

"DIVISION OF MENTAL HEALTH AND HOSPITALS"

ADMINISTRATIVE BULLETIN 4:07


DATE: February 4, 1983

SUBJECT: Utilization of Employee Handbooks,
House Organs and Bulletin Boards
Applicability: H,CO

Present day concepts of fair labor practices require that each employee be adequately informed of what is expected of him by his employer as well as what he has a right to expect from his employer. Employee handbooks, house organs and bulletin boards are the usual media for conveying such explicit information to employees.

It must be recognized, therefore, that when policy changes are made, the burden of informing all employees rests with management, which should be able to show that all appropriate methods of notification were in fact utilized.

It is a responsibility of management to establish a mechanism for reviewing, for factual accuracy, the contents of all such handbooks, house organs and bulletin board notices.


Richard H. Wilson, Director
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