

## 21. POSTING OF MATERIAL POLICY

### POLICY

It is the policy of Scott County to make available locations for the posting of printed material in County buildings.

### SCOPE

This policy applies to all departments and offices within the County. Whenever the provisions of this policy are in conflict with the Code of Iowa, the provisions of the Code of Iowa will prevail.

### ADMINISTRATIVE PROCEDURES

#### A. Public Locations Bulletin Boards

The County shall provide a location within public buildings for the posting of Official County and Government materials; including but not limited to meeting agendas and minutes, public notices required by law, holiday office closures and information regarding programs supported with county funds. All other types of postings, including but not limited to political literature and commercial ventures are strictly prohibited.

#### B. Employee Bulletin Boards

Employees shall be provided space in departments for a bulletin board and access to an electronic bulletin board on the intranet. Employees are expected to utilize the electronic bulletin board for posting items and not the email server. Space on the bulletin board(s) shall be designated for the union(s) use. Employees shall comply with the following guidelines when posting items on employee bulletin boards:

1. Employees are permitted to post personal solicitations for sale of personal property, community events, charitable drives (such as food or clothing drives) and for the announcement of personal events (such as wedding or birth announcements).
2. Employees are prohibited from posting solicitation for commercial, religious or political causes.
3. Employees are prohibited from posting any item in violation of the Employee Conduct Policy, Workplace Harassment Policy, Workplace

Violence Policy or Technology Use Policy.

4. The County will not daily monitor the posting of items, but retains the right to access, review, remove or delete any items deemed inappropriate. Prior to removing items on the union portion of a board, the Human Resource Director will consult with the Union President/Chief Steward.

C. Free-Cycle Board

The County will provide a board on the intranet for the posting of County surplus items no longer needed for use within the department. If an employee has received proper authority they may list items to be free-cycled for use by other departments. Employees are reminded that free-cycle items remain County property and should be used solely for County business purposes.

D. Posting of items other than on Boards

1. Departments should follow discretion when placing literature within the offices so as not to distract from the office appearance and decor.
2. Items posted outside of elevators shall be of a general public interest and meet the guidelines of paragraph A of this policy. Approval for posting is obtained through the Assistant County Administrator.
3. Items posted in stairwells, internal doors or employee exits shall be limited to employee notices such as Human Resource reminders, FSS notices, wellness events or United Way events.
4. Email systems should not be utilized for items that would be better posted on the Employee Electronic Bulletin Board.
5. Requests for posting of items (such as links or events) on the County's website or social media sites shall be made through the Webmaster and approved by the Assistant County Administrator.