

USPS Mail Sort Teams

MON	TUES	WED	THURS	FRI
Team 1	Team 2	Team 3	Team 4	Team 5
Ronnie Kearns Lisa Mink Heather Faubert	Diane Horne	Matt Stenglein Kelly Byrne Sandra Smith	Sally Ann Avery Deb Allen	Shelley Viola
	Diane Callahan Karla Kennedy			Maryann Osborn

- ❖ Maryalice will continue to do courier mail. Jackie/Sharon will be her back up.
- ❖ Vicky and Jackie/Sharon will continue to sign for UPS packages and certified mail, as well as call people for Staples, DHL or Fed-Ex packages when deliveries are at the front lobby or the loading dock.
- ❖ It is up to each individual to make sure your assigned day is covered if you will be out of the office. If both will be out, please exchange days with another team.
- ❖ Mail must be sorted on the day it is received and the team should make every effort to sort by 1:30 p.m.
- ❖ Mail that is addressed only to BOCES and is without a specific name should be opened. The information is usually inside. If it is an invoice that only lists a PO# put it in Jackie's/Sharon's box.
- ❖ If something is addressed to a name that does not have a box, please look that name up on the staff directory of the BOCES website. If you find the person and she/he is a BOCES employee in another building, send it through the courier. If you cannot find the person, please a return it to send so we can be taken off of their mailing list. Please do not leave mail on the table.
- ❖ New Hires/Terminations/Name Changes— It is the responsibility of each program to add or delete mailboxes when an employee's status changes. Please do so as soon as the change occurs so mail can continue to flow properly.

*To be reviewed December 2008.