

**COUNTY BOARD OF HEALTH  
POLICY # HR-03008  
NOTICES REQUIRED TO BE POSTED POLICY**

|           |   |         |
|-----------|---|---------|
| Approval: |  | 5/14/20 |
|           | District Health Director  | Date    |



**Public Health**  
Prevent. Promote. Protect.

**1.0 PURPOSE**

The County Board of Health (CBOH) is required by Federal and State laws, Governor's mandate, Rules of the State Personnel Board and board policies to post certain notices in areas conspicuous to employees and applicants at each work location.

**2.0 AUTHORITY** – Notices Required to be Posted Policy is published under the authority of CBOH and in compliance with the following:

- 2.1 Federal Law
- 2.2 State Law
- 2.3 Rules of the State Personnel Board
- 2.4 Georgia Department of Labor

**3.0 SCOPE**

This policy applies to the County Board of Health.

**4.0 POLICY**

The policy of the County Board of Health is that staff will be assigned to monitor all posting areas to ensure compliance.

**5.0 DEFINITIONS**

- 5.1 CBOH – County Board of Health

|   |                        |          |                    |   |
|---|------------------------|----------|--------------------|---|
| <b>County Board of Health<br/>POLICY AND PROCEDURES</b> | <b>Policy No.</b>      | HR-03008 |                    |   |
|   | <b>Effective Date:</b> | 04/30/15 | <b>Revision #:</b> | 3 |
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## 5.2 HR – Human Resources

## 6.0 RESPONSIBILITIES

The CBOH is responsible for posting and maintaining required notices at each work location.

## 7.0 PROCEDURES

7.1 Required posters may be accessed from the following websites:

7.1.1 [http://www.dol.state.ga.us/em/required\\_posters.htm](http://www.dol.state.ga.us/em/required_posters.htm)

7.1.2 <https://www.dol.gov/general/topics/posters>

7.2 The notice listed below is required by the Rules of the State Personnel Board:

7.2.1 Employee Complaint Notice

7.2.2 Sex Trafficking Notice

7.3 The notices listed below are required by CBOH policies:

7.3.1 Drug-Free/Alcohol-Free Work Place Notice;

7.3.2 No Smoking or Tobacco Free Notice as applicable;

7.3.3 Firearm Notice as applicable.

### 7.4 Official Posting Areas

Each CBOH should designate “official” posting areas (e.g., bulletin boards, wall space) that are used solely for official, work-related purposes. Postings in “official” posting areas should include required notices, program and service-related announcements, employment opportunities, and other employment-related matters.

### 7.5 Employee Posting Areas

Each CBOH should designate “employee” posting areas (e.g., bulletin boards,

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wall space), if available, for professional associations and employee general interest purposes.

**7.5.1** Items posted should be restricted in size and duration of posting.

**7.5.2** Items should not promote a particular political, moral, religious, personal or other opinion.

**7.5.3** Items that are obscene, vulgar, offensive or inflammatory are prohibited.

**7.5.4** Management reserves the right not to post and the right to remove any item that contains false, misleading or inappropriate information.

## 8.0 REVISION HISTORY

| REVISION # | REVISION DATE | REVISION COMMENTS           |
|------------|---------------|-----------------------------|
| 0          | 11/12/13      | Initial Issue               |
| 1          | 04/30/15      | Revised 6.2.1               |
|            | 09/24/15      | Annual Review               |
| 2          | 06/05/18      | Annual Review – Revised 6.2 |
| 3          | 04/24/20      | Annual Review – Revised 2.0 |

## 9.0 RELATED FORMS

*None*