

**BULLETIN BOARDS**

Effective Date:

Upon Approval

1. AUTHORITY

- 1.1 Employment-related laws require employers to display notices in prominent areas readily observable by all employees. Employer posting requirements of applicable state and federal laws can be found at the U.S. Department of Labor's Poster Page:
<http://webapps.dol.gov/elaws/posters.htm>.

2. PURPOSE

- 2.1 To allow the Director of Administration and Regulatory Affairs (ARA) to establish a process that permits the Director's Office Staff to distribute local, state and federal notices, publications and bulletins for posting.

3. OBJECTIVES

- 3.1 To ensure that current federal, state, local or departmentally mandated notices comply with display requirements on departmental bulletin boards and describe a means for posting of discretionary employee related items.
- 3.2 To ensure that any information posted is inoffensive, permissible, current and pertinent to ARA employees and does not contain disparaging language relative to ARA or its employees.

4. SCOPE

- 4.1 This policy applies to all employees reporting to the Director of ARA.

5. RESPONSIBILITIES

- 5.1. ARA Director: The ARA Director is responsible for ensuring the integrity of departmental bulletin boards by establishing a process to review posted notices to ensure compliance with all applicable state and federal laws or mandated by contractual agreement, such as posting HOPE union meeting notices.
- 5.2. ARA Employees: ARA employees are responsible for adherence to the bulletin boards process which has been established by the ARA Director.

6. PROCEDURES

- 6.1. The ARA Director has designated certain members of the Director's Office Staff with responsibility for maintaining and inspecting bulletin board(s) and the authorization to approve or deny notices to be posted.
- 6.2. ARA bulletin boards are currently located at:

Approved:

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- 6.2.1. Payroll Office Copy Room, 611 Walker Street, 13th Floor
- 6.2.2. Asset Disposition, 2511 Broad Street, 1st Floor
- 6.2.3. BARC, 3200 Carr Street, 1st Floor
- 6.2.4. Parking Management, 2020 McKinney
- 6.2.5. 311/Operations, 611 Walker Street, 5th Floor
- 6.2.6. Payroll, 611 Walker Street, 2nd Floor
- 6.2.7. Mail Room, 611 Walker Street, 1st Floor
- 6.3. Current Federal, State, Local and Departmental mandated notices are required to be posted on the bulletin boards. Notices or postings of a personal or solicitous nature (i.e., selling of personal items, cosmetics, bake sales notices, etc.) are not allowed unless specifically authorized by the ARA Director.
- 6.4. ARA, Director's Office Staff will determine the length of time individual postings will remain on bulletin boards (approximately 30 days). All notices received by the Director's Office will be date-stamped and will remain posted until a Director's Office staff member has determined if the posting should be removed or replaced. Date specific notices shall be removed soon after expiration. Any exception must be reviewed and approved in writing by the ARA Director.
- 6.5. ARA, Director's Office Staff will maintain a log of each item submitted for posting, indicating the date of receipt, the date posted (if approved), the earliest date the notice can be removed and a brief description of the notice or copy of the item.
- 6.6. Approved non-city or departmental items such as those from external organizations may not have more than one copy of the same item and no more than two postings at one time on each board to ensure adequate space availability for official notices (i.e., weather alerts, etc.) except for federal and state governments with multiple notices.
- 6.7. Approve postings of non-required material shall be 8" x 11" or smaller and will be removed the day after the event or within 30 days of posting, whichever occurs earlier. Posting of external material must never obscure the legally required material.
- 6.8. Any concerns about notices within the Department should be sent to the attention of the ARA, Director's Office Staff for response and/or disposition.
- 6.9. ARA, Director's Office Staff will periodically do a visual inspection of all departmental bulletin boards to ensure compliance with this policy.
- 6.10. ARA, Director's Office Staff is responsible for disseminating all notices approved for posting to the Divisions (i.e. CMC, Wellness, Retirement, etc.)
- 6.11. Human Resources Staff are responsible for reviewing all Federal publication revisions
- 6.12. Citywide notices received by email can be posted for field staff without Director approval.