



Policy & Procedure Manual

BULLETIN BOARDS – HR-III-25

POLICY:

A bulletin board is located in the lobby of the employer's administration office.

This bulletin board contains employment/agency related information that is intended to be posted for specific periods of time or permanently for legislative compliance.

It shall be the responsibility of Human Resources to keep the lobby bulletin board updated.

Additionally, bulletin boards and/or labeled binders may be found throughout agency locations for purposes of posting work-related notices/information.

Employees should regularly check the board/binders in order to keep updated and informed.

NOTE: Information found on bulletin boards and labeled binders will be made available in accessible formats, where possible and upon request.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Personal Support Services Administration, Personal Support Services, Community Resource Team

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE: