

EMPLOYMENT LAW POSTERS

In general, labor law posters must be conspicuously posted at each organizational facility to ensure that they are visible to all employees. In addition to posting hard copies, the posters may be posted to an organization’s intranet. Posting online, alone, may not satisfy all the poster requirements. It is important to note that some posters are required to be visible to job applicants, in addition to current employees, so location of the posters is important.

FEDERAL REQUIREMENTS			
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> <p style="text-align: center;">En Español</p> <p style="text-align: center;">Revised in 2015 but not mandatory to use new notice</p>	<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>The OSHA poster must be displayed in a conspicuous place where employees and applicants for employment can see it. Reproductions or facsimiles of the poster must be at least 8 1/2 by 14 inches with 10 point type. <i>Employers in states operating OSHA-approved state plans should obtain and post the state’s equivalent poster. Michigan is an OSHA-approved state.</i></p>
<p>Equal Employment Opportunity is the Law</p> <p>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> <p style="text-align: center;">En Español</p>	<p>Employers with 15 or more employees and 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. Please note that the EEOC may provide additional posting requirements at Section 2000e-10 [§711].</p>	<p>Appropriate contract sanctions may be imposed for uncorrected violations.</p> <p>Private employers may be subject to a fine of not more than \$100 for a willful violation.</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>Poster is designed to be printed on 11 by 17 inch page.</p>
<p>Fair Labor Standards Act (FLSA) Minimum Wage Poster Wage and Hour Division</p>	<p>Every private, federal, state and local government employer employing any employee subject to the Fair Labor</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 alter or modify the poster</p>

<p>En Español</p> <p>Chinese Version (PDF)</p> <p>Russian Version (PDF)</p> <p>Thai Version (PDF)</p> <p>Hmong Version (PDF)</p> <p>Vietnamese Version (PDF)</p> <p>Korean Version (PDF)</p> <p>Specific posters for:</p> <p>State & Local Gov't Employees (PDF)</p> <p>Agricultural Employees (PDF)</p> <p>American Samoa (PDF)</p> <p>Northern Mariana Islands (PDF)</p> <p>Revised 8/1/2016 – must use revised notice</p>	<p>Standards Act, 29 USC 211, 29 CFR 516.4 posting of notices.</p>		<p>legibly to show that the overtime provisions do not apply.</p> <p>If you choose the large version of the poster, the printer must be capable of 11 by 17 prints or the two printed pages must be taped or pasted together to form an 11 x 17 inch poster. Otherwise the poster fits on a single 8 1/2 x 11 inch page.</p>
<p>Employee Right for Workers with Disabilities/Special Minimum Wage Poster</p> <p>Wage and Hour Division 29 CFR 525.14</p> <p>En Español</p>	<p>Every employer having workers employed under special minimum wage certificates authorized by section 14(c) of the Fair Labor Standards Act.</p>	<p>No citations or penalties for failure to post.</p>	<p>The poster shall be posted in a conspicuous place on the employer's premises where employees and the parents or guardians of workers with disabilities can readily see it.</p> <p>Where an employer finds it inappropriate to post such a notice, the employer may provide</p>

			<p>the poster directly to all employees subject to its terms.</p> <p>Your printer must be capable of 11 x 17 prints or the two printed pages must be taped or pasted together to form an 11 by 17 inch poster. Otherwise the poster fits on a single 8 1/2 x 11 inch page.</p>
<p>Your Rights Under The Family And Medical Leave Act Wage and Hour Division 29 CFR 825.300, .402</p> <p>En Español</p> <p>Updated 4/2016 but ok to use Feb. 2013 version</p>	<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>Uniformed Services Employment and Reemployment Rights Act</p> <p>(Notice for use by all employers.)</p> <p>Veterans' Employment and Training Service 38 U.S.C. 4334, 20 CFR 1002.</p>	<p>The full text of the notice must be provided by each employer to persons entitled to rights and benefits under USERRA.</p>	<p>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.</p>	<p>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 distributing the notice by direct handling, mailing, or via electronic mail).</p>
<p>Notice to All Employees Working on Federal or Federally Financed Construction Projects</p> <p>(Davis-Bacon Act) Wage and Hour Division 29 CFR 5.5(a)(l)</p> <p>En Español</p>	<p>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.</p>	<p>No citations or penalties for failure to post.</p>	<p>The contractor or subcontractor is required to insert in any subcontract the poster requirements contained in 29 CFR 5.5(a)(l). The poster must be posted at the site of work, in a prominent and accessible place where it can easily be seen by workers.</p> <p>The two printed pages must be taped or pasted together to form an 11 x 17 inch poster.</p>

