

## **BULLETIN BOARDS AND E-MAIL**

### **I. SCOPE**

All employees.

### **II. PURPOSE**

To provide a permanent and official channel of communication to employees.

### **III. POLICY**

#### **Bulletin boards**

Important University of St. Thomas information will be displayed permanently on bulletin boards located at strategic points throughout the campus. Information will be of the following types:

1. Legally required posters and notices.
2. University of St. Thomas standards and rules of conduct.
3. Safety rules and related information.
4. Management memos and announcements, including job posting forms.
5. University of St. Thomas-sponsored social and recreational events; dated employee classified ads.

Employees will be responsible for regularly checking and reading the bulletin boards and for following the rules, regulations and instructions posted there.

### **III. PROCEDURE**

Information posted on bulletin boards must be approved in advance by the appropriate Dean or Vice President.