




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Page 1 of 2

Policy # 4006	Bulletin Boards and Postings
Origination Date: January 1998	
Revision Date: June 2005; April 2006, May 9, 2013	
Reviewed Date: February 2004; March 26, 2007; March 11, 2008; March 10, 2009; March 8, 2010, March 8, 2011, March 7, 2012, May 10, 2016	
Approved:  Bryan G. Stephens, Interim Executive Director	

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to provide for the use of official agency Bulletin Boards and to maintain them in an orderly and up-to-date manner.

PROCEDURE:

1. Official bulletin boards are maintained to provide employees with important information about their jobs, required postings/notices, and matters connected with the agency. The Department Director or his/her designee is responsible for maintaining and controlling all information, which appears on the agency bulletin boards.
2. No employee may post notices on the bulletin boards without the permission of the Department Director or his/her designee.
3. Employees are expected to read the information about their employment and welfare.
4. Departments can maintain their own internal bulletin boards for the posting of work schedules and other information or official facility matters pertinent to the department's employees. It is the responsibility of the Department Director to maintain and limit the information on these boards to departmental matters.
5. Unaltered posters covering personnel laws will be posted in two locations:
 - a. Human Resources Department
 - b. Program Sites – where the notice can be readily observed by the employees in the course of their daily routine.

Subject posters should include, but are not limited to:

Federal Notices

- ◆ **Equal Employment Opportunity Notice**
- ◆ **Family & Medical Leave Act**
- ◆ **Federal Minimum Wage Notice**
- ◆ **Employee Polygraph Protection Act Notice**
- ◆ **Your Rights Under USERRA**

State Notices

- ◆ **Workers' Compensation – Official Notice**
- ◆ **Workers' Compensation - Bill of Rights for the Injured Worker**
- ◆ **Workers' Compensation – Reporting Instructions**
- ◆ **Workers' Compensation- Fraud Notice**
- ◆ **Equal Pay for Equal Work Act**
- ◆ **Unemployment Insurance for Employee**
- ◆ **Vacation Unemployment Insurance**

Rules of the State Personnel Board Notice

- ◆ **Grievance Notice**
- ◆ **Grievance Notice – Hazardous Materials**