

From: Campbell, Michael
Sent: 6/26/2014 4:10:39 PM
To: Dietz, Sidney (/O=PG&E/OU=Corporate/cn=Recipients/cn=SBD4)
Cc:
Bcc:
Subject: FW: Personal Packages Being Sent to CPUC Mailroom

FYI.

Somebody will file a grievance in: 3 ... 2 ... 1 ...

From: WebMaster
Sent: Thursday, June 26, 2014 11:50 AM
To: ALL PUC
Subject: Personal Packages Being Sent to CPUC Mailroom

Personal Packages Being Sent to CPUC Mailroom

Over the past several months Administrative Services has been monitoring its mailroom workload in an effort to relieve other Divisions of their mailing workload so that program staff can focus on program specific work. Our assessment of the mailroom workload identified that personal packages have been delivered to the mailroom for employees to pick up during working hours.

We recognize that delivery of personal packages to work may be a very convenient arrangement for employees but it means that the mailroom employees are spending state time handling non-work related packages which takes them away from providing an appropriate level of service to our client divisions. In addition, "using state time, facilities, equipment, or supplies for private gain or advantage" is in violation of [Government Code Section 19990\(b\)](#).

In light of the above, effective July 3, 2014, personal packages cannot be handled by the CPUC mailroom and non-work related packages delivered to the mailroom will be

returned to the sender. During July, the addressee will be notified that a package was returned, after July, personal packages will simply be returned to the sender without notification.

Thank you.

Please address any questions to Scott Finger at CPUC Business Services.