



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 73-07	DATE: 10/7/73
REVISIONS: 5/16/75; 12/02/04	
ISSUED BY: City Manager	SIGNED: <i>Wm. F. Kennell</i>

SUBJECT: STANDARDS FOR DISPLAY OF MATERIALS IN THE CITY WORKPLACE

PURPOSE: The City, as a public employer, desires to accomplish the following objectives through the adoption of this policy:

1. Promote the efficient, effective and harmonious delivery of government services to the public;
2. Encourage impartiality and the public perception of impartiality in the provision of government services to the public;
3. Protect City employees from exposure to undue political pressure to support particular political candidates or causes;
4. Prevent disruption in the workplace that would negatively impact the City's ability to deliver government services to the public; and
5. Prevent the improper use of public funds or resources in support of political activity or private enterprise.

The rules and obligations described in this Policy apply to all employees of the City of Grand Rapids. Violations of this policy may result in disciplinary action up to and including termination, as well as civil and criminal liability.

In furtherance of these purposes, the City Manager adopts the following policy:

POLICY:

- A. No City employee shall engage in the following conduct in the City workplace or on City property:

1. Display any materials on the exterior of any City owned property, building or vehicle.
 2. Display any materials in any exterior window of any City owned building or vehicle where display of such materials are placed outward and could be viewed by the public.
 3. Display or distribute materials, which would communicate to a reasonable person, a profane, obscene, embarrassing, fraudulent, sexually explicit, intimidating, or defamatory message or statement.
 4. Display or distribute materials, which would communicate to a reasonable person a message or statement that constitutes sexual or racial harassment, intimidation, or discrimination or which constitutes otherwise unlawful activity.
 5. Display or distribute materials, which promote private enterprise, which would to a reasonable person appear to convey City support for the activity.
 6. Display or distribute materials, in such a way as to constitute political activity, as prohibited by law for public employees. MCL 15.401 et seq.
 7. Display or distribute any materials, which would tend to disrupt the workplace by causing offense to reasonable members of the public or reasonable City employees.
 8. Display or distribute any materials, which would tend to interfere with the efficient delivery of government services to the public.
 9. Display or distribute any materials, which tend to interfere with or diminish the public's reasonable perception of impartiality in the delivery of government services.
- B. No City employee shall have an expectation of privacy in their City provided work area.
- C. This policy applies to all City facilities and City-owned property where City employees have regular contact with the public and/or other City employees.
- D. Bulletin boards are specifically provided to employees to sell personal items, post notices of special events, or promote charitable events. Such postings shall be subject to a two-week limit. Department directors shall enforce this policy relative to employee postings on bulletin boards located in their departments. Facilities Management will enforce this policy for bulletin boards located adjacent to elevators and in common areas. No employee will post any material on any bulletin board without first obtaining the appropriate permission and date stamp.

- E. Prior approval from Department directors or Facilities Management is not needed to post materials on bulletin boards made available to employees pursuant to a collective bargaining agreement. In all other respects, union bulletin boards are subject to this policy.
- F. The City Manager reserves the right to modify or waive the application of this policy under appropriate circumstances