

Do You Have the Proper Workplace Posters?

No one would claim that posting required workplace notices does anything to beautify your surroundings. However, various State and Federal legislations require numerous posters involving employee rights be displayed in order to comply with legal regulations. It's also a good time to review if you have the *most recent version* of the poster. As laws change and are updated, so are the posters.

- Do you know what's required?
- Do you know where they must be displayed?
- Do you know that many of them can be acquired free of charge?

Federal Law

At least a dozen posters are required by Federal law. Fortunately, so that an entire wall need not be covered with ugly notices, many of them have been combined. Note that many of these are also available in Spanish.

1. Consolidated EEO Poster

Employers with 15 or more employees must comply with posting requirements for *Title VII of the Civil Rights Act of 1964*. Also included on this poster are: *Age Discrimination in Employment Act*, *the Americans with Disabilities Act*, *the Equal Pay Act*, *Executive Order 11246*, *the Rehabilitation Act*, and *the Vietnam Era Vets' Readjustment Assistance Act*.

For a free copy visit: <http://www.dol.gov/oasam/programs/osdbu/sbrefa/poster/matrix.htm> or call (800) 669-EEOC.

2. Occupational Safety and Health Act (OSHA)

Employers with 1 or more employees are required to post a notice that states that employers must provide a safe and healthy workplace. It also includes contact information should employees wish to file complaints.

For a free copy visit: <http://www.dol.gov/oasam/programs/osdbu/sbrefa/poster/matrix.htm> or call (202) 693-1888.

3. Uniformed Services Employment and Reemployment Rights Act (USERRA)

All employers must provide notice of rights, benefits, and obligations under USERRA, which addresses military leave and service issues.

For a free copy visit: <http://www.dol.gov/oasam/programs/osdbu/sbrefa/poster/matrix.htm> or call (866) 487-2365.

4. Employee Polygraph Protection Act (EPPA)

The EPPA requires most private employers to display a notice which states that they cannot require polygraph tests except in limited situations, cannot discriminate, and that informs individuals about their rights should they take such a test.

For a free copy visit: <http://www.dol.gov/oasam/programs/osdbu/sbrefa/poster/matrix.htm> or call (888) 972-7332.

5. Fair Labor Standards Act (FLSA)

Nearly all employers must post an FLSA notice that explains employees' rights regarding minimum wage, overtime and child labor.

For a free copy visit: <http://www.dol.gov/oasam/programs/osdbu/sbrefa/poster/matrix.htm> or call (866) 487-2365.

6. Family and Medical Leave Act (FMLA)

Employers with 50 or more employees and public agencies must display a poster which explains employee rights under the FMLA.

For a free copy visit: <http://www.dol.gov/oasam/programs/osdbu/sbrefa/poster/matrix.htm> or call (888) 972-7332.

Posters for Federal Contractors

Federal contractors are subject to additional requirements. Posting requirements can include those for: the *Davis Bacon Act* (government construction), Beck Poster (employee rights regarding union dues) and the *Service Contract Act* (compensation under government service contracts).

For a free copy visit: <http://www.dol.gov/oasam/programs/osdbu/sbrefa/poster/matrix.htm>.

State Law

To complicate matters further, most states have additional posting requirements that exceed those required by federal law. Such postings can include those related to wage & hour, safety, discrimination, unemployment insurance, harassment, workers' compensation, leave, smoking, and other issues. Many of these are also available free of charge.

After reviewing all of this, if you are still uncertain which posters apply to your business, the Department of Labor (DOL) has put together a handy on-line tool that will walk you through step-by-step. This tool can be found at: <http://www.dol.gov/elaws/posters.htm>.

Where to Display

Undoubtedly you would prefer that government notices be posted in a closet or furnace room. Unfortunately, they must be displayed in conspicuous places where they will be viewed by both applicants and employees. Break areas, HR offices, bulletin boards are good candidates or anywhere else where employee notices are found. Don't forget that the notices must be accessible to disabled individuals. If you have employees or applicants with sight impairments or reading disabilities you will need to inform them of their rights.

Finally, if you employ numerous individuals who don't speak English you may need to display posters in their native language.

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