

# Job Site Poster Requirements

## U.S. DEPARTMENT OF LABOR Job Site Poster Requirements

1. [Poster Advisor for the "Employee Rights Under the Fair Labor Standards Act" Poster \(FLSA/Minimum Wage\)](#)

1a. ["Employee Rights Under the Fair Labor Standards Act" \(FLSA/Minimum Wage\) – CLICK FOR POSTER](#)

1b. ["Worker Rights Under Executive Order 13658: Federal Minimum Wage for Contractors" – CLICK FOR POSTER](#)

1c. ["Workers with Disabilities/Special Minimum Wage" – CLICK FOR POSTER](#)

**Who Must Post:**

- Every private, federal, state and local government employer employing any employee subject to the [Fair Labor Standards Act](#), [29 USC 211](#), [29 CFR 516.4](#) posting of notices.
- Every employer who employs workers with disabilities under special minimum wage certificates is also required to post the Employee Rights for [Workers with Disabilities/Special Minimum Wage Poster](#).

**Poster Requirements:** Every employer of employees subject to the FLSA's minimum wage provisions must post, and keep posted, a [notice](#) explaining the Act in a conspicuous place in all of their establishments.

- **There is no size requirement for the poster**
  - ***Employees must be able to readily read it***
- There is no requirement to post the poster in languages other than English.

**Citations/Penalty:** No citations or penalties for failure to post.

2. [Poster Advisor "Job Safety and Health: It's the Law" Poster \(Occupational Safety and Health Act/OSHA\)](#)

2a. [Job Safety and Health: It's the Law – CLICK FOR POSTER](#)

2b. [Forms 300 – Click for Forms \(Notices Below\)](#)

**Who Must Post:** Private employers engaged in a business affecting commerce.

**Poster Requirements:** All covered employers are required to display and keep displayed the OSHA Job Safety and Health: It's the Law poster. Employers in states with an OSHA-approved state plan **may** be required to post a state version of the OSHA poster.

- The OSHA poster must be displayed in a conspicuous **place where employees can see it**.
- Copies of the poster shall be at least 8 1/2 by 14 inches with 10-point type.
- Posting of the notice in languages other than English is **not required**
  - OSHA encourages employers with workers that speak other languages to also display the other relevant versions of the poster.

## Job Site Poster Requirements

- Occupational Safety and Health Administration: [29 USC 657\(c\)](#), [29 CFR 1903.2](#)

**Notices:** Employees, former employees and their representatives have the right to review the [OSHA Form 300](#), Log of Work-related Illnesses and Injuries, in its entirety.

- Employers are required to post the [Summary of Work-related Injuries and Illnesses \(Form 300A\)](#) in a **visible location** so that employees are aware of the injuries and illnesses that occur in their workplace.
- Employers are required to post the [Summary Form \(300A\)](#) ***by February 1 of the year following the year covered by the form and keep it posted until April 30 of that year.***

**Citations/Penalty:** Any covered employer failing to post the poster may be subject to citation and penalty.

### 3. [Poster Advisor "Employee Rights and Responsibilities Under The Family and Medical Leave Act" \(FMLA\)](#)

3a. [Family and Medical Leave Act \(FMLA\) Poster – CLICK FOR POSTER](#)

3b. [Prototype Eligibility and Rights and Responsibilities Notice \(Form WH-381\) – Click for Form](#)

- [Per Eligibility Notice Requirements – Click for more Data](#)
- [Per Rights and Responsibilities Notice Requirements – Click for more Data](#)

3c. [Designation Notice \(Form WH-382\) – Click for Form](#)

- [Per Designation Notice Requirements – Click for more Data](#)

**Who Must Post:** Public agencies (including state, local, and federal employers), public and private elementary and secondary schools

- 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.**

**Poster Requirements:** All covered employers are required to display and keep on display a poster explaining the provisions of the FMLA and telling employees how to file a complaint with the Wage and Hour Division of violations of the Act.

