

## **POSTING REQUIREMENTS**

All employers must conspicuously display certain state, federal and local notices in the workplace. The posting must be in an area accessible to all employees at each worksite. For those employees working remotely, the information can be provided electronically to each employee - via email or company intranet.

The size of the workforce will determine which posters are required of employers. Generally, federal laws apply to employers with 15 or more employees; California laws and regulations generally apply to employers of five (5) or more - except the laws pertaining to sexual harassment law apply upon the hiring of one (1) or more individuals as an employee or independent contractor.

## **FEDERAL POSTING REQUIREMENTS**

Poster Title	Employer Size	Issuing Agency
Federal Minimum Wage	All employers	Department of Labor (DOL) <a href="https://www.dol.gov/sites/dolgov/files/WHd/legacy/files/minwage.pdf">https://www.dol.gov/sites/dolgov/files/WHd/legacy/files/minwage.pdf</a> Poster: <a href="https://www.dol.gov/sites/dolgov/files/WHd/legacy/files/minwagep.pdf">https://www.dol.gov/sites/dolgov/files/WHd/legacy/files/minwagep.pdf</a> WHD Pub 1088 Revised July 2016
Know Your Rights: Workplace Discrimination is Illegal	All employers	Equal Employment Opportunity Commission (EEOC) <a href="https://www.eeoc.gov/poster">https://www.eeoc.gov/poster</a> EEOC Revised October 2022
Employee Rights Under the Federal Family and Medical Leave Act	Employers of 50 or more employees	Department of Labor <a href="http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf">http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf</a> WHD Pub. 1420 Revised April 2016
Employee Polygraph Protection Act	All employers	Department of Labor <a href="https://www.dol.gov/whd/regs/compliance/posters/eppac.pdf">https://www.dol.gov/whd/regs/compliance/posters/eppac.pdf</a> WHD 1462 Revised July 2016
Veterans Benefits (USERRA Notice)	All employers	Department of Labor <a href="http://www.dol.gov/vets/programs/userra/userra_private.pdf">http://www.dol.gov/vets/programs/userra/userra_private.pdf</a> Revised April 2017
Employee Rights under the National Labor Relations Act	All employers	National Labor Relation Board (NLRB) <a href="https://www.dol.gov/sites/dolgov/files/olms/regs/compliance/eo_posters/employeeightsposter11x17_2019final.pdf">https://www.dol.gov/sites/dolgov/files/olms/regs/compliance/eo_posters/employeeightsposter11x17_2019final.pdf</a> Revised May 2022

### **STATE POSTING REQUIREMENTS**

<b>Poster Title</b>	<b>Employer Size</b>	<b>Issuing Agency</b>
California Minimum Wage	All employers	Industrial Welfare Commission (IWC) <a href="https://www.dir.ca.gov/iwc/MW-2022.pdf">https://www.dir.ca.gov/iwc/MW-2022.pdf</a>  MW-2022
Industrial Welfare Commission Wage Orders	All employers must post the industry-specific Wage Order for their business	Department of Industrial Relations (DIR) <a href="http://www.dir.ca.gov/iwc/wageorderindustries.htm">http://www.dir.ca.gov/iwc/wageorderindustries.htm</a>  There are 17 Wage Orders, with various version dates
California Law Prohibits Workplace Discrimination or Harassment	All employers	Civil Rights Department (CRD)  <a href="https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2020/10/Workplace-Discrimination-Poster_ENG.pdf">https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2020/10/Workplace-Discrimination-Poster_ENG.pdf</a> DFEH-E07P-ENG Revised January 2022
Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave	Employers of 5 or more employees	Civil Rights Department <a href="https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2022/09/CFRA-and-Pregnancy-Leave_ENG.pdf">https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2022/09/CFRA-and-Pregnancy-Leave_ENG.pdf</a>  CRD-100-21ENG / September 2022
Pregnancy Disability Leave  Your Rights and Obligations as a Pregnant Employee	Employers with 5 or more employees and all public agencies	Civil Rights Department <a href="https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2022/09/Your-Rights-and-Obligations-as-a-Pregnant-Employee_ENG.pdf">https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2022/09/Your-Rights-and-Obligations-as-a-Pregnant-Employee_ENG.pdf</a>  CRD-E09P-ENG / September 2022
CFRA Certification of Health Care Provider Form	Employers with 5 or more employees	Civil Rights Department <a href="https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2022/09/CFRA-Certification-Health-Care-Provider_ENG.pdf">https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2022/09/CFRA-Certification-Health-Care-Provider_ENG.pdf</a>  DFEH-E11P-ENG January 2022
Rights of Victims of Domestic Violence, Sexual Assault & Stalking	All Employers	Division of Labor Standards Enforcement (DLSE) or Labor Commissioner's Office <a href="http://www.dir.ca.gov/dlse/Victims_of_Domestic_Violence_Leave_Notice.pdf">www.dir.ca.gov/dlse/Victims_of_Domestic_Violence_Leave_Notice.pdf</a>  March 2021
Transgender Rights in the Workplace	Employers with 5 or more employees	Civil Rights Department <a href="https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2022/11/The-Rights-of-Employees-who-are-Transgender-or-Gender-Nonconforming-Poster_ENG.pdf">https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2022/11/The-Rights-of-Employees-who-are-Transgender-or-Gender-Nonconforming-Poster_ENG.pdf</a>  CRD-E04P-ENG November 2022
Protection for Employee Whistleblowers	All employers	Office of the California Attorney General <a href="http://www.dir.ca.gov/dlse/WhistleblowersNotice.pdf">http://www.dir.ca.gov/dlse/WhistleblowersNotice.pdf</a>  Effective September 27, 2004

