



FILL-IN-THE-BLANK POSTING GUIDE



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Introduction

When a location receives an updated labor law poster, the first step most managers take is to immediately display it. However, did you know some labor law postings require fill-in-the-blank information to be compliant?

These sections must be filled in by each individual company location, as the information varies based on each location's state, county, city and more. This adds yet another layer to the already complex process of labor law postings compliance.

In this guide, you will learn about the types of information to be completed, specific examples of postings, and in which states fill-in-the-blank postings are issued.



Access to Medical Records

Some posters have fill-in-the-blank information for employees about where they can access their medical records, records of toxic substances in the workplace, and safety data sheets. For example, the California Access to Medical and Exposure Records posting requires location managers to complete the following sections:

- Where the records are available (location)
- From (responsible person)



Discrimination

Discrimination of any kind is not acceptable in the workplace under federal law. However, many states also have their own laws regarding discrimination. On Rhode Island's Discrimination Is Illegal posting, employers must fill in the following information:

- Name of company representative
- Title
- Location
- Phone
- Email

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Electronic Monitoring

Electronic monitoring is another matter you may need to inform your employees about. In Connecticut, employers must complete information on the state's Electronic Monitoring posting, including:

- Disclosure of types of electronic monitoring in the workplace
- Contact information for employee questions and concerns



Emergency Contacts

Some fill-in-the-blank labor law postings require location managers to add information about emergency contacts. For example, California's posting regarding emergency phone numbers requires information for:

- Ambulance
- Fire and rescue
- Hospital
- Two physician contacts
- Police
- CAL/OSHA



Paid Leave

With the rise in paid leave laws in the U.S., information about paid sick leave has started to appear on labor law postings.

New Jersey's Earned Sick Leave posting includes details on accrual rates, the definition of "family member" and acceptable reasons for use. For employers, the fill-in-the-blank portion must include the start and end of the benefit year.



Payday Notices

To prevent wage theft, states often require employers to display a payday posting to keep their employees informed. For example, Tennessee's Payday Notice has the following fill-in-the-blank spaces for location managers to complete:

- Company name
- Date/frequency of paydays
- Place of distribution



Unemployment Insurance

Many states are covered by unemployment insurance, so it's their responsibility to provide specific information to workers. For this example, Massachusetts' Unemployment Insurance posting requires location managers to provide:

- Employer name
- Department of Unemployment Assistance ID number
- Employer address



Workers' Compensation

Postings related to workers' compensation often require employers to fill out contact information for a variety of officials. Among the most comprehensive is California's Notice to Employees – Injuries Caused by Work posting, which requires employers to complete the following information:

- Medical Provider Networks (MPN) website
- MPN effective date
- MPN identification number
- MPN assistant
- MPN contact person
- Claims administrator (name and phone)
- Workers' compensation insurer
- Information and assistance officer contact

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States with Fill-in-the-Blank Postings

To date, 41 states and Washington, D.C., require fill-in-the-blank postings.



CONCLUSION

Sometimes, postings require additional information. And if fill-in-the-blank information is not completed, those postings are technically not compliant. Compliance teams should double-check with location managers to ensure your labor law postings are filled in with the most updated information.

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