- The poster **must be displayed prominently where employees and applicants for employment can see it.**
- The poster and all the text must be large enough to be easily read and contain fully legible text.
- Covered employers must display the poster even if no employees are eligible for FMLA leave.**
- Wage and Hour Division (WHD): [29 CFR 825.300](#), [.402](#)
  - If a representative of the Department of Labor determines that an employer has committed a ***willful*** violation of this posting requirement, and that the imposition of a civil money penalty for such violation is appropriate, the representative may issue and serve a **notice of penalty** on such employer
    - in person; or**
    - by certified mail**

**Citations/Penalty:** Willful refusal to post may result in a civil money penalty by the Wage

## Job Site Poster Requirements

and Hour Division not to exceed \$100 for each separate offense.

4. [Poster Advisor "Employee Rights and Responsibilities Under The Family and Medical Leave Act" \(FMLA\)](#)

4a. ["Equal Employment Opportunity is the Law" – CLICK FOR POSTER](#)

4b. ["EEO is the Law" Supplement – CLICK FOR POSTER](#)

- Employers with 15 or more employees must post notice describing the Federal laws prohibiting employment discrimination based on race, color, sex, national origin, religion, age, equal pay, disability and genetic information.

**Who Must Post:** Entities holding federal contracts or subcontracts or federally assisted construction contracts of more than \$10,000

**Poster Requirements:** Contractors and subcontractors who hold a single Federal contract or subcontract in excess of \$10,000 or who hold contracts or subcontracts with the Federal government in any 12-month period that have a total value of more than \$10,000 are required to post the Equal Employment Opportunity (EEO) notice, [EEO is the Law poster \(PDF\) and supplement](#)

- The notice and supplement must be posted in **conspicuous places available to employees and applicants for employment and representatives of each labor union with which the covered contractor or subcontractor has a collective bargaining agreement, such as, the personnel office, work-out facility, lunchroom, or company bulletin board.**
  - There is no particular size requirement.***
  - Posting of the notice in languages other than English is not required.**

**Citations/Penalty:** Appropriate contract sanctions may be imposed for uncorrected violations.

5. [Poster Advisor "Pay Transparency Nondiscrimination Provision \(41 CFR Part 60-1.35\)" \(FMLA\)](#)

5a. ["Pay Transparency Nondiscrimination Provision" – CLICK FOR POSTER](#)

**Who Must Post:** Contractors and subcontractors who hold a single Federal contract or subcontract

- In excess of \$10,000; or
- Who hold contracts or subcontracts with the Federal government in any 12-month period with a total value of more than \$10,000

**Poster Requirements:** Contractors and subcontractors who hold a single Federal contract or subcontract in excess of \$10,000 or who hold contracts or subcontracts with the Federal government in any 12-month period that have a total value of more than \$10,000 are required to post [the Pay Transparency Nondiscrimination Provision](#)

- The notice and supplement must be posted in **conspicuous places available to employees and applicants for employment and representatives of each labor union with which the covered contractor or subcontractor has a collective bargaining agreement, such as, the personnel office, work-out facility, lunchroom, or company bulletin board.**
  - There is no particular size requirement***

## Job Site Poster Requirements

**Citations/Penalty:** Appropriate contract sanctions may be imposed for uncorrected violations.

6. [Poster Advisor "Pay Transparency Nondiscrimination Provision \(41 CFR Part 60-1.35\)" \(FMLA\)](#)  
6a. ["Employee Rights for Workers with Disabilities/Special Minimum Wage/WH Publication 1284" Poster – CLICK FOR POSTER](#)

**Who Must Post:** Every employer having workers employed under special minimum wage certificates authorized by section 14(c) of the Fair Labor Standards Act

**Poster Requirements:** Every employer of employees subject to the FLSA's minimum wage provisions must post, and keep posted, a notice explaining the Act in a conspicuous place in all of their establishments.

- There is no requirement to post the poster in languages other than English.

**Citations/Penalty:** No citations or penalties for failure to post.

7. [Poster Advisor for the "Employee Polygraph Protection Act Notice \(EPPA\)"](#)

- 7a. ["Employee Rights Employee Polygraph Protection Act" Poster – CLICK FOR POSTER](#)

**Who Must Post:** Any employer engaged in or affecting commerce or in the production of goods for commerce.

**Poster Requirements:** Every employer subject to EPPA shall post and keep posted on its premises a notice explaining the Act.

