

## Article 29: Correspondence

- 29.1 A copy of each and every piece of correspondence passing between the Association and the employer shall be sent to the Director of Human Resources and the office of the President of the Association. Where written notice is specified in the Collective Agreement, Carleton University's internal email, will be deemed adequate means. Where receipted delivery is specified, the receipted delivery facilities of internal email service may be used (a "read receipt" requested), ~~unless the intended recipient is known to be off campus in which case registered mail with acknowledgement of receipt shall be used.~~