

1. PURPOSE

This policy describes the outgoing and incoming mail procedures that apply to AUP administrative staff and faculty.

2. WHO IS AFFECTED BY THIS POLICY

Employees.

3. POLICY STATEMENT

The mail department, whose office is at 102 Rue St. Dominique, receives, sorts, and redirects incoming mail. The mail department also collects and sends any outgoing mail sent by AUP employees, for administrative matters. Mail is collected and distributed from each AUP building reception on business days, between 1 and 3 PM.

A. INCOMING MAIL

a. Certified mail

AUP does not have the authority to accept certified or registered mail (*courriers recommandés*) addressed to individual staff members and not to AUP.

b. Mail addressed to Faculty

Every faculty member is assigned an individual mailbox to which external and internal mail is delivered. Mailboxes are assigned at the start of each semester, typically in the same building as the faculty member's office. If this is not possible, a faculty member will be assigned a mailbox in the nearest AUP building with a reception desk.

Any mail requiring signature for delivery or with a tracking number will be registered by reception desk staff. Faculty are notified of such mail and may collect upon signature.

c. Mail addressed to AUP departments

With the exception of mail directed to The Office of Human Resources, mail is distributed to each AUP building once a day or signed for and received directly by reception desk personnel. Incoming mail is subsequently dispatched to every department in the building. Any mail directed to The Office of Human Resources is brought directly to that office.

Registered or certified mail requiring signature are signed for, recorded, and delivered to the relevant department.

B. OUTGOING MAIL

a. Domestic mail within France is collected from every AUP building reception desk and mailed via French postal service on the same day (thus typically delivered within 2-3 working days).

b. International mail is posted twice a week (therefore typically delivered within 3-6 working days). Mail may be marked with a blue sticker to request expedited mailing. Delivery thus typically occurs within 2 business days.

c. Domestic registered mail within France is posted the same day and typically delivered the next day. The amount to be paid is registered by the mail department at the time of shipment.

i. The destination address and sender's name (and department) must be legibly written on the yellow registered slip indicating with or without return receipt.

ii. The registered slip must be applied to the envelope.

iii. Return receipts are returned to the sender via AUP internal mail.

d. International registered mail is posted the same day and typically delivered within 3 business days.

i. The destination address and sender's name (and department) must be legibly written on the pink registered slip indicating with or without return receipt.

- ii. The registered slip must be applied to the envelope.
- iii. Return receipts are returned to the sender via the AUP internal mail.
  
- e. International parcels are sent via FedEx. The mail department handles all formalities unless a department has its own FedEx account (e.g. The Office of Admissions, the Bursar). For LTM departments such as Outreach & Advancement, The Office of the President, Academic Affairs, Registrar, Finance & Administration and HR, international parcels will be FedExed by General Services (room L-208).
- f. Special requests: For bulk mail or special assistance, contact the Coordinator of Administrative Services (see below).
- g. Personal mail that is correctly stamped and paid before collection may be included in AUP outgoing mail. Any unpaid mail will not be shipped and will be returned to the sender.
- h. The cost of postage is charged to the sender's department.

#### 4. RESPONSIBILITIES

**Administrative Services Office**                      The ASO oversees the mail department and personnel.

#### 5. DEFINITIONS

**AUP**                      The American University of Paris

**Employee**              Any person who is linked to The American University of Paris by an employment contract.

**Mail**                      Postal mail, registered mail, parcels, special deliveries, etc.

#### 6. APPROVALS & HISTORY

This policy was approved in April 2018 and updated in July 2019. Next review will take place in November 2022.

#### 7. ISSUING OFFICE AND CONTACT

Administrative Services  
Mail Office  
102 rue Saint Dominique  
75007 Paris  
+33 (0)1 40 62 06 09