- The notice must be posted in a prominent and conspicuous place in every establishment of the employer where it can **readily be observed by employees and applicants for employment.**
- There is no size requirement for the poster.
- There is no requirement to post the poster in languages other than English.

**Citations/Penalty:** The Secretary of Labor can bring court actions and assess civil penalties for failing to post.

8. [Poster Advisor for the "Your Rights Under USERRA" Notice](#)

- 8a. ["Your Rights Under USERRA: The Uniformed Services Employment and Reemployment Rights Act" Poster – CLICK FOR POSTER](#)

**Who Must Post:** The full text of the notice must be provided by each employer to persons entitled to rights and benefits under USERRA.

**Poster Requirements:** Employers may post the notice entitled "Your Rights Under USERRA" where employer notices are customarily placed, mail it, or by distributing it via electronic mail.

- The notice must be posted in a prominent and conspicuous place in every establishment of the employer where it can **readily be observed by employees and applicants for employment.**
- There is no size requirement for the poster version of the notice.

**Citations/Penalty:** No citations or penalties for failure to notify. An individual could ask DOL to investigate and seek compliance or file a private enforcement action to require the employer to provide the notice to employees.

## Job Site Poster Requirements

9. [Poster Advisor for the Notice to All Employees Working on Federal or Federally Financed Construction Projects \(Davis-Bacon Act\) Employee Rights Under the Fair Labor Standards Act" Poster \(FLSA / Minimum Wage\)](#)
  - 9a. ["Employee Rights Under the Davis-Bacon Act"/WH-1321 – CLICK FOR POSTER](#)
  - 9b. [Fact Sheet #17A: Exemption for Executive, Administrative, Professional, Computer & Outside Sales Employees Under the Fair Labor Standards Act \(FLSA\) – CLICK FOR POSTER](#)

**Who Must Post:** Any contractor/subcontractor engaged in contracts in excess of \$2,000 for the actual construction, alteration/repair of a public building or public work or building or work financed in whole or in part from federal funds, federal guarantee, or federal pledge which is subject to the labor standards provisions of any of the acts listed in [29 CFR 5.1](#).

**Poster Requirements:** Every employer performing work covered by the labor standards of the DBRA must post the [WH-1321 "Employee Rights Under the Davis-Bacon Act"](#) poster

    - At the site of the work in a prominent and accessible place where it may be easily seen by workers.
    - The applicable wage determination must be similarly posted.
    - **The two printed pages must be taped or pasted together to form an 11 x 17-inch poster.**

**Citations/Penalty:** No citations or penalties for failure to notify.
10. [Poster Advisor for the "Employee Rights on Government Contracts" Poster \(SCA, CWHSSA, Walsh-Healey\)](#)
  - 10a. ["Employee Rights Under the Davis-Bacon Act"/WH-1321 – CLICK FOR POSTER \(also above in Section 8\)](#)
  - 10b. [Employee Rights on Government Contracts – CLICK FOR POSTER](#)

**Who Must Post:** Every contractor or subcontractor engaged in a contract with the United States or the District of Columbia in excess of \$2,500 the principal purpose of which is to furnish services in the U.S. through the use of service employees.

**Poster Requirements:** Every employer performing work covered by the labor standards of the DBRA must post the [WH-1321 "Employee Rights Under the Davis-Bacon Act"](#) poster

    - At the site of the work in a prominent and accessible place where it may be easily seen by workers.
    - The applicable wage determination must be similarly posted.
    - **The two printed pages must be taped or pasted together to form an 11 x 17-inch poster.**

**Citations/Penalty:** No citations or penalties for failure to post.
11. [Poster Advisor for the "Notification of Employee Rights Under Federal Labor Laws"](#)
  - 11a. [Executive Order 13496: Notification of Employee Rights Under Federal Labor Laws – CLICK FOR POSTER](#)

**Who Must Post:** Federal contractors and subcontractors must post the employee notice conspicuously in and around their plants and offices so that it is prominent and readily seen by employees.

