

Number: **BP 013**

Authority: Board of Directors
Adopted: June 21, 2022
Revised: March 17, 2026
Dept./Div.: Administration



BOARD POLICY

NATIONAL OBSERVANCE POLICY

ARTICLE 1 PURPOSE

The purpose of this policy is to standardize the manner in which the Ironhouse Sanitary District ("District") recognizes national observances.

ARTICLE 2 POLICY

This Policy establishes the manner in which the District shall recognize national observances.

ARTICLE 3 DEFINITIONS

- A. National observance: any federally created and recognized time period celebrating, commemorating, or recognizing important issues or cultural or ethnic groups.
- B. Webmaster: the member of District staff designated as the managing authority for the content on the District's website.

ARTICLE 4 PROCEDURE

- 4.1 In the spirit of the District's commitment to diversity and inclusion, the District may acknowledge the federal observances listed below by making revisions to the District's website, at the discretion of the Webmaster, upon consideration and approval from the General Manager. Any such acknowledgements on the District's website must comply with relevant state and federal laws and regulations.

4.2 The following observances are hereby recognized and acknowledged by the District:

Month	National observance
February	Black History Month
March	Women's History Month
May	Asian/Pacific American Heritage Month
June	Lesbian, Gay, Bisexual, and Transgender Pride Month
September 15 – October 15	Hispanic Heritage Month
October	Disability Employment Awareness Month
November	American Indian/Alaskan Native Heritage Month

4.3 Nothing in this Policy requires any revision of the District website in recognition of any or all of the below national observances. The District Board of Directors may amend the above list of observances in accordance with federally recognized national observances as is necessary.

ARTICLE 5 **EMPLOYEE RESPONSIBILITY**

Employees are responsible for adhering to this National Observance Policy. It is each employee's responsibility to know, understand, and abide by this Policy.

ARTICLE 6 **MANAGEMENT RESPONSIBILITY**

The General Manager and/or his/her designee is responsible for implementing this National Observance Policy. The General Manager/Designee is also responsible for informing employees of this Policy and for ensuring compliance.