



BULLETIN BOARDS

I. PURPOSE

To provide a permanent and official channel of communication to employees.

II. SCOPE

This policy applies to all locations of the City with ten or more employees.

III. POLICY

Important City information will be displayed as required on bulletin boards located at strategic points throughout the City's facilities. Information will be of the following types:

1. Legally required posters and notices.
2. Safety rules and related information.
3. Management memos and announcements, including job posting forms.
4. City sponsored social and recreational events.

Employees will be responsible for locating and regularly checking/reading the bulletin board as well as following posted rules, regulations, and instructions. Employees are not to post materials on these designated areas without prior authorization. These bulletin boards are for informational purposes only and should not serve as a forum for the expression of personal or political beliefs.

IV. PROCEDURE

Each facility shall assign an employee who will be responsible for maintaining the orderly appearance of the bulletin board, posting new information and removing dated material. All materials for posting must be approved in advance by the City Manager.