

STAFF SENATE RESOLUTION #218

Title: Request for Revision of University of Wyoming Campus Mail Policy

Date: April 6, 2016

Author: Senator Rachel Stevens

Sponsors: Senator Kathy Kirkaldie and President Arron Sullivent

1 WHEREAS, the University of Wyoming Postal Service provides collection and distribution of
2 inter-departmental mail, and;

3 WHEREAS, numerous departments on campus utilize the inter-departmental mail service to
4 distribute items of importance to UW's programs, and;

5 WHEREAS, numerous departments on campus utilize the inter-departmental mail service to
6 distribute items of importance to UW's personnel¹, and;

7 WHEREAS, current UW policy does not require the delivery of inter-departmental mail items
8 to the addressee's designated mailbox or prohibit individuals from tampering with or
9 disposing of any inter-departmental mail item that is addressed to another individual;

10 THEREFORE, be it resolved that the Staff Senate of the University of Wyoming requests that
11 the University of Wyoming Regulations be amended to include specific policies governing
12 the use and delivery of inter-departmental mail, and;

13 THEREFORE, be it further resolved that the inter-departmental mail policy should prohibit
14 tampering with or disposing of inter-departmental mail items by any individual other than
15 the addressee.

¹ Examples include notification of leave time to vote or fulfill other civic duties, reimbursement checks, campus-wide communications from the University President or other administrators concerning policy issues, notification of significant changes to employee benefits and tax information which cannot be distributed exclusively via electronic mail, etc.

Date of Passage: _____

**“Being enacted on _____, I do hereby sign my name hereto and approve this
Senate action.”** _____

Staff Senate President, Arron Sullivent