

<p align="center"><b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b></p>	<p align="center">Transmittal # 16-09</p>	<p align="center">Policy # 3.5</p>
<p>Applicability:  {x} All DJJ Staff  {x} Administration  {x} Community Services  {x} Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards &amp; References:  Equal Employment Opportunity:  Office of Federal Contract Compliance Programs  Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, 38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Chapter 60-1 .42; 41 C.F.R 60-250.4(k); 4 1 C.F.R. 60-74 1.5(a)4  Fair Labor Standards Act, 29 USC 211, 29 CFR 516.4 posting of notices.  Wage and Hour Division  29 CFR 825.300, 402 (FMLA)  Veterans' Employment and Training Service  38 U.S.C. 4334, 20 CFR 1002. (USERRA)  O.C.G.A. Sect. 34-5-3; O.C.G.A. Sections 34-8-190.</p>	
<p>Chapter 3: PERSONNEL</p>	<p>Effective Date: 7/15/16  Scheduled Review Date: 7/15/17</p>	
<p>Subject: BULLETIN BOARDS</p>	<p>Replaces: 10/15/13  Office of Human Resources</p>	
<p>Attachments:  None.</p>	<p>APPROVED:</p>  <hr/> <p>Avery D. Niles, Commissioner</p>	

**I. POLICY:**

Department of Juvenile Justice work units shall establish at least one official bulletin board that shall be used to post official, work-related materials.

**II. DEFINITIONS:**

None.

**III. PROCEDURES:**

A. Official Bulletin Boards:

1. Official bulletin boards will be used to post work-related materials such as employment opportunities, employment-related matters and notices required by law, rules and policy. The bulletin board must be posted in a location conspicuous to employees and applicants.
2. The Employee Assistance Program contractor's flyer will be posted on the official bulletin board.
3. Employees will not post any notices that are not directly work-related on official bulletin boards.
4. The following federal and state notices must be posted on the official bulletin board:

Chapter	Subject	Policy #	Page
PERSONNEL	BULLETIN BOARDS	3.5	2 of 2

- Equal Employment Opportunity Notice;
- Notice of Family and Medical Leave Act;
- Employee Rights and Responsibilities Under the Family and Medical Leave Act;
- Fair Labor Standards Act/Federal Minimum Wage Notice;
- Your Rights Under USERRA;
- Workers Compensation Official Notice;
- Workers Compensation Bill of Rights for the Injured Worker; (must be posted in pink)
- Workers Compensation Fraud Notice;
- Equal Pay for Equal Work Notice;
- Unemployment Insurance for Employees Notice;
- Vacation Unemployment Insurance Notice;
- Hazardous Chemical Notice (if applicable).

5. Work units will contact the Office of Human Resources for assistance in acquiring official posters.

**B. Unofficial Bulletin Boards:**

1. Work units may establish unofficial employee bulletin boards for materials such as professional associations, employee recognition, and employee general interest purposes.
2. Each item posted on an unofficial bulletin board must prominently display the name of the employee posting the item and date the item was posted.
3. Items may remain on the bulletin board for no more than 30 calendar days after posting. An employee may re-post an expired item provided a new posting date is displayed.
4. Items posted may be restricted in size.

**C.** The facility/office Director will ensure that items placed on official and unofficial bulletin boards are reviewed prior to placement, placed on the correct bulletin board, and removed when they expire. The facility/office Director reserves the right to remove from posting any item which contains inappropriate information.

**D.** Items promoting a particular political, moral, religious, or personal opinion or items that are false, misleading, obscene, vulgar, offensive or inflammatory will not be posted on any bulletin board or elsewhere in the workplace. (See DJJ 3.22, Harassment)

**E.** Flyers, notices, posters or similar items may not be posted in elevators or on walls, windows, doors, etc.

**IV. LOCAL OPERATING PROCEDURES REQUIRED: NO**