

POSTER REQUIREMENTS

A number of federal and state statutes require that employers post certain notices in places on the company's premises where employees are likely to see them. Examples of these locations include bulletin boards, entrances and time clocks and other conspicuous places. Where a company has more than one work site, posters must be placed at each site. Poster requirements are listed below. Posters are available **FREE** from the agencies listed, at the address and telephone number provided in the Resource Directory section of the Small Business Assistance Office publication, *A Guide To Starting A Business In Minnesota*.

FEDERAL POSTER REQUIREMENTS

Please note that posting requirements vary by statute; that is, not all employers are covered by the US Department of Labor's statutes and thus may not be required to post a specific notice. For example, some small businesses may not be covered by the Family and Medical Leave Act and thus would not be subject to the Act's posting requirements. For information on coverage, visit the Department of Labor's "elaws (Employment Laws Assistance for Workers & Small Businesses) FirstStep Employment Law Advisor, FirstStep Poster Advisor" at www.dol.gov/elaws/posters.htm.

Employee Rights Under the National Labor Relations Act (NLRA)

Most private sector employers must post a notice advising employees of their rights under the NLRA, and providing information on how employees may contact the National Labor Relations Board (NLRB) to file a complaint or seek additional information.

Generally, the notice states that employees have the right to act together to improve wages and working conditions, to form, join, and assist a union, to bargain collectively with their employer, and to refrain from any of these activities. It provides examples of unlawful employer and union conduct and instructs employees how to contact the NLRB with questions or complaints. The NLRB has posted a fact sheet with questions and answers at <https://www.nlr.gov/node/1526>.

Note: At the time the Small Business Assistance Office publication, *A Guide To Starting A Business In Minnesota*, went to press, NLRB implementation of the posting rule has been postponed to January 31, 2012.

Fair Labor Standards

The U.S. Department of Labor requires employers to display posters on the federal minimum wage, overtime and child labor laws, and the Family and Medical Leave Act. Employees also must be notified of their rights under the Polygraph Protection Act of 1988. The Walsh-Healy Federal Contracts Act, the Davis Bacon and Related Acts, and the McNamara-O'Hara Service Contract Act require contractors to provide certain notices to employees working on government contracts. Posters and information are available from the U.S. Department of Labor, Wage and Hour Division.

Equal Employment Opportunity

Information on federal requirements including equal employment opportunity, age discrimination, federal contract compliance, and compliance with the Rehabilitation Act of 1973 may be obtained from the federal Equal Employment Opportunity Commission.

Uniformed Services Employment and Reemployment Rights Act (USERRA)

Employers are required to provide to persons entitled to rights and benefits under USERRA, a notice of the rights, benefits and obligations of such persons and such employers under USERRA. Employers may provide the notice, "Your Rights Under USERRA", by posting it where employee notices are customarily placed. However, employers are free to provide the notice to employees in other ways that will minimize costs while ensuring that the full text of the notice is provided (e.g. by handling or mailing out the notice, or distributing the notice via electronic mail). Posters and information are available from the U.S. Department of Labor, Veterans' Employment and Training Services at the website, www.dol.gov/vets/programs/userra/poster.htm.

STATE POSTER REQUIREMENTS

Fair Labor Standards, Occupational Safety and Health, and Workers' Compensation

The State of Minnesota requires employers to display posters on the state minimum wage law, including the provision for an employee's right to the reason for termination, and on the state mandatory retirement law. The state also requires employers to display posters on the Occupational Safety and Health law and on workers' compensation rights of employees. All required posters including the unemployment insurance poster described below are available from the Department of Labor and Industry. The worker's compensation poster is available in many languages, including Spanish, Lao, Vietnamese, Cambodian, Hmong and English and can be downloaded from that Department's website, www.dli.mn.gov/LS/Posters.asp. Posters on parental leave and whistleblower protection are also required.

Unemployment Insurance

Posters informing employees of their rights under state unemployment insurance law may be obtained from the Minnesota Department of Labor and Industry or can be printed from the Department's website, www.dli.mn.gov/LS/Posters.asp.