

## **BULLETIN BOARDS - PHYSICAL** (Revised July 2018)

### **PURPOSE**

To maintain an effective avenue for communication with employees and students, Schreiner University maintains bulletin boards. Bulletin boards are located throughout the facilities in areas that employees and students frequently visit in order to ensure that all have constant access to posted information.

### **SCOPE**

This policy is a University policy that applies to all administrators, faculty, staff, and students. The Dean of Students has Administrative oversight of this policy.

### **POLICY**

Bulletin boards maintained by the Human Resource Services Office are used to communicate official government information on equal employment opportunity, wage and hour, health and safety, and other issues. They are also used to communicate information regarding Schreiner University policy and its business and announcements, including, but not limited to, job postings, safety rules, health items, benefit programs, and notices announcing special events.

Bulletin boards maintained by Student Services and other departments are used to communicate employee and student events occurring on and off campus. All items posted on bulletin boards must be approved by the Student Services Department and stamped as such.

Employees and students may not post, tape, tack, or affix in any way any form of literature, printed or written materials, photographs, or notices of any kind on Schreiner University bulletin boards, on the walls, in time clock areas, or anywhere else on Schreiner University property, without prior appropriate approval. Violation of this policy could lead to disciplinary action up to and including termination of employment without prior warning (employees), or referral to the campus Judicial Advisor (students). Schreiner University bulletin boards may not be used by employees or outside parties for the posting of commercial notes and advertisements, announcements, witticisms, sales of personal property, or any other matters.

### **Community Relations/Solicitations**

Employees are expected to maintain a practical balance with community activities and their job responsibilities. Except for University sponsored functions, solicitations and/or collections for any purpose(s) should be approved by the Vice President of the person requesting to solicit on campus. Approved information may be distributed via word of mouth and/or posted on the electronic Campus Bulletin Board (CBB) and/or the community bulletin board (physical) in the Cailloux Campus Activity Center.

For employees' protection, soliciting or selling of products during office hours should be limited. Employees may sell products to other employees but should be respectful of their co-worker's willingness to participate in such a sale and should attempt to conduct such sales during lunch hours or outside of normal working hours.

Internal collections may be made to gather contributions for employee events, such as birthdays, birth of children, etc. All contributions to such are voluntary and an effort will be made to make the collection as anonymous as possible