAL

## **PURPOSE:**

To establish procedures for the operation of the mailroom, consistent with the policies of the School District and the United States Postal Service.

## **SCOPE:**

These rules and procedures apply to all employees who interact with the District mailroom. This document supplements, but does not supersede any KISD Board Policy or any U.S. Postal Regulation.

## **DEFINITIONS AND TERMS:**

MAILROOM: The KISD Mailroom is located at 110 North W.S. Young Dr. adjacent to Transportation Services. Normal hours are 7:00am to 4:00pm, telephone 336-0141. Mailroom employees work for the Supervisor for Warehouse Services 336-0790.

INTER-CAMPUS MAIL SERVICE: There are scheduled times for mail runs, to campuses and other departments. Mail distribution will be made daily, however times may vary. Call 336-0155 for delivery times to your Location.

DISTRIBUTION DRIVERS: These personnel pick-up and drop-off mail at campuses and departments, they work for the Transportation Foreman, telephone 336-0155.

OUT GOING MAIL: Mail that originates within KISD and is processed before being delivered to the U. S. Post Office.

BULK MAIL (POSTAL TERM): As stated on the Bulk/Presorted Mail Control Sheet KISD FORM 285-842 and Bulk/Presort Mail Control Sheet, KISD Form 285-843. (Mail outs must have 200 or more qualifying pieces with at least 125 pieces with the same zip code). To qualify as bulk rate, the contents may not specify a name, social security number, or any information that specifies an individual (excluding address line).

FIRST CLASS PRESORTS (POSTAL TERM): As stated on the Bulk/Presorted Mail Control Sheet KISD Form 285-842 and Bulk/Presort Mail Control Sheet, KISD Form 285-843. (Mail outs must have 500 or more Qualifying pieces with at least 125 pieces having the same zip code.)

## **PROCEEDURES:**

1. Mail Room personnel will pick up U.S. Mail at the 10<sup>th</sup> Post Office at Approximately 9:00am and deliver it to the Mailroom at approximately 9:30am.
2. Mail Room personnel will breakdown/sort and bag U.S. mail and internal distribution for delivery to campuses and departments.
3. At approximately 9:30am, delivery drivers will start their mail delivery run. Mailroom personnel will deliver mail and distribution to the Central Administration building.
4. At approximately 12:30 pm delivery drivers will return mail picked up from the campuses and departments to the mailroom for sorting.
5. At approximately 2:00pm delivery drivers (if they are available) will begin their afternoon delivery runs while mailroom personnel make their afternoon delivery to the post office.

## **SPECIAL INSTRUCTIONS:**

Distribution drivers are tasked to pick-up and drop-off mail and distribution, they should not be used to relay messages and guidance. They are not experts on mail rules; campuses and departments should contact the mail room (336-0141) for instructions or questions.

Mailroom personnel should address any issues concerning mail that is not prepared in accordance with prescribed policies. Mailroom personnel will contact the campuses/departments with the appropriate instructions and guidance. Once the issue is resolved distribution drivers will return the mail to the designated person at the campus/department.

Campuses and departments are encouraged to cover and protect their mail during inclement weather (recommend using using large trash bags). Baskets and letter trays are available from the mailroom for bulk mail; this will prevent shifting and spilling of contents while enroute to the mailroom.

Campuses and departments should separate post office mailings and internal school mailings.

Campuses should use specific addresses for internal mail, such as: "Harker Heights H.S". or "Harker Heights E.S." or a specific department within

Gateway Complex.

If campuses or departments do not have their mail bag picked up, or if the wrong mailbag is delivered; they should call the Transportation Operations Foreman at 336-0155.

Items weighing more than fifty pounds may not be sent through the USPS. Contact the mailroom concerning FEDEX arrangements.

Personnel choosing to mail items using USPS types: Certified, Registered, Insured, Express Mail, Return Receipt, or Cash on Delivery should fill out PS Form 3811 (Encl 5) attached to their mailing. Personnel choosing Certified should also fill out PS Form 3800 (Encl 6). The mailroom will charge the appropriate budget code after the fee is derived (weight of parcel and zip code of destination).

Personnel choosing to insure their mail items should fill out PS Form 3813-P (Encl 7). The mailroom will charge the appropriate budget code after the fee is derived (weight of parcel and zip code of destination).

Personnel sending articles to an overseas address are required to fill out PS Form 2976 (Encl 8) United States Postal Service Customs-CN22. Letters to Canada and Puerto Rico should be specifically identified due to postal cost requirements.

Personnel choosing to send packages using FEDEX should contact the Mailroom for instructions. FEDEX shipments Fed Ex USA Air bill (Encl 9) may originate at individual campuses or departments.

When sealing envelopes, campuses should ensure that the top right hand corner has no tape or other obstructions that will prevent the permanent printing of the postal fee in that area.

Trifold letters are not accepted due to getting caught and jammed in the mail Machine.

Coordinator for Warehouse Services

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