

I. PURPOSE

To provide a regular and official channel of communication to all employees.

II. POLICY

Relevant Agency and employee information will be displayed on bulletin boards located in Agency buildings. Information will be of the following types:

- A. Legally required posters and notices.
- B. Agency standards and rules of conduct.
- C. Safety rules and related information.
- D. Management memos and announcements including Job Posting forms.
- E. Agency-sponsored social and recreational events.

III. PROCEDURE AND RESPONSIBILITIES

- A. Information to be posted on the bulletin board must be approved in advance by the Department Head. Questions or issues related to the propriety of postings should be directed to the Personnel Manager.
 - B. The Personnel Department will be responsible for providing legal information to be posted. The Department Head (or designee) is responsible for posting legal information as instructed and required, maintaining the orderly appearance of department bulletin boards, and removing dated material.
 - C. All employees will be responsible for regularly checking and reading the bulletin board, and for following the posted rules, regulations and instructions.
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Bulletin Boards, Continued

- D. Employees who wish to post personal items on Agency bulletin boards must first submit the item to the Department Head or designee for approval.