

NOTICES TO POST

Employers are required to have posted in an area accessible and conspicuous to all employees the notices outlined in the following listing. The notices are required by both state and federal regulations.

You may obtain copies of these required notices from the local offices of the state and federal government. However, please do not rely on any advice or information which anyone at these various agencies provide to you concerning compliance with laws and regulations without also obtaining the advice of a labor attorney. The information provided by these agencies may not be accurate legal advice.

1. California Industrial Welfare Commission Orders 1 through 17 to be updated each time there is a revision or on January 1st of each new year;
2. Federal minimum wage and maximum hours [U.S. Department of Labor];
3. California minimum wage [Division of Labor Standards Enforcement];
4. California Department of Fair Employment and Housing Notice entitled "Discrimination in Employment is Prohibited by Law" [Department of Fair Employment and Housing];
5. Federal Equal Employment Opportunity Commission Notice [Equal Employment Opportunity Commission];
6. The Federal Age Discrimination in Employment Notice [Equal Employment Opportunity Commission];
7. Each employer must post a notice of the regular payday and the time and place of payment. [Division of Labor Standards and Enforcement];
8. Every employer is required to post a notice identifying the current workers' compensation insurance carrier or other entity that is responsible for claims adjustment. [Obtain from your workers' compensation insurance carrier];
9. Each employer must post in a conspicuous place the following pursuant to California Administrative Code Section 9883:

"Your employer or its insurance carrier may not be liable for the 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."

10. Each employer must post California notices concerning unemployment insurance and disability insurance (Form DE1857A Rev. 28) and advise employees of their rights by distributing a pamphlet entitled "Disability Insurance Provisions" (Form DE2515). [California Employment Development Department--check phone book for local office];
11. Each employer must post at least ten (10) days before a statewide election a notice regarding time off for voting;
12. Each employer must post the notice regarding the Employee Polygraph Protection Act issued by the Wage and Hour Division of the United States Department of Labor [U.S. Department of Labor];
13. Every employer must post the notice entitled, "Safety and Health Protection on the Job." [U.S. Department of Labor];
14. The State of California requires employers to post warning notices pursuant to Proposition 65 and the Health and Safety Code whenever a business "exposes" someone to chemicals known to cause cancer or reproductive harm. [California Health and Safety Code];
15. Each employer must post the notice concerning the Americans with Disabilities Act (ADA). [Equal Employment Opportunity Commission];
16. Each employer must post the amended poster prepared by the Department of Fair Employment and Housing which provides information relating to the illegality of sexual harassment. [Department of Fair Employment and Housing];
17. Each employer must post the notice entitled, "Whistle Blower Rights and Responsibilities." [California Labor Code Section 1102.5];
18. Each employer must post the notice regarding the California Paid Family Leave Act (Notice effective 7/1/04). [Employment Development Department];
19. Emergency phone numbers [Title 8, California Code of Regulations, Construction Safety Orders section 1512];
20. No smoking signage [Labor Code Section 6404.5(c)(1)].
21. Log and summary of occupational injuries and illnesses [Title 8, California Code of Regulations, Division of Labor Statistics and Research Sections 14300 et seq.];
22. California pregnancy disability leave, DFEH notice A;

23. Federal and state family and medical leave, CFRA DFEH notice B and FMLA
U.S. Department of Labor form WH 1420.

PLEASE SEE CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS WEB SITE AT WWW.DIR.CA.GOV/WP TO ORDER MOST OF THE ABOVE NOTICES ON LINE, E-MAIL OR FAX.

U.S. DEPARTMENT OF LABOR (818) 240-5274
300 So. Glendale Avenue, Suite 400
Glendale, California 91205

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT & HOUSING (213) 439-6799
611 West Sixth Street, Suite 1500
Los Angeles, California 90017

DIVISION OF LABOR STANDARDS ENFORCEMENT (213) 620-6330
320 West Fourth Street, Suite 450
Los Angeles, California 90013

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (213) 894-1000
Roybal Federal Building
255 East Temple Street, 14th Floor
Los Angeles, California 90012

CALIFORNIA CHAMBER OF COMMERCE (800) 331-8877
May be of assistance in obtaining some of the above notices.