

Policy 3.015A. Personal Visitors/Mail Procedure

Employees shall not receive personal visitors during working hours. Employees shall not receive personal mail, including individual magazine subscriptions, at C.E.S. Such mail should be addressed to the employee's home. C.E.S. is not responsible for any personal mail delivered to employees at the C.E.S. address.

The C.E.S. mail handler is authorized to open and distribute all mail not marked confidential.

REVIEWED: June 1, 2000