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POLICY MEMORANDUM 04-87

To:	Port Employees	Subject:	Policy and Procedure for Employee Bulletin Boards
Effective Date:	3/10/87	Revision Date:	
Approved By:	DAVID B. TYDINGCO, General Manager		
ALL REVISIONS ARE MARKED WITH AN ASTERISK (*)			
<p>I. <u>PURPOSE</u>: To provide for an additional communication tool to ensure that job related information reach employees. To minimize duplicating costs of these information, consistent with the Port's Cost Containment Program.</p> <p>II. <u>SCOPE</u>: All divisions are required to maintain their respective employee bulletin boards.</p> <p>III. <u>DISCUSSION</u>: Due to the nature of our operations, it is impossible to rely wholly on the spoken word, or individual and group meetings to meet our communication needs. Oftentimes, the information is too great in volume, our workforce are scheduled on different shifts, or there are simply too many employees to gather together for a talk. In addition, the nature of the information is frequently such that it requires a permanent, written record for future reference.</p> <p>IV. <u>UTILIZATION OF BULLETIN BOARDS</u>: Bulletin boards shall be utilized for posting memoranda, correspondences, notices, etc., that affect employees in any way. Posting of these documents shall include but not necessarily limited to:</p> <ul style="list-style-type: none"><li>A. Information about work schedules;</li><li>B. Safety and personnel policy changes;</li><li>C. Training and job announcements;</li><li>D. Agency activities and events; and</li><li>E. Newsletters</li></ul>			

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V. RESPONSIBILITIES:

- A. It shall be the responsibility of each employee to read and review notices posted on bulletin boards. This should be done on a daily basis.
- B. It shall be the responsibility of each division head to ensure that memoranda, correspondences, notices, etc. affecting employees in any way are immediately posted on divisional bulletin boards. It shall also be the division head's responsibility to remove expired notices. Bulletin boards shall be placed in high-traffic areas.
- C. It shall be the responsibility of the Personnel Office to conduct periodic checks of these bulletin boards to ensure that only appropriate memoranda, correspondences, notices, etc., are posted.