

# Grant County Personnel Policy

## 512.7 County Mail Services

- 512.7.1 County employees are not to use the County Mail Services for personal mail and/or packages, which is not to say that posting an occasional stamped letter or card is disallowed. Rather, this policy is to ensure that County employees are not using County Mail Services to receive personal mail and packages, send personal packages, or send out voluminous, stamped mailings (such as holiday greeting cards).
- 512.7.2 Use of the County address to receive personal mail or packages, even though County Mail Services is not involved, is discouraged.
- 512.7.3 The County Mail Clerk is prohibited from delivering personal packages, shopping catalogues, and other non-County business related materials to employees.
- 512.7.4 Employees are prohibited from using County Mail Services to mail personal packages.