<p>Notice to Employees Working on Government Contracts</p> <p>(Service Contracts Act) Wage and Hour Division 29 CFR 4.6(e), .184</p> <p>En Español</p>	<p>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.</p>	<p>No citations or penalties for failure to post.</p>	<p>Contractors and any subcontractors engaged in federal service contracts exceeding \$2,500 shall notify each service employee or post the minimum monetary wage and any fringe benefits required to be paid pursuant to the contract.</p> <p>The two printed pages must be taped or pasted together to form an 11 x 17 inch poster.</p>
<p>Notice: Employee Polygraph Protection Act</p> <p>Wage and Hour Division 29 CFR 801.6</p> <p>En Español</p> <p>Revised 8/1/2016 – must use revised version</p>	<p>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.</p>	<p>The Secretary of Labor can bring court actions and assess civil penalties for failing to post.</p>	<p>The Act extends to all employees or prospective employees regardless of their citizenship status. Foreign corporations operating in the United States must comply or will result in penalties for failing to post. The poster must be displayed where employees and applicants for employment can readily observe it.</p> <p>Note: the June 2003 revision of the Employee Polygraph Protection Act Poster is still valid and employers may continue to post them.</p>
<p>Notice Migrant and Seasonal Agricultural Worker Protection Act</p> <p>Wage and Hour Division 29 CFR 500.75, .76</p> <p>In English/En Español</p> <p>In English/An Ereyôl</p>	<p>Agricultural employers, agricultural associations and farm labor contractors.</p>	<p>A civil money penalty may be assessed.</p>	<p>Each employer covered by the Act who provides housing to migrant agricultural workers shall post in a conspicuous place, throughout the occupancy period, information on the terms and conditions of occupancy of such housing.</p> <p>The two printed pages must be taped or pasted together to form an 11 x 17 inch poster.</p>
<p>Notification of Employee Rights Under Federal Labor Laws</p>	<p>Federal contractors and subcontractors are required to post the prescribed</p>	<p>The sanctions, penalties, and remedies for noncompliance with</p>	<p>The notice, prescribed in the Department of Labor's</p>

<p>Office of Labor-Management Standards Executive Order 13496; 29 CFR Part 471</p>	<p>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.</p>	<p>the notice requirements include the suspension or cancellation of the contract and the debarring of Federal contractors from future Federal contracts.</p>	<p>regulations, informs employees of Federal contractors and subcontractors of their rights under the NLRA to organize and bargain collectively with their employers and to engage in other protected concerted activity. Additionally, the notice provides examples of illegal conduct by employers and unions, and it provides contact information to the National Labor Relations Board (www.nlr.gov), the agency responsible for enforcing the NLRA.</p> <p>Poster must be at least 11 by 17 inches.</p>
<p>Notice of Employer Participation in E-Verify</p> <ul style="list-style-type: none"> • E-Verify Participation Poster (English) • E-Verify Participation Poster (Spanish) • Right to Work Poster (English) • Right to Work Poster (Spanish) 	<p>Employers participating in E-Verify are required to post the notice provided by the Department of Homeland Security indicating the company's participation in the E-Verify program, as well as the anti-discrimination notice issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices at the Department of Justice.</p>		<p>The posting must take place in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.</p>
<p>Employee Rights Under the H-2A Program</p> <ul style="list-style-type: none"> • H-2A Poster (English) • H-2A Poster (Spanish) 	<p>Employers who employ H-2A workers.</p>	<p>The Wage and Hour Division has a primary role in investigating and enforcing the terms and conditions of employment. WHD is responsible for enforcing the contractual obligations employers have toward employees, and may assess civil money penalties and recover unpaid wages. Administrative proceedings and/or injunctive actions through federal courts may be instituted to compel compliance with an</p>	<p>The poster must be displayed in a conspicuous place where employees can readily see it.</p>

		<p>employer's contractual obligations to employees.</p> <p>The Employment Training Administration enforces other aspects of the laws and regulations. ETA is responsible for administering sanctions relating to substantial violations of the regulations and less than substantial violations of the regulations.</p>	
<p>Employee Rights Under the H-2B Program</p> <ul style="list-style-type: none"> • H-2B Poster (English) • H-2B Poster (Spanish) <p>New 2/2016</p>	Employers who employ H-2B workers.	<p>The Wage and Hour Division has been delegated enforcement responsibility by the Department of Homeland Security effective January 18, 2009, to ensure H-2B workers are employed in compliance with H-2B labor certification requirements. The Wage and Hour Division may impose administrative remedies such as wage payments and civil money penalties against employers who violate certain H-2B provisions.</p>	The poster must be displayed in a conspicuous place where employees can readily see it.

