


Department of Public Works and Engineering

SUBJECT: EMPLOYEE BULLETIN BOARD	Departmental Policy No. 1-7 Effective Date: Upon Approval	
<p>I. Purpose</p> <p>To inform employees of their rights in the work place and to keep them informed of important information relative to their employment with the City of Houston.</p> <p>II. Scope</p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p>III. Policy</p> <p>The following information must be posted on a bulletin board and displayed in a prominent and accessible location for all employees.</p> <ol style="list-style-type: none">1. The PWE Policy manual is located on the PWE Content Management System (CMS). The web address is: http://pwecms.cityofhouston.net/documents/forms-policies/policy-and-procedure-manual.html2. EEOC/OIG Information3. Minimum wage information4. Worker's Compensation Information5. Smoking Policy6. Controlled Substance and Alcohol Abuse7. Grievance Procedures8. Newly issued Departmental Policies (30 days)9. Whistle Blower Protection10. Whistle Blower Resolution11. Notice to employee of rights under FMLA12. Notice Military Family Leave13. Notice to employees concerning the Texas Hazard Communication Act.14. Unemployment Compensation Information15. Texas Public Information Act Notice16. Uniformed Services Employment and Reemployment Rights Act (USERRA)17. Office of Injured Employee Counsel18. HOPE Meeting Notices and Contact information (as per Meet and Confer Agreement, Article 8.01)19. EEOC – Equal Opportunity is the Law20. City of Houston Ethics Committee21. PWE Safety and Security Hotline22. Texas Pay Day Law <p>IV. Compliance</p> <p>Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action.</p>		
Approved: 	Date Approved: 8/24/15	Page 1 of 1