

# THE ABC'S OF LABOR LAW POSTER COMPLIANCE

Let's get back to basics! Whether you're new to the game, or you're a seasoned expert, take some time to brush up on the fundamentals of labor law poster compliance.

## A – APPLICANT

Don't forget to post job applicant postings, which may be required in addition to employee postings. For example, the Equal Employment Opportunity (EEO) is the Law and Family and Medical Leave Act (FMLA) notices must be displayed for all job applicants and employees.

## B – BAN-THE-BOX

Ban-the-box labor laws prohibit employers from inquiring about an applicant's criminal history until a later point in the application or hiring process.

## C – CANADA

Labor law posters aren't just for the U.S.! All 10 Canadian provinces have them, too, so don't forget to provide these for your Canadian locations.

## D – DEPARTMENT OF LABOR (DOL)

Established in 1913, the DOL's [mission](#) is "to foster, promote, and develop the welfare of the wage earners, job seekers, and retirees of the United States; improve working conditions; advance opportunities for profitable employment; and assure work-related benefits and rights."

## E – E-VERIFY

E-Verify is an Internet-based system that uses information from an employee's I-9 form and Employment Eligibility Verification, as well as the Department of Homeland Security (DHS) and Department of State (DOS) records to confirm the employee is authorized to work in the U.S. Learn more about E-Verify with our tip sheet, [E-Verify at a Glance](#).

## F – FILL-IN-THE-BLANK

Did you know some labor law posters may contain "fill-in-the-blank" information to complete? This may include emergency contacts, workers' compensation carriers, area hospitals, unemployment insurance and more. Learn more with our [Fill-in-the-Blank Postings](#) Tip Sheet.

## G – GOVDOCS

GovDocs simplifies the complexity of employment law management for large, multilocation employers. We offer a suite of innovative compliance products, including labor law postings, data software applications and other program management tools, to ease the responsibilities of human resources, compensation, legal and finance teams.

## H – HARASSMENT

Harassment in the workplace can exist in many forms, including but not limited to race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, or parental status. Many jurisdictions have anti-harassment laws with labor law posting requirements.

## I – INDUSTRY POSTINGS

Your labor law posting requirements aren't always based on jurisdictions, they can depend on your business's industry, as well. For example, California employers in the professional, technical and clerical industries must display California Wage Order 4 - Professional, Technical, Clerical, Mechanical and Similar Occupations.

## J – JURISDICTIONS

The term "jurisdiction" refers to any level of government, including federal, state, county and city. So, when you're planning your labor law compliance strategy, be sure to dive into the requirements each individual level.

## K – KEEP IT UP!

Your labor law poster program requires year-round maintenance, as not all posters may update Jan. 1. Stay on top of your program to ensure all your locations always have the most up-to-date posters.

## L – LEGISLATION

"Legislation" refers to the proposals to change the laws that labor law postings are based on. In the past few years, we've seen an increase in legislation in all areas of labor law, especially minimum wage, paid leave, sexual harassment, ban the box, salary history bans and equal pay.

## M – MINIMUM WAGE

Minimum wage laws are popping up across the country, often fueled by the move to \$15, which makes managing rates across multiple locations more challenging for employers. That's why we introduced [GovDocs Minimum Wage](#), an online solution providing up-to-date minimum wage rate details for your company locations.

## N – NOTICES

Labor laws sometimes require employers to give employees notice about the law. The notice requirements are like posting requirements, but do not specifically state how the notice should be distributed or communicated. Depending on the law, they usually list ways to provide notice, such as posting the notice on the wall or providing it to employees in an email or physical paper form.

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## O – OFCCP

The Office of Federal Contract Compliance Programs (OFCCP) ensures those who do business with the federal government (contractors and subcontractors) are in line with the legal requirements to take affirmative action and not discriminate based on race, color, sex, sexual orientation, gender identity, religion, national origin, disability or status as a protected veteran.

## P – PAID LEAVE

Paid leave allows employees to earn a portion of their pay while they take time away from work to address a health condition, care for a family member with a serious health condition, or care for a newborn, newly-adopted or newly placed foster child.

## Q – QR CODES

[QR codes](#) are an easy way for you and your location managers to audit your labor law posters. Use a mobile device to scan the QR code located at the bottom of your poster to determine whether your poster is compliant or needs to be updated.

## R – REMOTE WORKERS

Remote workers need labor law posters, too! Try providing them with electronic poster files, such as the [Intranet Poster Program](#), to make sure they have 24/7 access to the latest updates.

## S – SPANISH

Spanish labor law postings are often required for employers with a certain percentage of Spanish-speaking employees. For example, the California Law Prohibits Workplace Discrimination and Harassment (Spanish) posting is required for employers whose workforce is made up of 10% or more non-English, Spanish-speaking employees. Check out our [Spanish Postings Guide](#) for a sampling of Spanish-language posting requirements.

## T – TRAINING

Many labor laws require employee training upon hire or after a specified period. The Delaware Discrimination in Employment Act (DDEA) requires employers to not only distribute an official information sheet to employees, they must also provide interactive sexual harassment training within one year of the start date, followed by retraining every two years thereafter.

## U – UPDATE PROGRAM

With the abundance of labor law postings, large employers are challenged with keeping up with all posting updates. A labor law poster update program can help keep everything organized, so you can focus on what you do best! Check out the [GovDocs Update Program](#) for details.

## V – VERIFICATION

Wondering whether updated labor law posters made it on your locations' walls? Sometimes, poster shipments are misplaced, lost or forgotten in the corner of the backroom. The solution? Verify which locations have displayed new posters with GovDocs [PosterCheck<sup>SM</sup>](#).

## W – WAGE ORDERS

Wage orders regulate wages, hours and working conditions in certain industries or occupations. They may be required for certain employers in California, Connecticut and New York.

## X – "XTRA" COMPLIANCE ESSENTIALS

Does your compliance program have the "xtra" essentials? Planograms and visual poster guides are essentials to help ensure locations have the required labor law posters. And, branded shipping labels help eliminate unnecessary spending on replacement labor law posters. Luckily, both are features of the [GovDocs Update Program](#).

## Y – YOUTH LABOR

Youth labor laws are meant to protect the educational opportunities of youth and prohibit their employment in jobs that negatively affect their health and safety. The most well-known federal law that restricts the employment and abuse of child workers is the Fair Labor Standards Act (FLSA).

## Z – ZZZZZZ!

Don't sleep on labor law poster compliance! Many employers will just assume the risk and refrain from displaying labor law posters. However, employers should support a strong labor law poster compliance program to avoid fines and litigation.

### CONTACT US

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### ABOUT GOVDOCS

GovDocs simplifies the complexity of employment law management (ELM) for large, multilocation employers across all industries. We offer a suite of innovative compliance products, including labor law postings, data software applications and other program management tools, to ease the day-to-day responsibilities of human resources, compensation, legal and finance teams.