
SUBJECT: INTRANET BULLETIN BOARD POLICY

EFFECTIVE DATE: December 6, 2010

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I. PURPOSE

The Cass County Bulletin Board Policy sets guidelines for posting of information on the Cass County Intranet bulletin boards.

II. POLICY STATEMENT

The County Intranet bulletin board is available as a FREE service for county employees. Wording should be brief and appropriate. Cass County does not endorse any of the products posted. Employees post and respond to ads at their own risk. This service is not a chat room and the following guidelines have been established by Cass County.

1. The bulletin board may be used by Cass County employees to sell or give away personal items.
2. Soliciting and fund raising is prohibited.
3. Advertising firearms or any type of weapon is prohibited.
4. Bulletin board use or activity must take place before or after work hours. The use of break time including lunch break is prohibited for bulletin board use.
5. Items placed on the bulletin board will be advertised in text only (no photos).
6. Items will be posted for a two week period and then automatically dropped.

III. APPLICABILITY

These policies are applicable to all postings on the County Intranet.

IV. RESPONSIBILITY

Cass County Government is responsible for interpreting this policy, monitoring its implementation, and recommending changes to this policy. The County also reserves the right to remove any posting at any time that does not conform to items allowed under this policy.