



**Office of Human Resources
Standard Operating Procedure
HR SOP #901**

Subject: Bulletin Boards

Effective Date: December 16, 2016

Policy Statement:

The Department of Natural Resources maintains workplace postings to provide federal, state and local workplace guidance required by law. The law requires that postings are in areas conspicuous to employees at each work location.

The Department will comply with these requirements by maintaining 'Official Bulletin Boards' containing such postings in conspicuous locations. These locations will be determined in accordance with the procedures below.

Definitions:

Official Bulletin Board: Official location in a work place for posting of notices required by this SOP.

Unofficial Bulletin Board: Location where employees are permitted to post unofficial notices of general interest. Unofficial Bulletin Boards are optional at the discretion of the Division Director/Designee responsible for a Department work location.

Procedure:

Location of Official Bulletin Boards:

Individual Division Directors/Designees are responsible for ensuring bulletin boards are available and maintained within their specific division work locations in accordance with the instructions below.

Due to the large number and types of DNR owned/operated facilities it is difficult to give exact guidance on the location of Official Bulletin Boards. Each Division Director/Designee should ensure Official Bulletin Boards are positioned in conspicuous areas that are visible to employees.

Examples are as follows:

In a small park, the Official Bulletin Board could be located in a break room or other area in the office where employees commonly congregate.

In a large Park, where there is more than one major administrative office, Official Bulletin Boards may need to be posted in separate areas such as the Park/Lodge Office and the

maintenance building (if employees report there without regularly going to the Park office) to ensure appropriate availability of the posted information.

In a small Wildlife Management Area in the Wildlife Resources Division, where the limited number of employees conduct their administrative activities in an offsite office such as the region office, that larger office may suffice for the location of the Official Bulletin Board.

At locations where more than one Division shares a facility, only one Official Bulletin Board is necessary. Responsibility in this situation lies with the representative of the Division responsible for the facility.

For all DNR offices in the James H. 'Sloppy' Floyd Veterans Memorial Building (Twin Towers), the only Official Bulletin Board is located in the Office of Human Resources on the 12th Floor.

Type of Official Bulletin Board:

The material for the Official Bulletin Board is not restricted to a common cork style board. A variety of materials commercially available may be used. However, each Official Bulletin Board will have an outline that sets it apart from surroundings and the title 'Official Bulletin Board' in clear letters at the top center of the area. See example in Attachment 1.

Items to be Posted on Official Bulletin Boards:

The DNR Human Resources Director will be responsible for ensuring the required postings are available to those individuals designated to maintain these bulletin boards.

Only items listed on the agency intranet by the DNR Office of Human Resources are to be posted on an Official Bulletin Board.

These items are available in the Human Resources section of the Department Intranet site at http://dnrintranet.org/hr/official_bulletin_board. Postings are to be reproduced from this site. (In color, if possible, when the sample is in color.)

Commercially produced posters are not acceptable as they often contain information not applicable to state government employees.

Public Postings:

Some postings are required to be made available to employees and prospective employees. Therefore, if the Official Bulletin Board at the work location is not in an area accessible to the public then copies of this subgroup of postings should be placed in an area where the public is generally received. The applicable postings are the following:

- *Equal Employment Opportunity Notice;*
- *E-Verify Notice* (English and Spanish versions);
- *Right to Work Notice* (English and Spanish); and
- *Employee Rights under the FMLA.*

State law prohibits smoking in facilities owned, leased or operated by the State of Georgia. Therefore, 'No' Smoking signs provided on the intranet shall be posted on the Official Bulletin Board and may be conspicuously posted throughout public buildings as needed.

Unofficial Bulletin Boards:

Division Directors/Designees may also make arrangements for Unofficial Bulletin Boards in areas they deem appropriate. These Unofficial Bulletin Boards may be used for posting of items of interest to employees. However, no information on an Unofficial Bulletin Board may contain profanity, or scandalous, abusive, or derogatory comments. No posted material shall contain information or comments concerning candidates for public office. Any notice posted in a language other than English will be posted in English, at the same time. No posting may contain commercial advertising.

Attachments:

Attachment 1 – Photo of Official Bulletin Board example