



## HR CHECKLIST: POSTERS

Most employers have an obligation to post notices informing employees of their rights under certain employment laws. Use this list of federally required posters as a guide to ensure all required posters have been posted in a conspicuous place. The first chart is for all private employers. The second chart is a list of additional posting requirements for certain federal contractors/subcontractors. Additionally, links to websites to view and download specific state posters are provided at the end of this document.

Federal workplace posters must be displayed or posted in conspicuous places where they are easily visible to all employees — the intended audience. The FMLA, EEO, and EPPA posters are also required to be placed where they can be seen by applicants for employment.

Most federal posters may be downloaded from the [U.S. Department of Labor’s Poster Page](https://www.dol.gov/epld/posters/). Also see the [elaws Poster Advisor](https://www.dol.gov/epld/posters/) for more information. An All-in-One laminated poster may be ordered from AAIM at <https://aaimea.org/poster-order-form/>.

### Additional Guidance & Resources

- [DOL Poster FAQs](#)
- [e-Laws Poster Advisor](#)

FEDERAL POSTER REQUIREMENTS FOR PRIVATE EMPLOYERS		Posted?	
POSTER	WHO MUST POST	Y	N
<b>ARRA Whistleblower</b> “Know Your Rights Under the Recovery Act!”	All non-federal employers receiving recovery funds is required to post a notice of the rights and remedies provided under this section of the American Recovery and Reinvestment Act of 2009. <a href="https://www.oig.dol.gov/recovery/arrawhistleblowers.htm">https://www.oig.dol.gov/recovery/arrawhistleblowers.htm</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E-Verify</b> “If You Have the Right to Work, Don’t Let Anyone Take It Away.” AND “E-Verify” participation poster	All employers who use the E-Verify System. (Must be posted in English & Spanish)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Employee Polygraph Protection Act of 1988</b> “Employee Rights: Employee Polygraph Protection Act”	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. <a href="https://www.e-verify.gov/employers/employer-resources">https://www.e-verify.gov/employers/employer-resources</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Employee Rights Under the H-2A Program</b>	Agricultural employers hiring temporary agricultural workers under H-2A visas.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Equal Opportunity/ADA</b> “Know Your Rights: Workplace Discrimination is Illegal” (combined EEO/ADA/GINA) (also includes Rehabilitation Act of 1973 and Vietnam Era Veterans' Readjustment Assistance Act)	Employers with 15 or more employees must post notice describing the Federal laws prohibiting employment discrimination based on race, color, sex, national origin, religion, age, equal pay, disability and genetic information. The “EEO is the Law” poster summarizes these laws and explains how an employee or applicant can file a complaint if s/he believes that s/he has been the victim of discrimination. The notice must be posted prominently, where it can be readily seen by employees and applicants for employment, e.g., personnel office, work-out facility, lunchroom, or company bulletin board.	<input type="checkbox"/>	<input type="checkbox"/>



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FEDERAL POSTER REQUIREMENTS FOR PRIVATE EMPLOYERS, Continued		Posted?	
POSTER	WHO MUST POST	Y	N
<b>Family &amp; Medical Leave Act 1993</b> "Employee Rights Under the Family and Medical Leave Act"	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.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Federal Minimum Wage - Hours of Work</b> "Employee Rights Under the Fair Labor Standards Act" (WH Publication 1088)	Every private, federal, state and local government employer employing any employee subject to the Fair Labor Standards Act. In addition to the <a href="#">Federal Minimum Wage</a> poster, There are specific posters for: <ul style="list-style-type: none"> <li>• <a href="#">State &amp; Local Gov't Employees</a> (PDF)</li> <li>• <a href="#">Agricultural Employees</a> (PDF)</li> <li>• <a href="#">American Samoa</a> (PDF)</li> <li>• <a href="#">Northern Mariana Islands</a> (PDF)</li> <li>• <a href="#">Notice to Workers with Disabilities/Special Minimum Wage</a> (PDF)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Migrant and Seasonal Agricultural Worker Protection Act</b> "Notice: Migrant and Seasonal Agricultural Worker Protection Act"	Agricultural employers, agricultural associations and farm labor contractors subject to the MSPA and who employs any migrant or seasonal agricultural worker(s).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Occupational Safety and Health Act</b> "Job Safety & Health: It's the Law"  <a href="#">"OSHA 300"</a>	Private employers engaged in a business affecting commerce. Does not apply to federal, state or political subdivisions of states.  Many employers with more than 10 employees are required to keep a record of serious work-related injuries and illnesses. (Certain low-risk industries are exempted.) The OSHA Form 300A "Summary" must be posted by employers February 1 to April 30. <b>NOTE:</b> Employers with 250+ employees and employers in certain industries with 20-249 employees must submit summary information electronically by July 1 <sup>st</sup> .	<input type="checkbox"/>	<input type="checkbox"/>
<b>Uniformed Services Employment &amp; Reemployment Rights Act</b> "Your Rights Under USERRA: The Uniformed Services Employment and Reemployment Rights Act"	The full text of the notice must be provided by each employer to persons entitled to rights and benefits under USERRA. 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).	<input type="checkbox"/>	<input type="checkbox"/>



