

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Bulletin Boards

Policy Number: 104.03

Effective Date: 05/25/2022

Page Number: 1 of 2

Authority:
Commissioner

Originating Division:
Administration & Finance
Division (Human Resources)

Access Listing:
Level I: All Access

I. Introduction and Summary:

All locations under the authority of the Georgia Department of Corrections (GDC) will maintain an Official Bulletin Board containing all current postings and notifications required by federal regulation, state regulation, and the Commissioner. Federal, State, and local workplace guidance postings must be maintained in all primary locations where employees report to work. Postings must be kept current. Appointing Authorities (AA) may also establish an Unofficial Bulletin Board to contain notices that may be of general interest to all employees.

II. Authority:

- A. Equal Employment Opportunity Law: Americans with Disabilities Act of 1990, Title I and Title V; Civil Rights Act of 1964, Title VII; Age Discrimination in Employment Act of 1967; Rehabilitation Act of 1973, Section 504; Equal Pay Act of 1963; Fair Labor Standards Act of 1938; Family Medical Leave Act of 1993; Occupational Safety and Health Act of 1970; Uniformed Services Employment and Reemployment Rights Act of 1994;
- B. O.C.G.A §§34-9-6 and 45-22-7;
- C. State Personnel Board Rule 478-1-.08; and
- D. GDC Standard Operations Procedures (SOPs): 104.39.13 Leave Donation Program, 104.40 Sales Agents and Third-Party Contacts, and 104.47 Employee Standards of Conduct.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

- A. Official Bulletin Board(s) must be clearly labeled and located in a conspicuous, easily accessible location(s). The material for the board is not restricted to a common cork-style board. However, each Official Bulletin Board will have an

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outline that sets it apart from its surroundings and the title “Official Bulletin Board” shall be clearly legible at the top center of the area.

- B. Official postings can be found on the Department website:
Captiva > Human Resources > Bulletin Board
 - C. All locations are to print their postings from this site only.
 - D. The AA shall ensure that a complete listing of all recently revised SOPs is posted for a period of thirty (30) days following the revision date.
 - E. Unofficial Bulletin Boards must be clearly labeled and easily accessible to all employees. The following postings are prohibited:
 - 1. Any posting with profanity or slanderous language about an individual or organization;
 - 2. Commercial advertisements, unless approved in SOP 104.40, Sales Agents and Third-Party Contracts;
 - 3. Political material; and
 - 4. Outdated material.
 - F. Any notice posted in a language other than English must also be contemporaneously posted in English.
 - G. The AA shall ensure that leave donation requests are posted in accordance with SOP 104.39.13, Leave Donation Program.
- V. **Attachments:** None.
- VI. **Record Retention of Forms Relevant to this Policy:** None.