



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: EMPLOYEE ORGANIZATION
ANNOUNCEMENTS**

**Policy No.: A249
Supersedes: September 28, 2009
Revised: July 8, 2013
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PURPOSE:

To ensure compliance with provisions in Memoranda of Understanding for posting of employee organization announcements.

POLICY:

Authorized employee organizations may post bulletins on bulletin boards designated by management, with prior authorization from Administration.

DEFINITION:

Authorized employee organizations are those certified by the Los Angeles County Employee Relations Commission (e.g., labor unions), and organizations approved by the Chief Executive Officer (such as the National Management Association).

GUIDELINES:

Employee organization announcements include such material as notices of meetings, organizational news bulletins, committee reports, and union election results.

Employee representatives wishing to post a bulletin should be referred to Human Resources Administrator for administrative approval.

REFERENCES:

Bulletin Boards – MOU ART.36

Rancho Policy A248 – Union Access to Work Areas

Revised: November 16, 2009 GLT;jm
July 8, 2013 AC

EFFECTIVE DATE: January 1, 1982

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.