

# Ohio Department of Administrative Services

## Policy for Distribution of Information, Announcements and Discount Offers to State Employees

**Effective Date: July 1, 2005**

### **TYPES OF INFORMATION ACCEPTED FOR DISTRIBUTION TO STATE EMPLOYEES**

**State Agency Business:** Materials from state agencies directly related to state agency business will be given first consideration for statewide distribution. Examples include notices of policy and procedure changes; employee benefit information; and announcements regarding state agency programs.

**Agency Public Service Announcements:** Public service announcements directly related to a state agency's mission.

**Discount Offers:** Only limited recreational facilities and sporting events will be included in this category.

Offers must be significant. Offers that have limited impact or are identical to offers available to the general public will not be considered for distribution. Distribution of discount offers will be handled differently than state agency business and public service announcements. All discount offers will be reviewed by DAS, and if approved, will be made available to employees with instructions on how to obtain any hard copy materials, such as coupons or tickets.

Commercial advertisements, coupons, or discount offers (other than those stated above) will not be accepted for distribution to state employees.

This policy and current announcements and offers are located at:  
<http://das.ohio.gov/employeeannouncements>.

### **REQUEST AND DISTRIBUTION PROCEDURES**

Requests should be submitted electronically no less than six (6) weeks in advance of the date the information is to be distributed. Requests should be submitted to Eric Hagely at:  
[Eric.Hagely@das.ohio.gov](mailto:Eric.Hagely@das.ohio.gov).

All requests should include:

- The purpose of the announcement;
- Date of requested distribution; and
- Sponsoring agency approval.

**APPROVAL PROCESS**

All requests for statewide distribution to state employees will be reviewed and considered by the Department of Administrative Services:

- Office of Communications
- Director's Office

Appropriate requests will be reviewed by the Governor's Office of Communications prior to distribution.

**DISTRIBUTION PROCESS**

An electronic announcement will be forwarded by the Office of Communication to personnel officers of all state agencies, boards, and commissions. The announcement will include a Web page link.

Personnel officers should distribute to employees within their specific agency via e-mail. For employees who do not have access to email, every effort should be made to establish a common area for posting employee announcements, such as a centralized employee bulletin board.

If a centralized location is not available, paper copies should be provided as a payroll insert, as a last resort. All printing should be in black and white.

**REQUESTS TO AGENCY PERSONNEL OFFICERS**

In some cases, organizations will make direct requests to individual state agencies to distribute information or discount offers to their employees. Each agency should decide whether they wish to accept such requests. It is recommended that agencies adhere to the policy guidelines when considering such requests.

It is especially important to ensure that discount offers, if included, are not presented as offers endorsed by the State of Ohio. Remember that commercial advertisements will not be accepted.

In the past, organizations were permitted under special circumstances, to purchase state employee address labels. **This option is no longer available.**

If you have any questions regarding this policy please contact Eric Hagely, DAS Office of Communications, at [Eric.Hagely@das.ohio.gov](mailto:Eric.Hagely@das.ohio.gov) or 614-644-6808.