## Job Site Poster Requirements

- Contractors and subcontractors must post the notice where other notices to employees about their jobs are posted.
  - Federal contractors and subcontractors are required to post the prescribed employee notice conspicuously in plants and offices where employees covered by the [NLRA](#) perform contract-related activity, including all places where notices to employees are customarily posted both physically and electronically.

**Poster Requirements:** Federal contractors and subcontractors who post notices to employees electronically must also post the required notice electronically via a link to the OLMS website.

- When posting electronically, the link to the notice must be placed where the contractor customarily places other electronic notices to employees about their jobs.
- The link can be no less prominent than other employee notices. Electronic posting cannot be used as a substitute for physical posting. At the site of the work in a prominent and accessible place where it may be easily seen by workers.

**Citations/Penalty:** The sanctions, penalties, and remedies for noncompliance with the notice requirements include the suspension or cancellation of the contract and the debarring of federal contractors from future federal contracts.

12. [Executive Order 13706, Establishing Paid Sick Leave for Federal Contractors](#)

12a. [Worker Rights Under Executive Order 13706: Paid Sick Leave for Federal Contractors – CLICK FOR POSTER](#)

13. [National Labor Relations Board: Employee Rights Notice Posting](#)

13a. [Employee Rights Under the NLRA – CLICK FOR POSTER](#)

14. [Department of Energy, Office of Environment, Health, Safety and Security](#)

14a. [Job Safety and Health – It's the Law! – EHSS – CLICK FOR POSTER](#)

# Job Site Poster Requirements

## California Workplace Postings

1. [Industrial Welfare Commission Wage Orders - CLICK FOR POSTER](#)  
IWC wage orders regulate wages, hours and working conditions and are numbered by industry or occupation group.  
**Who Must Post:** All Employers
  - (a) [Wage Order No. 01 – Manufacturing Industry](#)
  - (b) [Wage Order No. 02 – Personal Services Industry](#)
  - (c) [Wage Order No. 03 – Canning, Freezing, and Preserving Industry](#)
  - (d) [Wage Order No. 04 – Professional, Technical, Clerical, Mechanical and Similar Occupations](#)
  - (e) [Wage Order No. 05 – Public Housing Industry](#)
  - (f) [Wage Order No. 06 – Laundry, Linen Supply, Dry Cleaning and Dyeing Industry](#)
  - (g) [Wage Order No. 07 – Mercantile Industry](#)
  - (h) [Wage Order No. 08 – Industries Handling Products After Harvest](#)
  - (i) [Wage Order No. 09 – Transportation Industry](#)
  - (j) [Wage Order No. 10 – Amusement and Recreation Industry](#)
  - (k) [Wage Order No. 11 - Broadcasting Industry](#)
  - (l) [Wage Order No. 12 – Motion Picture Industry](#)
  - (m) [Wage Order No. 13 – Industries Preparing Agricultural Products for Market, on the Farm](#)
  - (n) [Wage Order No. 14 – Agricultural Occupations](#)
  - (o) [Wage Order No. 15 – Household Occupation](#)
  - (p) [Wage Order No. 16 – Certain On-Site Occupations in the Construction, Drilling, Logging and Mining Industries](#)
  - (q) [Wage Order No. 17 – Miscellaneous Employees](#)
  
2. [Minimum Wage – CLICK FOR POSTER](#) Sets forth California's minimum wage  
**Who Must Post:** All Employers
  
3. [Paid Sick Leave – CLICK FOR POSTER](#)  
Provides information about paid sick leave entitlement and usage.  
**Who Must Post:** All Employers
  
4. [Hate Violence – CLICK FOR POSTER](#)  
[Civil Rights Department](#)
  
5. [COVID-19 Supplemental Paid Sick Leave 2022 – CLICK FOR POSTER](#)  
Provides information about supplemental paid sick leave entitlement and usage for COVID-19 reasons in California in 2022.

# Job Site Poster Requirements

**Who Must Post**: All employers with twenty (26) or more employees

6. **Payday Notice – CLICK FOR POSTER**

Must specify the regular paydays and the time and place of payment.

- An employer-developed notice is permitted.

**Who Must Post**: All Employers

7. **Safety and Health Protection on the Job – CLICK FOR POSTER**

Contains pertinent information regarding safety rules and regulations.

