

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT:	Notices Required To Be Posted
POLICY NUMBER:	HR-56
EFFECTIVE DATE:	June 1997
SUPERSEDES:	N/A
LAST REVISION DATE:	July 2010

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS), as required by Federal and State laws, Governor's Mandate, Rules of the State Personnel Board and department policies to post certain notices in areas conspicuous to employees and applicants at each work location. All SBHS locations are responsible for posting and maintaining required notices.

REQUIRED NOTICES:

- I. The notices listed below are required by Federal Law:
 - A. Equal Employment Opportunity Notice
 - B. Family Medical Leave Act
 - C. Federal Minimum Wage Notice
 - D. (USERRA) The Uniformed Services Employment and Reemployment Rights Act

- II. The notices listed below are required by State Law:
 - A. Workers' Compensation – Contact Information
 - B. Workers' Compensation – Bill of Rights for the Injured worker
 - C. Workers' Compensation - Reporting Instructions
 - D. Workers' Compensation – Fraud Notice
 - E. Equal Pay for Equal Work Act
 - F. Unemployment Insurance for Employees
 - G. Vacation Unemployment Insurance
 - H. Hazardous Chemicals Notice (if applicable)

- III. The notice listed below is required by the Governor:

State Employees/Free Speech and Public Access Rights.

- IV. The notice listed below is required by the Rules of the State Personnel Board:
 - A. Grievance Notice

V. The notices listed below are required by SBHS Policies:

- A. Drug-Free/Alcohol-Free Work Place
- B. No Smoking Notice

OFFICIAL AREAS:

SBHS programs should designate “official” posting areas (e.g., bulletin boards, wall space, etc.) which 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.

EMPLOYEE POSTING AREA:

SBHS locations should designate “employee” posting areas (e.g., bulletin boards, wall space, etc.), if available, for professional associations and employee general interest purposes.

- I. Items posted should be restricted in size and duration of posting.
- II. Items should not promote a particular political, moral, religious, personal or other opinion.
- III. Items which are obscene, vulgar, offensive or inflammatory are prohibited.
- IV. Management reserves the right not to allow something to be posted and the right to remove any item which contains false, misleading or inappropriate information.

COMPLIANCE:

Managers of their work locations are assigned to monitor official and employee posting areas to ensure compliance with this policy.

ATTACHMENT:

State Employees Free Speech and Public Access Rights

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date

STATE OF GEORGIA

OFFICE OF THE GOVERNOR

ATLANTA 30334-0900

Roy E. Barnes
GOVERNOR

TO: All State Employees
FROM: Governor Roy Barnes
DATE: November 15, 2001
RE: **State Employees/Free Speech and Public Access Rights**

This administration is committed to the principles of Free Speech and Freedom of Association.

The purpose of this memorandum is to clarify the rights of state employees to communicate with one another and with members of the public, including representatives of labor organizations, regarding workplace issues while in state facilities.

It is the policy of the State of Georgia not to discriminate against individuals for exercising their rights of free speech and freedom of association. This administration supports the right of state employees to discuss, to join or to decline to join labor organizations.

- State employees have the right to choose whether or not to join a labor organization and to be free from interference or coercion by others in making that choice.
- State employees shall not be discriminated against for discussing or expressing their views regarding union representation or workplace issues.
- Representatives of labor organizations have the same rights of access to state buildings and public space as any other members of the public. For example, parking lots, cafeterias, lobbies, or hallways at state facilities that are open to the public, cannot be deemed off limits to union representatives. State employees are free to meet and talk with union representatives in all such public areas during non-work periods.
- State employees are free to communicate with one another and with union representatives and to receive and distribute literature regarding union issues during non-work periods and in non-work areas.
- In state facilities where public access is limited, reasonable alternative space will be made available, on request, to permit employees to communicate with representatives of labor organizations.

Copies of this memorandum are to be posted in all locations in state agencies where State of Georgia employee information is posted.