

River Valley Child Development Services

**POSTAL SERVICES**

Practice

Effective: February 1, 2014

River Valley Child Development Services, hereinafter referred to as RVCDS, does not permit delivery of employees' personal mail. Personal mail defined as – any mail not related to RVCDS or your position at RVCDS. Examples: packages, utility bills, credit card, bank accounts not related to RVCDS, and periodicals not related to your position.

All employees are to receive their personal mail at home or at a permanent address. An RVCDS address should never be given as an employee's permanent address.

In addition, RVCDS forms of postage (stamps or postage machine) are not permitted for employees' personal use.

Violations of this practice may result in disciplinary action up to and including termination.