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Memo: Personal Mail and Package Deliveries

Please post for all employees

To all Departments and Agencies:

As we get closer to the holiday shopping season, UPS, FEDEX, and USPS will see an increase in mail and package volume. Please keep in mind that expected delivery times can be increased, meaning it could take longer to get to the destination. This can be true of both letters and packages. Along with volume increases, inclement weather, snow storms, etc. can also delay packages and mail.

Policy Reminder: **Do not** have personal mail or packages sent to your work address. All mail and packages will route through Central Postal and this violates security protocols and Idaho Code. If personal packages or mail is received by Central Postal, it will be returned to the sender. This policy is in effect year-round. **We will, as a courtesy, continue to pick up outgoing personal mail that has the correct postage already attached.**

If I can help in any way, by describing processes or answering any additional questions, please reach out to me. I am here to help.

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