



State of West Virginia  
Department of Homeland Security  
Division of Administrative Services  
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JEFF S. SANDY, CFE, CAMS  
CABINET SECRETARY

MICHAEL V. COLEMAN  
DIRECTOR

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**To:** All Division of Administrative Services Employees  
**From:** Paula Dickens, Executive Secretary   
**Date:** December 16, 2022  
**Re:** Issuance of Agency Policy Statements

The following agency policy statement is hereby issued by the Director and effective on 19, December, 2022:

<u>Index No.</u>	<u>Subject</u>
282.00	Employee Bulletin Boards

Please read each of these policies as soon as possible and upload the enclosed acknowledgement form to <https://forms.gle/tmy8LP9hMT8hxgyD9>.

Thank you for all that you are doing to deliver a premier level of service to our customer agencies.

Enclosure

cc: File



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES**

**EMPLOYEE ACKNOWLEDGEMENT FORM – WRITTEN INSTRUCTIONS**

I, the undersigned employee hereby acknowledges receipt of a copy of the West Virginia Division of Administrative Services policy statement(s), staff notice(s), and/or job guide(s) listed below:

<u><b>Index Number</b></u>	<u><b>Subject</b></u>	<u><b>Effective Date</b></u>
282.00	Employee Bulletin Boards	19, December, 2022

I, the undersigned employee acknowledges 1) that the above listed policy statement(s), staff notice(s), and/or job guide(s) are a condition of my continuing employment with the West Virginia Division of Administrative Services; 2) that I understand the effective dates of these policy statement(s), staff notice(s), and/or job guide(s); 3) that I am hereby instructed to contact my immediate supervisor if I have any questions concerning these policy statement(s), staff notice(s), and/or job guide(s); and 4) that all Division of Administrative Services policy statement(s), staff notice(s), and/or job guide(s) will be available on the agency's website, in compliance with Division of Administrative Services Policy Statement 100.00, for viewing at any time.

Employee's Name (Print or Type) \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**UPLOAD THE FORM BY USING THE LINK BELOW**

<https://forms.gle/tmy8LP9hMT8hxgyD9>



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES  
AGENCY POLICY STATEMENT**

**SUBJECT: EMPLOYEE BULLETIN BOARDS**

**INDEX NUMBER: 282.00**

**EFFECTIVE DATE: December 19, 2022**

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**PURPOSE:** To establish and maintain a mechanism regarding physical employee bulletin boards within the Division of Administrative Services (hereinafter Division.)

**REFERENCE:** West Virginia Code §15A-2-1 et seq.

**RESPONSIBILITY:** None.

**CANCELLATIONS:** Any previous written or verbal instruction on this subject.

**APPLICABILITY:** All division employees.

**DEFINITIONS:** None.

**POLICY:**

- I. The Employee Relations Unit Supervisor within the Human Resources Section will maintain physical bulletin boards in locations designated by the Director as a means of communicating personnel-related information to employees, for example: job vacancy postings, and federal and state workplace notices required by law. The key(s) for these bulletin boards will be maintained by the Employee Relations Unit.
- II. Guidelines Related to Physical Employee Bulletin Boards
  - A. The Employee Relations Supervisor or Designee is responsible for the posting, review, monitoring, and updating of all items. Stale, obsolete, or irrelevant materials will be removed weekly.
  - B. Employees should check the physical bulletin boards daily for new information.
  - C. Physical employee bulletin boards will be in well lit, high traffic areas, of easy access to all employees.
  - D. Because several physical bulletin boards are required in the same area, they will be uniform in size, material, and appearance.
  - E. Employee physical bulletin boards must have a transparent covering for cleanliness and a lock for security.

