

BULLETIN BOARDS

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Office Bulletin Board

The office bulletin board of ALA is located on the north wall of the office corridor of the East Hiron Building into the staff lounge. Items pertaining to staff members and of potential interest to staff members are posted on the office bulletin board. This includes general announcements, communications to staff, ALA office announcements, etc.

The office bulletin board is maintained by the Human Resources Department and items to be posted are referred to the Human Resources

Employees Bulletin Board

The bulletin board on the south wall in the staff lounge corridor has been designated as the employees bulletin board in addition to those items posted on the office bulletin board.

The Human Resources Department maintains this bulletin board and items posted will be removed by the Human Resources Department after three weeks.

Director Bulletin Boards

The bulletin boards are posted near the directors for posted and current information.

Items to be posted on the director bulletin boards are to be approved by the Human Resources Department. Affected departments are advised.

Hdp