

I. PURPOSE

To define the City's position relative to employee use of City's Bulletin Boards.

II. DEFINITIONS

Bulletin boards are those places designated, by the City, for the posting of information.

III. POLICY

It is the policy of the City to designate specific areas within each worksite for the posting of approved information and communications.

The information posted on bulletin boards will include all such information required to be posted by Federal and/or State Law; and any information specifically approved by the City.

Individual employees, groups, and/or organizations will not be permitted to post materials on city bulletin boards without prior approval.

The City reserves the right to deny approval of any information or material deemed to be "Inappropriate".

IV. PROCEDURE

Requests to post materials on City bulletin boards must be submitted to the Department Head for review and approval, with an actual sample of what is to be posted prior to posting.