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

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

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

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

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

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

THEREFORE, be it further resolved that the inter-departmental mail policy should prohibit tampering with or disposing of inter-departmental mail items by any individual other than 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 that cannot be distributed exclusively via electronic mail, etc.
Date of Passage: May 4, 2016

"Being enacted on May 4, 2016, I do hereby sign my name hereto and approve this Senate action."

Staff Senate President, Arron Sullivent