

University Enterprises, Inc. Policies and Procedures		Policy No. 710
Section:	Human Resources	
Policy:	Bulletin Boards	
Revised Date:	December 11, 1998	

Bulletin Boards

I. PURPOSE

To provide an official channel of communication to all employees.

II. SCOPE

This policy applies to bulletin boards in all buildings containing workplaces for University Enterprises, Inc. (UEI) employees.

III. POLICY

Important UEI and employee information is displayed on bulletin boards located in the UEI building, at time clocks, and in Human Resources. Information may include the following:

- A. Legally required posters and notices;
- B. University Enterprises, Inc. standards and rules of conduct;
- C. Safety rules and related information;
- D. Management memos and announcements including Job Postings; and
- E. University Enterprises, Inc. sponsored social and recreational events.

IV. PROCEDURE AND RESPONSIBILITIES

- A. Human Resources is responsible for maintaining the orderly appearance of the Human Resources bulletin board, posting new information, and removing dated material.
- B. The manager or supervisor is responsible for maintaining the orderly appearance of the bulletin boards located in his or her department, posting new information, and removing dated material.
- C. University Enterprises, Inc. retains the right to control what is and is not posted on its bulletin boards.
- D. All employees are responsible for regularly checking and reading the bulletin board and for following the posted rules, regulations and instructions.