<u>Poster Title</u>	<u>Employer Size</u>	<u>Issuing Agency</u>
Notice to Employees - Injuries Caused by Work	All employers	Department of Workers' Compensation <a href="http://www.dir.ca.gov/dwc/NoticePoster.pdf">http://www.dir.ca.gov/dwc/NoticePoster.pdf</a>  DWC Form 7 Revised January 1, 2016
Complete MPN Posting (aka Posting of Notice to Employees)	Employers who use a medical provider network	Department of Industrial Relations <a href="https://www.dir.ca.gov/dwc/dwcpropregs/MPNForm.pdf">https://www.dir.ca.gov/dwc/dwcpropregs/MPNForm.pdf</a>  Effective August 2014
Access to Medical and Exposure Records	All employers	Department of Industrial Relations, Division of Occupational Safety & Health <a href="http://www.dir.ca.gov/dosh/dosh_publications/Access_En.pdf">http://www.dir.ca.gov/dosh/dosh_publications/Access_En.pdf</a> <a href="http://www.osha.ca">www.osha.ca</a>  January 2015
Log of Work-Related Injuries and Illness (Cal/OSHA Form 300)	High hazard employers of 10 or more employees	Department of Industrial Relations, Division of Occupational Safety & Health <a href="http://www.dir.ca.gov/DOSH/DoshReg/AppendixA300Final.pdf">http://www.dir.ca.gov/DOSH/DoshReg/AppendixA300Final.pdf</a>  Form 300 Revised July 2007
Annual Summary of Work-Related Injuries and Illnesses (Cal/OSHA Form 300A)	High hazard employers of 10 or more employees	Department of Industrial Relations, Division of Occupational Safety & Health <a href="http://www.dir.ca.gov/DOSH/DoshReg/AppendixB300AFinal.pdf">http://www.dir.ca.gov/DOSH/DoshReg/AppendixB300AFinal.pdf</a>  Form 300A. Revised July 2007
Safety and Health Protection on The Job (Cal/OSHA)	All employers	Department of Industrial Relations, Division of Occupational Safety & Health <a href="https://www.dir.ca.gov/dosh/dosh_publications/shpstren012000.pdf">https://www.dir.ca.gov/dosh/dosh_publications/shpstren012000.pdf</a>  Revised July 2022
Emergency Phone Numbers	All employers	Department of Industrial Relations <a href="http://www.dir.ca.gov/dosh/dosh_publications/s500pstr.pdf">http://www.dir.ca.gov/dosh/dosh_publications/s500pstr.pdf</a>  S-500 Revised March 1990

Poster Title	Employer Size	Issuing Agency
Proposition 65 Warning Notice Pursuant to the Health and Safety Code regarding exposure to chemicals known to cause cancer or reproductive Harm	All employers	Department of Industrial Relations, Division of Occupational Safety & Health <a href="http://www.dir.ca.gov/dosh">www.dir.ca.gov/dosh</a> <a href="http://oehha.ca.gov/proposition-65">http://oehha.ca.gov/proposition-65</a>
Off Duty Recreational Activities - Each employer must have the following language posted pursuant to the California Administrative Code	All employers	"Your employer or its insurance carrier may not be liable for payment of Workers Compensation Benefits for any injury which arises out of an employee's voluntary participation in any off duty recreational, social or athletic activity which is not part of the employee's work related duties.
Pay Day Notice	All employers	Department of Industrial Relations <a href="http://www.dir.ca.gov/dlse/paydaynotice.pdf">http://www.dir.ca.gov/dlse/paydaynotice.pdf</a>  DLSE 8 Revised June 2002
Time Off To Vote	All employers. Must be posted for 10 days preceding statewide election	California Secretary of State <a href="http://elections.cdn.sos.ca.gov/pdfs/tov-english.pdf">http://elections.cdn.sos.ca.gov/pdfs/tov-english.pdf</a>
EDD Notice to Employees (UI, SDI, PFL)	All employers	Employment Development Department <a href="http://www.edd.ca.gov/pdf_pub_ctr/de1857a.pdf">http://www.edd.ca.gov/pdf_pub_ctr/de1857a.pdf</a>  DE 1857A Rev. 44 December -2020
Healthy Workplaces/Healthy Families Act of 2014- Paid Sick Leave	All Employers	Department of Industrial Relations <a href="https://www.dir.ca.gov/dlse/publications/paid_sick_days_poster_template_(11_2014).pdf">https://www.dir.ca.gov/dlse/publications/paid_sick_days_poster_template_(11_2014).pdf</a>  November 2014
Workplace Rights for Members of the Military and Veterans	All employers	California Civil Rights Department <a href="https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2022/09/California-Protects-The-Civil-Rights-Of-Members-Of-The-Military-And-Veterans_ENG.pdf">https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2022/09/California-Protects-The-Civil-Rights-Of-Members-Of-The-Military-And-Veterans_ENG.pdf</a>  CRD-A08P-ENG

