

## **Use of University Bulletin Boards**

University bulletin boards allow for the sharing of job-related information with departmental employees in their work areas. Bulletin boards may be used to post University or departmental policies and procedures, work schedules, shop/office work rules, and campus job opportunities. They also may be used to post notices of University activities, events, and benefits.

Bulletin boards in break rooms or coffee areas may be used to share informal staff information, such as invitations to departmental functions, thank-you notes, and other individual and personal activities. Before posting notices of this type, you should get the approval of your supervisor. Each notice should be dated and initialed by your supervisor.

University bulletin boards should not be used to post personal sale items, notice of organization meetings, membership solicitations, fund drives, or political announcements.

Bulletin boards should display only work-related information.