



# BULLETIN BOARDS

PM-62-09

## Section: 62-00, MISCELLANEOUS PERSONNEL POLICIES

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### POLICY

Bulletin Boards are strategically placed throughout all of the Divisions of City of Memphis Government to assist in dispersing general information to City employees; to meet requirements of the Equal Employment Opportunity Commission; and to meet certain negotiated Memoranda of Understanding terms and conditions. In addition, it is mandatory that all job postings and job notices be displayed, for the designated period of time, on the bulletin boards located in all City facilities.

Each Division will be in charge of the bulletin boards located in the Division facilities. The appointing authority or designee will set forth the guidelines for posting on the Division bulletin boards, except that no bulletin board can be excluded from posting notices that are required by federal, state or local laws, City Human Resources Division policies, or appropriate Memoranda of Understanding.

No individual is entitled to deface any material posted on bulletin boards or, at any time, place any printed materials or drawings on the bulletin boards that would be considered sexually harassing, offensive in nature, pornographic, or attacking any religious group or race. If such acts are committed by a City employee, disciplinary action will be taken up to and including termination.