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FEDERAL POSTER REQUIREMENTS FOR FEDERAL CONTRACTORS		Posted?	
POSTER	WHO MUST POST	Y	N
<b>Employee Rights on Government Contracts (Services Contracts Act, Walsh-Healy, Contract Work Hours and Safety Standards Act (CWHSSA))</b>	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. 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.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Equal Opportunity/ADA</b> "Know Your Rights: Workplace Discrimination is Illegal" (combined EEO/ADA/GINA) (also includes Rehabilitation Act of 1973 and Vietnam Era Veterans' Readjustment Assistance Act)	Entities holding federal contracts or subcontracts or federally assisted construction contracts of more than \$10,000; 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.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Notice of Employee Rights Under Federal Labor Laws (Executive Order 13496)</b>	Federal contractors and subcontractors are required to inform employees of their rights under the National Labor Relations Act (NLRA), the primary law governing relations between unions and employers in the private sector. The notice 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. Federal contractors and subcontractors must post the employee notice conspicuously in and around their plants and offices so that it is prominent and readily seen by employees. Additionally, federal contractors and subcontractors who post notices to employees electronically must also post the required notice electronically via a link to the OLMS website. When posting electronically, the link to the notice must be placed where the contractor customarily places other electronic notices to employees about their jobs. The link can be no less prominent than other employee notices. Electronic posting cannot be used as a substitute for physical posting.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Notice to Employees Working on Federal or Federally Financed Construction Projects (Davis-Bacon Act)</b>	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. 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 work site, in a prominent and accessible place where it can easily be seen by workers.	<input type="checkbox"/>	<input type="checkbox"/>



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FEDERAL POSTER REQUIREMENTS FOR FEDERAL CONTRACTORS, Continued		Posted?	
POSTER	WHO MUST POST	Y	N
<b>Paid Sick Leave for Federal Contractors (Executive Order 13706)</b>	Requires certain federal contractors and subcontractors to post a notice informing employees that the employer is required to provide 1 hour of paid sick leave for every 30 hours worked, up to 56 hours.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Worker Rights Under Executive Order 13658 (Federal Minimum Wage for Contractors)</b>	The Worker Rights poster must be posted by applicable employers with federal construction or service contracts. The federal contractor minimum wage rate is updated annually and announced in October to be effective January 1 of the following year.	<input type="checkbox"/>	<input type="checkbox"/>

**State Posters:** You may access state poster requirements in the BLR HR Hero and CCH AnswersNow tools available on AAIM’s website or you may click the links below to the poster pages for each state.

- [Alabama](#)
- [Alaska](#)
- [Arkansas](#)
- [Arizona](#)
- [California](#)
- [Colorado](#)
- [Connecticut](#)
- [Delaware](#)
- [Florida](#)
- [Georgia](#)
- [Hawaii](#)
- [Idaho](#)
- [Illinois](#)
- [Indiana](#)
- [Iowa](#)
- [Kansas](#)
- [Kentucky](#)
- [Louisiana](#)
- [Maine](#)
- [Maryland](#)
- [Massachusetts](#)
- [Michigan and MIOSHA](#)
- [Minnesota](#)
- [Mississippi](#)
- [Missouri](#)
- [Montana](#)
- [Nebraska](#)
- [Nevada](#)
- [New Hampshire](#)
- [New Jersey](#)
- [New Mexico](#)
- [New York](#)
- [North Carolina](#)
- [North Dakota](#)
- [Ohio](#)
- [Oklahoma](#)
- [Oregon](#)
- [Pennsylvania](#)
- [Puerto Rico](#)
- [Rhode Island](#)
- [South Carolina](#)
- [South Dakota](#)
- [Tennessee](#)
- [Texas](#)
- [Utah](#)
- [Vermont](#)
- [Virginia](#)
- [Washington](#)
- [Washington, DC](#)
- [West Virginia](#)
- [Wisconsin](#)
- [Wyoming and WYOSHA](#)