



POLICIES AND PROCEDURES MANUAL

SUBJECT <u>Bulletin Board Policy</u>	DEPARTMENT Human Resources Communications		DEPARTMENT IDENTIFICATION 200	
	SECTION 1439 <u>202</u>	PAGES 21	EFFECTIVE DATE 12/18/12	REVISION DATE Upon CC Adoption

1.0 PURPOSE:
To describe the policies and procedures for use of departmental or City-owned Bulletin Boards.

2.0 ORGANIZATIONS AND PERSONS AFFECTED:
The policy applies to all City of West Allis departments, boards, commissions, organizations, employees and individuals requesting to use a departmental or municipal facility's Bulletin Board.

3.0 POLICY:
It is the policy of the City to provide a Bulletin Board within each department or building for ~~unofficial and official employee~~ communications and announcements.

4.0 REFERENCES:
None.

5.0 PROCEDURES:

(1) RESPONSIBILITY

(a) It is the responsibility of each City building's department head/designee (~~Human Resources Division~~Communications Department for City Hall) to monitor Employee Bulletin Boards and keep them clean and uncluttered. Items will be current, neat, and only approved items will be allowed.

(2) GENERAL POLICIES

(a) All items will be dated and presented to the respective department head/designee (~~Human Resources Division~~Communications Department for City Hall) for approval prior to posting.

(b) No item will be posted for more than thirty days, unless so stated on the item.

(c) No items that are of a derogatory nature towards the City, any city organization, group of employees, or employee will be allowed.

(d) All items will have the ~~name and phone number~~contact information of the individual requesting posting affixed to the item to be posted.

(e) Any department, city organization, or employee may send items for posting, to their respective department head/designee (~~Human Resources Division~~Communications Department for City Hall), who, upon approving the item(s), will post them in a timely manner.