**Who Must Post**: All Employers

8. **Emergency Phone Numbers – CLICK FOR POSTER** Lists emergency responders' phone numbers.

**Who Must Post**: All Employers

9. **Access to Medical and Exposure Records – CLICK FOR POSTER**

Provides information about rights of employees working with hazardous/toxic substances.

**Who Must Post**: All employers using hazardous or toxic substances

10. **Operating Rules for Industrial Trucks – CLICK FOR POSTER**

Employers using industrial trucks shall post and enforce a set of operating rules.

**Who Must Post**: Employers operating forklifts and other types of industrial trucks or tow tractors

11. **Notice to Employees – Injuries Caused by Work – CLICK FOR POSTER**

Advises employees of workers' compensation benefits.

- Claims administrators and employers need to revise the notice they are currently using and send it to the DWC administrative director for review and approval or they may download and use this version.

NOTE: Employers may obtain professionally printed copies of the poster and workers' comp claim form from their claims administrator.

**Who Must Post**: All Employers

12. **Notice of Workers' Compensation Carrier and Coverage**

States the name of the employer's current compensation insurance carrier, or the fact that the employer is self-insured.

- Obtained from the employer's workers' compensation insurance carrier.

**Who Must Post**: All Employers

13. **Whistleblower Protections – CLICK FOR POSTER**

- Must be prominently displayed in lettering larger than size 14 type and include a list



## Job Site Poster Requirements

of employee rights and responsibilities under the whistleblower laws

- including the telephone number of the whistleblower hotline maintained by the office of the [California Attorney General](#).
- The Division of Labor Standards Enforcement has prepared a sample posting that it believes meets the requirements of [Labor Code Section 1102.8\(a\)](#), except for being larger than size 14 type.
  - To view this sample, click here ([Pdf](#)) ([Doc](#)). This sample is not the only option though, as employers are free to develop their own posting.

**Who Must Post:** All Employers

### 14. No Smoking Signage

Signage must be posted designating where smoking is prohibited/permitted in a place of employment. This law is enforced by local law enforcement agencies.

**Who Must Post:** All Employers

### 15. [Log and Summary of Occupational Injuries and Illnesses](#)

- [Form 300 \(Click for Form\)](#) is for logging recordable injuries
- [Form 301 \(Click for Form\)](#) is for collecting details
- [Form 300A \(Click for Form\)](#) is the annual summary form. All three forms are available in various downloadable formats with instructions on the [Cal/OSHA publications page](#).

**Who Must Post:** Employers with eleven (11) or more employees in the previous year

### 16. [Prevailing Wage Rate Determinations](#)

The body awarding any contract for public work or otherwise undertaking any public work shall cause a copy of the prevailing wage determination for each craft, classification or type of worker needed to execute the contract to be posted at each job site.

**Who Must Post:** Public Works Awarding Bodies and Contractors

### 17. [California Law Prohibits Workplace Discrimination and Harassment/DFEH-E07P-ENG – CLICK FOR POSTER](#)

The latest information can be obtained from the [Department of Fair Employment and Housing \(DFEH\)](#), 1 (800) 884-1684, Reference notice [DFEH-E07P-ENG](#).

**Who Must Post:** All Employers

### 18. [Transgender Rights in the Workplace/DFEH-E04P-ENG \(mandatory January 1, 2018\) – CLICK FOR POSTER](#)

The latest information can be obtained from the [Department of Fair Employment and Housing \(DFEH\)](#), 1 (800) 884-1684, Reference notice [DFEH-E04P-ENG](#).

**Who Must Post:** All Employers

### 19. [Pregnancy Disability Leave/DFEH-E09P-ENG – CLICK FOR POSTER](#)

## Job Site Poster Requirements

The latest information can be obtained from the [Civil Rights Department](#), 1 (800) 884-1684, Reference notice [DFEH-E09P-ENG](#).

