

U.S. DEPARTMENT OF LABOR WORKPLACE POSTER REQUIREMENTS FOR SMALL BUSINESSES AND OTHER EMPLOYERS

POSTER	WHO MUST POST	CITATIONS / PENALTY	OTHER INFORMATION
<p>JOB SAFETY AND HEALTH PROTECTION Occupational Safety and Health Administration. 29 USC 657(c), 29 CFR 1903.2</p> <ul style="list-style-type: none"> ▪ En Español 	<p>Private employers engaged in a business affecting commerce. Does not apply to federal, state or political subdivisions of states.</p>	<p>Any covered employer failing to post the poster may be subject to citation and penalty.</p>	<p>Employers in states operating OSHA-approved state plans should obtain and post the state's equivalent poster.</p>
<p>EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW Employment Standards Administration, Office of Federal Contract Compliance Programs. Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; 38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; 41 CFR Chapter 60-I .42; 41 C.F.R 60-250.4(k); 4 1 C.F.R. 60-74 1.5(a)4</p> <ul style="list-style-type: none"> ▪ En Español 	<p>Entities holding federal contracts or subcontracts or federally assisted construction contracts of \$10,000 or more; financial institutions which are issuing and paying agents for U.S. savings bonds and savings notes; depositories of federal funds or entities having government bills of lading.</p>	<p>Appropriate contract sanctions may be imposed for uncorrected violations.</p>	<p>Post copies of the poster in conspicuous places available to employees, applicants for employment, and representatives of labor organizations with which there is a collective bargaining agreement. Also, non construction contractors or subcontractors with 50 or more employees and a contract of \$50,000 or more [otherwise required by 41 CFR 60-2.1 (a)] should develop an equal opportunity policy as part of an affirmative action plan and post the policy on company bulletin boards. 41 CFR 60-2.2 1 (a)(9).</p>
<p>YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT Employment Standards Administration, Wage and Hour Division. 29 CFR 825.300, .402</p> <ul style="list-style-type: none"> ▪ En Español 	<p>Public agencies (including state, local, and federal employers), public and private elementary and secondary schools, as well as private sector employers who employ 50 or more employees in 20 or more work weeks and who are engaged in commerce or in any industry or activity affecting commerce, including joint employers and successors of covered employers.</p>	<p>Willful refusal to post may result in a civil money penalty by the Wage and Hour Division not to exceed \$100 for each separate offense.</p>	<p>Where an employer's workforce is not proficient in English, the employer must provide the notice in the language the employee speaks. The poster must be posted prominently where it can be readily seen by employees and applicants for employment.</p>
<p>FEDERAL MINIMUM WAGE Employment Standards Administration, Wage and Hour Division (Fair Labor</p>	<p>Every private, federal, state and local government employer employing any employee</p>	<p>No citations or penalties for failure to post.</p>	<p>Any employer of employees to whom sec. 7 of the Fair Labor Standards Act does not apply may</p>

Standards Act). 29 CFR 5 16.4	subject to the Fair Labor Standards Act, 29 USC 211,29 CFR 5 16.4.		alter or modify the poster legibly to show that the overtime provisions do not apply.
<p>NOTICE: EMPLOYEE POLYGRAPH PROTECTION ACT Employment Standards Administration, Wage and Hour Division. 29 CFR 801.6</p> <ul style="list-style-type: none"> ▪ En Español 	Any employer engaged in or affecting commerce or in the production of goods for commerce. Does not apply to federal, state and local governments, or to circumstances covered by the national defense and security exemption.	The Secretary of Labor can bring court actions and assess civil penalties for failing to post.	The Act extends to all employees of covered employers regardless of their penalties for failing to post. citizenship status, and foreign corporations operating in the United States. The poster must be displayed where it can be readily observed by employees and applicants for employment.
<p>Uniformed Services Employment and Reemployment Rights Act (Notice for use by private and state employers)</p> <p>Veterans' Employment and Training Service 38 U.S.C. 4334, 20 CFR 1002.</p>	The full text of the notice must be provided by each employer to persons entitled to rights and benefits under USERRA.	No citations or penalties for failure to notify. An individual could ask USDOL to investigate and seek compliance, or file a private enforcement action to require the employer to provide the notice to employees.	Employers may provide the notice by posting it where employee notices are customarily placed. However, employers are free to provide the notice in other ways that will minimize costs while ensuring that the full text of the notice is provided (e.g., by handing or mailing out the notice, or distributing the notice via electronic mail).