

City of Mission Viejo Personnel Policy

Subject: **BULLETIN BOARDS**

Purpose:

To establish procedures for posting and removing materials from City bulletin boards.

Policy:

1. The City Manager, or a designee, is responsible for coordinating the use of bulletin boards. All postings must be approved and dated by the City Manager or a designee. Generally, postings will be removed after they have been up for thirty (30) days.
2. Bulletin boards are provided to post information, which the City Manager, or a designee, determines is necessary to communicate to employees.

Adopted: By City Council - September 11, 1989 - Res. No. 89-92.