



## Policy HR 3.3 Employee Use of Bulletin Boards

Adopted by the Library Board of Trustees: 01/24/2013  
Revised: 02/23/2017

NOLS employees will find important information about NOLS and their employment posted on the bulletin board(s) located in each branch library and on the ADP payroll home page. The bulletin boards are to be used for official NOLS business only, such as the required posting of employees' legal rights, including information about equal employment opportunity laws and wage and hour laws.

Only library and department managers, supervisors, Administrative Operations Staff, Assistant Library Director, and the Library Director are authorized to post information on NOLS employee bulletin boards. Library and department managers may choose to designate bulletin board space for employees to share information that may not be work-related.

Employees are responsible to read the information on employee bulletin boards periodically. No other information may be posted on the NOLS employee bulletin board(s).

### **I. Administration**

Branch managers and Administrative Operations staff are responsible for administering this policy.