Michigan Posters

<p>Michigan (MI) Discrimination</p> <ul style="list-style-type: none"> • Poster in English - PDF format • Poster in Spanish - PDF format • Poster in Arabic - PDF format • Required for all employers
<p>Michigan (MI) Minimum Wage Law <u>Revised Jan 2017</u></p> <ul style="list-style-type: none"> • Poster in English - PDF format • Required for employers who are not covered by the Federal Fair Labor Standards Act or if federal minimum wage provisions would result in a lower minimum wage than provided by Michigan law.
<p>Michigan (MI) Safety and Health Protection on the Job (Must be at least 8 1/2 by 14 inches with 10 point type) <u>Revised 4-2016</u></p> <ul style="list-style-type: none"> • Poster in English - PDF format (Designed to be printed on 11 x 17 inch paper) • Poster in Spanish - PDF format (Designed to be printed on two sheets of 8.5 x 11 paper and taped together) • Required for all employers

<p>Michigan (MI) Annual Summary of Injuries and Illnesses Form 300A: (Post Summary page from February 1 to April 30 of the year following the year covered by the form)</p> <ul style="list-style-type: none"> • MIOSHA Log 300 Forms - Opens as an Excel spreadsheet – ONLY POST Form 300A • All employers are required to record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
<p>Michigan (MI) Unemployment Security Act Revised 1-2016</p> <ul style="list-style-type: none"> • Poster in English - PDF format • Required for all employers
<p>Michigan (MI) Whistleblowers' Protection Act</p> <ul style="list-style-type: none"> • Poster in English - PDF format • Required for all employers
<p>Michigan (MI) Youth Employment Standards</p> <ul style="list-style-type: none"> • Poster in English - PDF format (page 1 of packet) • Poster in Spanish - PDF format • Required for all employers of minors
<p>Michigan (MI) MSDS Locations</p> <ul style="list-style-type: none"> • SDS Locations Poster in English - PDF format • Required for businesses that have hazardous chemicals. Contact the Michigan Department of Licensing and Regulatory Affairs, Michigan Occupational Safety & Health Administration, Consultation Education & Training Division, Box 30643, Lansing, MI 48909-8143, telephone: (517) 322-1809.
<p>Michigan (MI) New or Revised MSDS</p> <ul style="list-style-type: none"> • Poster in English - PDF format • Required for businesses that have hazardous chemicals. Contact the Michigan Department of Licensing and Regulatory Affairs, Michigan Occupational Safety & Health Administration, Consultation Education & Training Division, Box 30643, Lansing, MI 48909-8143, telephone: (517) 322-1809.
<p>Michigan (MI) Smoke Free Air Law</p> <ul style="list-style-type: none"> • Employers must conspicuously post "no-smoking" signs or the international "no smoking" symbol in all buildings and at all entrances to buildings or other areas where smoking is prohibited. • No Smoking Poster in English – PDF format
<p>Michigan (MI) Workers' Compensation (not mandatory)</p> <ul style="list-style-type: none"> • Rights and Responsibilities - PDF format • Recommended for businesses covered under worker's compensation. • Employees-Know Your Rights - PDF format • Recommended for businesses covered under workers' compensation.
<p>Michigan (MI) Freedom to Work (not mandatory)</p> <ul style="list-style-type: none"> • Poster in English - PDF format (private sector) • Poster in English - PDF format (public sector)
City/County Specific Posters
<p>City of Eastpointe Living Wage Poster</p> <ul style="list-style-type: none"> • Required for all employers performing services in connection with a contract with the City of Eastpointe. • Call City Hall at 586-445-3661 for more information
<p>Washtenaw County Living Wage Poster</p>

- Required for all employers who hold professional service or service contracts with Washtenaw County for a value of more than \$10,000.00 in a twelve-month period of time.
- [Washtenaw County Living Wage Ordinance](#) – PDF format

City of Southfield Living Wage Poster

- Required for all employers performing services in connection with a contract with the City of Southfield.
- Call the City's Purchasing Department at 248-796-5250 for more information.