

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b>		
Standard Operating Procedures		
<b>Functional Area:</b> Support Services/Personnel	<b>Reference Number:</b> IVO01-0005	<b>Revises Previous Effective Date:</b> 07/01/03
<b>Subject:</b> Bulletin Boards		
<b>Authority:</b> Owens/Schofield	<b>Effective Date:</b> 9/15/2010	Page 1 of <b>4</b>

**I. POLICY:**

- A. All property under the authority of the Board of Corrections will maintain an Official Bulletin Board containing all postings and notifications required by federal and state regulations and any posting required by the Commissioner. Federally required posters must be maintained in all locations (in addition to the primary location) where employees report to work.
- B. Appointing Authorities (AA) may also establish an Unofficial Bulletin Board to contain notices that may be of general interest to all employees.
- C. This procedure does not govern electronic bulletin board procedures.

**II. APPLICABILITY:**

All property under the authority of the Board of Corrections.

**III. RELATED DIRECTIVES:**

- A. Equal Employment Opportunity Laws
  - 1. Americans with Disabilities Act of 1990, Title I and Title V
  - 2. Civil Rights Act of 1964, Title VII
  - 3. Age Discrimination in Employment Act of 1967
  - 4. Rehabilitation Act of 1973, Section 504
  - 5. Equal Pay Act of 1963
- B. Fair Labor Standards Act
- C. Family Medical Leave Act of 1993
- D. Occupational Safety and Health Act of 1970

Functional Area: Support Services/Personnel	Prev. Eff. Date: 07/01/03	Page 2 of 4
	Effective Date: 9/15/2010	Reference Number: IVO01-0005

E. Uniformed Services Employment and Reemployment Rights Act

F. O.C.G.A.

§ 34-9-6 Workers' Compensation

§ 45-22-7 Public Employee Hazardous Chemical  
Protection and Right to Know

G. Rules of the State Personnel Board

Rule 8 Political Activity

H. Georgia Department of Corrections (GDC) Standard  
Operations Procedures (SOP)

IVO10-0012 Leave Donation Program

IVO11-0003 Sales Agents (Insurance & Others)

IVO14-0001 Employee Standards of Conduct

**IV. DEFINITIONS:**

None

**V. ATTACHMENTS:**

None

**VI. PROCEDURE:**

A. Official Bulletin Board

Official bulletin board(s) must be clearly labeled and  
located in conspicuous, easily accessible location(s).

1. Permanent Postings:

a. "Equal Opportunity is the Law" - This poster  
must be visible to all employees and applicants  
entering property under the authority of the  
Board of Corrections.

b. Fair Labor Standards Act Poster

c. Family Medical Leave Act Poster - This poster  
must be visible to all employees and applicants

Functional Area: Support Services/Personnel	Prev. Eff. Date: 07/01/03	Page 3 of 4
	Effective Date: 9/15/2010	Reference Number: IVO01-0005

entering property under the authority of the Board of Corrections.

- d. Occupational Safety and Health Act Poster: Job Safety and Health Protection Statement
- e. "Your Rights Under USERRA"
- f. Georgia Department of Labor forms DOL-154, DOL-810, and DOL-4107
- g. "Right to Know" - Hazardous Chemicals
- h. Workers' Compensation Bill of Rights for the Injured Worker
- i. Workers' Compensation Official Notice for Medical Treatment
- j. Commissioner's Statement Prohibiting Unlawful Harassment (including Sexual Harassment)
- k. Employee Support Services - Official Policy Statement
- l. Employee Grievance Procedure - Official Policy Statement
- m. Notice of Availability of Family Leave
- n. Important Notice to Employees (regarding FLSA non-exempt employees)
- o. Federal Gun Control Act/Firearms Restrictions Notice
- p. Current State Holiday Schedule
- q. Executive Orders issued by the Georgia Governor
- r. Any other item or notice as directed by the Commissioner
- s. Instructions on accessing GDC job postings and GDC training calendar

Functional Area: Support Services/Personnel	Prev. Eff. Date: 07/01/03	Page 4 of 4
	Effective Date: 9/15/2010	Reference Number: IVO01-0005

2. Time limited Postings:

AA shall ensure that a complete listing of all recently revised SOPs are posted for a period of 30-days following the revision date.

B. Unofficial Bulletin Boards

Unofficial bulletin boards must be clearly labeled and easily accessible to all employees.

1. The following postings are prohibited:

- a. Any posting with profanity or slanderous language about an individual or organization
- b. Commercial advertisements, unless approved in SOP IVO11-0003
- c. Political material
- d. Outdated material

2. Any notice posted in a language other than English must also be posted in English, at the same time.

3. AA must ensure that Leave Donation requests are posted in accordance with SOP IVO10-0012.