### **CALIFORNIA REQUIRED PAMPHLETS**

Poster Title	Issuing Agency	
For Your Benefit: California’s Programs for the Unemployed	Employment Development Department <a href="http://www.edd.ca.gov/pdf_pub_ctr/de2320.pdf">http://www.edd.ca.gov/pdf_pub_ctr/de2320.pdf</a> DE 2320 Rev. 65 (12-20)	
State Disability Insurance	Employment Development Department <a href="http://www.edd.ca.gov/pdf_pub_ctr/de2515.pdf">http://www.edd.ca.gov/pdf_pub_ctr/de2515.pdf</a> DE 2515 Rev.68 (1-22)	
Paid Family Leave	Employment Development Department <a href="http://www.edd.ca.gov/pdf_pub_ctr/de2511.pdf">http://www.edd.ca.gov/pdf_pub_ctr/de2511.pdf</a> DE 2511 Rev. 20 (3-22)	
Sexual Harassment Brochure	California Civil Rights Department <a href="https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2020/03/Sexual-Harassment-Fact-Sheet_ENG.pdf">https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2020/03/Sexual-Harassment-Fact-Sheet_ENG.pdf</a> CRD-185-ENG Rev. September 2020	
Worker’ Compensation Brochure	Your Workers’ Compensation Insurance Carrier	
Poster Title	Employer Size	Issuing Agency

#### **LOS ANGELES CITY POSTING**

Minimum Wage & Paid Sick Leave Poster	All Employers	Office of Wage Standards <a href="https://wagesla.lacity.org/sites/g/files/wph1941/files/2022-02/2022-MWO-Poster-EN-14.pdf">https://wagesla.lacity.org/sites/g/files/wph1941/files/2022-02/2022-MWO-Poster-EN-14.pdf</a>  July 1, 2022
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#### **LOS ANGELES COUNTY POSTING**

Minimum Wage Ordinance	All Employers	Los Angeles County of Consumers & Business Affairs <a href="http://file.lacounty.gov/SDSInter/dca/245570_FinalMinimumWageOrdinancePosterEnglishStandardSize8.5x14.pdf">http://file.lacounty.gov/SDSInter/dca/245570_FinalMinimumWageOrdinancePosterEnglishStandardSize8.5x14.pdf</a> July 1, 2016  Supplemental Increase Notice <a href="https://dcba.lacounty.gov/wp-content/uploads/2022/05/DCBA-Minimum-Wage-Resize-Legal-County-Legal-Notices-2022-English-5.17.22.pdf">https://dcba.lacounty.gov/wp-content/uploads/2022/05/DCBA-Minimum-Wage-Resize-Legal-County-Legal-Notices-2022-English-5.17.22.pdf</a> May 17, 2022
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## LOCAL ORDINANCES

Many localities have their own posting requirements. Check with your local city and county government to determine if there are any additional local postings that may apply to your workforce. The following Southern California Cities and Counties have their own local ordinances as to minimum wage and sick leave.

City of Los Angeles	County of Los Angeles
Pasadena	Santa Monica
San Diego	Malibu

Employers may obtain copies of the above posters and notices from the agencies web sites or by contacting the agencies directly.

U. S. Department of Labor:  
Wage & Hour Division  
Website: <http://www.dol.gov>

Occupational Health and Safety Administration (OSHA):  
Website: <http://www.osha.gov>

Division of Occupational Health & Safety (CAL/OSHA):  
Website: <https://www.dir.ca.gov/dosh/documents/health-and-safety-rights-for-workers.pdf>

California Civil Rights Department  
Website: <http://www.crd.ca.gov>

California DLSE/Labor Commissioner  
Website: <http://www.dir.ca.gov/dlse>

Equal Employment Opportunity Commission:  
Website: <http://www.eeoc.gov>

There are several companies which make these posters available for purchase. Many of the posters are condensed in size and put on one large poster for a more convenient way to accomplish the posting requirements.

*This information is intended to provide guidance in the area of employment law and is provided as a service of the Firm. While every effort has been made to ensure the accuracy of the information contained in this bulletin, it is not intended to serve as "legal advice". If additional information or assistance is needed on any of the topics contained in this informational package or any other matter, please feel free to contact Cynthia Elkins for further information. All rights reserved. © 2022*