



# Medina County Policy Manual



Policy: <b>Bulletin Boards</b>	Section: <b>Work Rules</b>	Number: <b>7.005</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:	Page #: <b>1 of 1</b>

- A. County bulletin boards are to be used only for official County business. Only materials approved by the respective department head, or designate, may be posted.
- B. Employees are expected to consult the bulletin board regularly.
- C. An employee wishing to have County business information posted must submit the material to their department director or his/her designee for approval. Posted materials are to be signed by the requesting party. Approved materials will be initialed by the department director or his/her designee.
- D. Material posted in violation of this policy will be removed from the bulletin board. All violators of this policy are subject to disciplinary action.
- E. No employee may remove an item from the bulletin board without permission of their department director or his/her designee.