

In the event of a postal strike:

All mail handlers will be on strike, including sorters, carriers, and truck drivers. In the event of a total strike, there will be no incoming mail, and only some outgoing mail will be processed (see below). If the strike is a rotational strike, only some centres will be on strike each day, which will result in an overall slowdown, but not a complete shutdown. CUPW has provided notice of strike action starting at 11:59 pm on Thursday, June 2, 2011.

University of Manitoba mail will be affected as follows:

Interdepartmental Mail:

University of Manitoba interdepartmental mail will not be affected. Departments may continue sending non-posted mail destined for Fort Garry and Bannatyne campuses.

US and International Mail:

We use Spring Global Mail for all *outgoing* US and International Mail, so there will be no disruption of service. However, *incoming* mail is handled by Canada Post and will therefore be disrupted unless departments make their own prior arrangements with courier services.

Manitoba Government Mail:

Mail destined for Province of Manitoba government offices will continue to be distributed as usual. The U of M delivers and picks up provincial government mail on a daily basis. In the event of a postal disruption, the provincial agency MDA (Materials Distribution Agency) will distribute provincial mail through 22 distribution centres in Manitoba. These centres will serve as pickup / distribution locations for nearby communities.

Outgoing Mail Destined for Manitoba (non-Manitoba Government Mail):

The University of Manitoba will partner with MDA for delivery of *essential* mail through the 22 distribution centres. *Essential mail includes cheques, court orders, critical educational material, blood tissue, and items required to maintain health care or meet legislative, regulatory, and essential services. Departments are asked to hold non-essential mail until the disruption is over.*

In the event of a postal disruption, a list of essential mail distribution centres, and the towns served by each distribution centre, will be available on the Physical Plant Mail Services website http://umanitoba.ca/campus/physical_plant/mailcs/369.htm.

Departments may send their essential mail through the Fort Garry Campus Mail Services as usual, labeling items clearly and securely as ESSENTIAL. For larger mailings, please call 8748 to arrange bundling procedures. You may be asked to bundle items going to the same town and/or by pick-up centre.

As well, departments sending Manitoba mail should advise recipients that:

- Rural distribution centres will be open from 8:30 am to 4:30 pm. daily, starting May 26.
- Recipients will be required to pick up their mail from the distribution centre, and, for cheques, will require either 2 pieces of non-photo ID, or 1 piece of photo ID.
- If someone other than the payee on the cheque is picking up the cheque, he/she will need to present a letter authorizing pickup on behalf of the payee (if this is a company, the authorization letter should be on company letterhead). There are no exceptions; the rule even applies to married couples (ie, if the payee is the husband, the wife will require the appropriate letter of authorization if she is picking up the cheque).

Incoming Mail from Within Manitoba:

The University of Manitoba will partner with MDA to pick up essential mail on a daily basis. It will be sorted in UM Mail Services and distributed throughout University departments, as usual.

Outgoing and Incoming Mail To/From Other Provinces in Canada:

There will be no service. Departments may arrange for courier service as necessary, at their own expense.

Outgoing and Incoming Mail To/From Addresses in Winnipeg (Non-Manitoba Government Mail):

There will be no service. Departments may arrange for courier service as necessary, at their own expense.