**Who Must Post:** Employers of 5 to 49 employees

20. [Family Care and Medical Leave \(CFRA leave\) and Pregnancy Disability Leave/DFEH-100-21ENG](#) The latest information can be obtained from the Department of [Fair Employment and Housing \(DFEH\)](#), 1 (800) 884-1684, Reference notice [DFEH-100-21ENG](#).  
**Who Must Post:** All Employers
21. [Notice to Employees/DE 1857A – CLICK FOR POSTER](#)  
Advises employees of potential unemployment insurance, disability insurance and paid family leave insurance benefits. The latest information can be obtained from the [Employment Development Department](#), reference number [DE 1857A](#).  
(916) 322-2835  
**Who Must Post:** All Employers
22. [Notice to Employees: Unemployment Insurance Benefits/DE 1857D – CLICK FOR POSTER](#)  
The latest information can be obtained from the [Employment Development Department](#), reference number [DE 1857D](#).  
(916) 322-2835.  
**Who Must Post:** All Employers
23. [Notice to Employees: Time Off to Vote – CLICK FOR POSTER](#)  
Not less than 10 days before every statewide election, every employer shall keep posted conspicuously at the place of work
  - Or elsewhere where it can be seen as employees come or go to their place of work
  - A notice setting forth the provisions of [section 14000](#).**Who Must Post:** All Employers
24. [Equal Employment Opportunity is the Law – CLICK FOR POSTER \(Also available on Federal Posting Requirements\)](#)  
Includes Americans with Disabilities Act (ADA) poster. The latest information can be obtained from the [U.S. Equal Employment Opportunity Commission](#).  
1 (800) 669-3362  
**Who Must Post:** All Employers
25. [Minimum wage \(Federal Fair Labor Standards Act\)/WH 1088 – CLICK FOR POSTER](#)  
The latest information can be obtained from the U.S. Department of Labor, reference number [WH 1088](#).  
(415) 744-5590  
**Who Must Post:** All Employers

## Job Site Poster Requirements

26. [Notice: Employee Polygraph Protection Act/WH 1088 – CLICK FOR POSTER](#)  
The latest information can be obtained from the [U.S. Department of Labor](#), reference number [WH 1462](#).  
(415) 744-5590  
**Who Must Post:** All Employers
  
27. [Family and Medical Leave Act \(Federal FMLA\)/WH 1420 – CLICK FOR POSTER](#)  
The latest information can be obtained from the [U.S. Department of Labor](#), reference number [WH 1420](#).  
(415) 744-5590  
**Who Must Post:** All Employers with fifty (50) or more Employees and all Public Agencies
  
28. [Sexual Harassment, CRD-185P-EN – CLICK FOR POSTER](#)  
[Civil Rights Department](#)
  
29. [Rights and Obligations as a Pregnant Employee, CRD-E09P-EN – CLICK FOR POSTER](#)  
[Civil Rights Department](#)

# Job Site Poster Requirements

## New Mexico State Posters

1. [\\*New Mexico Minimum Wage Act Summary – CLICK FOR POSTER](#)

\*The Minimum Wage Act summaries serve as a new posting option for your workplace. You may post the one-page summary or you may keep the full version of the Minimum Wage Act posted if you do not wish to replace it.

- Either one of these postings will suffice to meet your requirement.

2. [Human Rights Act Poster – CLICK FOR POSTER](#)

3. [New Mexico Job Health and Safety - IT'S THE LAW! – CLICK FOR POSTER](#)

4. [Human Trafficking – CLICK FOR POSTER](#)

5. [Unemployment Insurance Notice](#) – **This poster is issued at the time of initial Unemployment Insurance tax registration and never needs to be updated.**

- If you need an additional copy of the Unemployment Insurance Notice, you can log into your employer account in the Unemployment Insurance Tax & Claims System at [www.dws.state.nm.us](http://www.dws.state.nm.us).
- If you need an additional copy of the Unemployment Insurance Notice, you can log into your employer account in the Unemployment Insurance Tax & Claims System at [www.dws.state.nm.us](http://www.dws.state.nm.us).
  - The poster will be located under "Correspondence," and "Tax Correspondence." Under the "Correspondence Class" dropdown menu, select "Registration."
- IF you do not have the Unemployment Insurance Notice in your correspondence, please contact the Unemployment Insurance Operations Center at 1-877-664-6984, Monday through Friday, from 8:00 a.m. to 4:30 p.m.