



PASADENA UNIFIED SCHOOL DISTRICT OFFICE OF THE CHIEF FINANCE OFFICER

To: All Staff **Date:** January 30, 2012

From: Christine Ward, Administrator, Procurement & Contracts

Subject: Mail Room Changes

All Staff:

- Warehouse and mailroom work hours are 6 a.m. to 2:30 p.m. - with allowances for a half hour lunch and two fifteen minute breaks.

Mailroom changes:

- The District "route" will be split into two halves (see below) with Eric and Sal (or back-up person) taking a half each.
- There will only be one mail delivery made daily to District sites and the Ed Center.
- All Ed Center offices will be informed that if they have any mail to be sent out, they must walk it down to the mailroom.
- Any Golden State Overnight packages must be in the Procurement Office by 3:00 p.m. in order for arrangements to be made for pick-up.
- Back up staff for Eric and Sal will be either Jarrol Taylor or Daniel Magdaleno.

Pasadena West Route

Altadena
Blair
Cleveland
DSC
Edison
Eliot
Hodges CC
Jackson
Madison
Muir
Roosevelt
San Rafael
Washington AC
Washington CC
Washington MS

Pasadena East Route

Burbank
Don Benito
Field
Hamilton
Jefferson
Jefferson CC
Longfellow
Longfellow CC
Marshall
Norma Coombs
PHS
Sierra Madre(s)
UTP
Webster
Willard
Willard CC
Wilson