

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 20.080 - POSTING - BULLETIN BOARDS

Date:	July 2023
Revision No.:	5
Supersedes:	July 2022
First Adopted:	July 8, 1994

POLICY:

The Water Department uses bulletin boards in various locations to provide information of interest and importance to employees. The bulletin boards facilitate communication on workplace activities, employee resources, federal, state, and local guidance, law and policies, reminders and additional information relevant to the employee's job.

All bulletin boards are maintained by Human Resources. Administrative Coordinators in each Division monitor the bulletin boards for their assigned sections to ensure that current, authorized materials are posted. No employee shall post information on a bulletin board without first seeking permission and approval from Human Resources.

PROCEDURE:

All postings must be approved in advance by Human Resources. As an example, the following types of postings are not appropriate:

1. Commercial solicitation for an outside organization;
2. Material in violation of Department policy such as obscene, sexually harassing or libelous materials;
3. Lotteries, sports pools, etc.

Bulletin boards may be used for posting:

1. Postings from an exclusively recognized employee organization including association/union election materials and election results;

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2. Postings including official reports, bulletins and meeting notices from an exclusively recognized employee organization;
 3. Other written materials approved for posting by Human Resources.

Employees should make an effort to check the bulletin boards on a regular basis. Human Resources will monitor, update, and remove items as appropriate.

AUTHORIZATION:

The above criteria apply to Department locations or equipment other than bulletin boards to include doors and vehicles which shall not be used for any postings or stickers without the prior approval of the General Manager or designee, and/or Human Resources.

Policy Review

Board approved:	<u>7/8/1994</u>
Revision Board approved:	<u>6/17/1998</u>
No changes:	<u>7/2018</u>
Revision Board approved:	<u>7/23/2019</u>
No changes:	<u>7/20220</u>
Minor changes GM approved:	<u>7/2021</u>
Revision Board approved:	<u>8/23/2022</u>
Minor changes GM approved:	<u>7/2023</u>
No changes:	<u>7/2024</u>