



Bulletin Boards and Postings Policy

Definition

District bulletin boards are designated as District-wide, Departmental, or Union bulletin boards.

Policy

It is the policy of the District to maintain easily accessible bulletin boards throughout the District to communicate to staff District information, materials of general interest, and post legally required notices. The use of these bulletin boards is generally confined to notices regarding District-related information and activities.

Guidelines

District-wide Bulletin Boards:

There is at least one designated District-wide bulletin board in each of the District's work facilities. The Human Resource Department is responsible for maintaining District-wide bulletin boards and shall approve all official District and legally required notices for posting.

Departmental Bulletin Boards:

Department heads or their designees are responsible for maintaining Departmental bulletin boards, which shall be used for posting of materials and other information of general interest to staff. Such materials or information of general interest shall be submitted to the department head or designee for approval prior to posting. It is the department head's or designee's responsibility to ensure that such materials is of a business nature.

Other notices such as flyers for retirement parties and other similar functions should also be submitted to the department head or designee for approval. It is the department head's or designee's responsibility to ensure that such notices are appropriate and professional in nature.

Bulletin Boards for Unions:

The District shall provide bulletin boards for use of recognized employee organizations as required by the respective memorandums of understanding.

Postings in Areas Other than Bulletin Boards:

Postings in areas other than designated bulletin boards (e.g. bathroom doors are prohibited).