

**City Manager's Office**  
**Administrative Order No: 019**  
**Issued: 06/03**  
**Revised: 10/03**

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**Approved by Willis A. Casey**  
**City Manager**

**Subject: Bulletin Board Postings**

**Purpose:**

Clarify the appropriate items for posting on the bulletin boards in all City facilities.

**Policy:**

Bulletin board postings are one of the ways the City provides and shares important information with staff. Periodically staff receives requests from outside sources to post materials on the bulletin boards at City facilities. Following are the appropriate items for posting, as well as items that are not permitted.

Permitted Postings:

- City of Pittsburg City Council, Boards and Commission agendas, public hearing notices, and related postings.
- City of Pittsburg sponsored or co-sponsored events.
- Announcements of workshops held at City of Pittsburg facilities.
- Union meeting notices and other official business items of the recognized bargaining unit representatives, in accordance with the applicable Memoranda of Understanding.
- City of Pittsburg job announcements.
- Items that promote recreational activities for employees and their families.
- CalPERS and deferred compensation plan retirement information, posted by the Human Resources Department.
- Federal and State required postings.
- City Safety Committee and safety related items.
- City sponsored training notices.
- Other items of general interest, approved for posting by the City Manager.

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Not Permitted for Posting:

- Items for sale (i.e., garage or yard sale notices, cars or other personal items).
- Advertisements for products or services (i.e., items from mortgage lenders, product vendors, etc.).
- Any other items that do not fall within the Permitted Posting categories.