

**MARTIN LUTHER KING, JR.
OUTPATIENT CENTER (OPC)
POLICY AND PROCEDURE COMMITTEE**

DIVISION: ADMINISTRATION	NUMBER: MA 225
SUBJECT: PUBLICATION OF FLIERS, NOTICES, NEWSLETTERS	
SECTION: ADMINISTRATION	PAGE: 1 OF: 2
APPROVED BY: POLICY AND PROCEDURE COMMITTEE	EFFECTIVE DATE: 11/01/07
TO BE PERFORMED BY: ALL STAFF	REVISION DATE: REVIEW DATE: 11/1/2017

PURPOSE:

To establish a policy for Martin Luther King, Jr. – Outpatient Center (OPC) regarding the posting/dissemination of fliers, announcements, posters, photos, newsletters, notices and related materials covering entertainment, politics, social, religious, and/or other functions to OPC employees, the public or outside agencies. This policy does not cover fundraising/solicitation activities; employees should refer to the policy(s) governing those activities. It is understood that this policy covers SEIU/Union communications.

POLICY:

It is the policy of MLKH to facilitate communications between employees in approved, designated spaces according to the following regulations.

1. All printed or copied materials including (but not limited to) fliers, announcements, newsletters, notices, reports, photos, and related materials must first be approved by both the originating Division Head/Department Chair and OPC Administration prior to any posting or dissemination internally or externally.
2. Materials submitted for approval must adhere to established standards of respect for diversity and decency.
3. Electronic dissemination of fliers, newsletters and related materials through the OPC's IT network (e.g. email) is strictly prohibited unless authorized by OPC Administration.
4. Approved materials can only be posted/ displayed only on designated bulletin boards and in glass cases on each floor and in designated break areas.
5. All publicly displayed materials must include an approval stamp from OPC Administration will be removed.
6. Approved communications can only be posted on designated boards; posting fliers and related materials to walls, doors, windows, glass cases, equipment, elevators, and/or artwork is in violation of code and strictly prohibited.
7. OPC Administration reserves the right to remove unauthorized materials at will and enforce this policy through appropriate channels.
8. Abuse of this policy will result in disciplinary action.

PROCEDURE:

The following procedures are to be followed prior to the publication and distribution/dissemination of information governed by this policy:

1. Employees should submit all content intended for distribution/dissemination to Division Head/Department Chair for first-phase approval.

2. Division Head should submit to OPC Administration for approval one week prior to intended posting date.
3. Intended purpose and intended distribution (employees, public, outside agencies) must accompany submission.
4. OPC Administration will review all information for accuracy and compliance with County policy indicating approval to originating Division Head in a timely matter.
5. Postings approved by OPC Administration are valid for one (1) month from date of approval.
6. It is the responsibility of the staff who posts the materials to remove them at expiration.

NOTED AND APPROVED:

Yolanda Vera, CEO

Date

Ellen Rothman, CMO

Date

Lessie Barber, Nursing Director

Date

Signature(s) on File.

REVIEWED:							
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