

INTRODUCTION

The City of Taft is anxious to inform its employees of federal, state and local laws affecting employment, salary and safety requirements and to advise employees of recent development in the City.

To achieve this objective, the City has placed official bulletin boards in the Corporation Yard, Wastewater Treatment Plant, Fire Department, Police Department, Community Correctional Facility and City Hall.

All bulletin boards, unless otherwise designated, are property of the City of Taft and shall display only those notices approved by the City.

POSTING

1. Employees or employee groups wishing to use City bulletin boards shall submit proposed notices to the Personnel Department for approval.
2. Approved notices shall be stamped by the Personnel Department and may be posted for 14 calendar days following the date of approval.
3. Employees or employee groups wishing to extend the 14 day approval period shall resubmit notices to the Personnel Department for a 14 calendar day approval extension.
4. Employees or employee groups receiving approval of proposed bulletin board notices shall be responsible for removing such notices upon expiration of approval.
5. Employees or employee groups shall post no unapproved notice on City bulletin boards.
6. Employees or employee groups shall display no posters, notices, memos or other written or printed material on walls, doors, windows, or furniture or on any property belonging to the City of Taft.
7. Employees or employee groups displaying unapproved material on City premises shall be subject to disciplinary action including possible suspension or discharge.
8. Disciplinary action shall be governed by provisions of the City's employee discipline and termination policies.