



# Liability & Property Pool Workers' Compensation Fund

## RISK CONTROL SOLUTIONS

A Service of the Michigan Municipal League Liability and Property Pool and  
the Michigan Municipal League Workers' Compensation Fund

### Employment-Related Notices: A Checklist for Public Employers

Many public employers are unaware of the various state and federal laws that require employers to post specific notices in the workplace. Failure to comply with posting requirements can result in substantial monetary fines. In response to this concern, the Pool and Fund have prepared this special resource document.

This document provides an overview of the various employment notices that employers must post and briefly summarizes the statutory basis for the obligation to post. Each entry on the list also provides the telephone numbers of the state and federal agencies from which you can obtain original copies of these posters.

As you review the attached copies of the various posters, you will note that for many of the poster the requirement to post applies regardless of the number of employees you have. Sometimes, however, you must post notices only when you employ a specific number of employees.

Employers must post the notices in a centrally conspicuous location where employees will be sure to see them.

The list of employment notices and the summaries of the relevant state and federal statutes are general in nature. Each statute referenced in this document is complex and requires thorough analysis that is beyond the scope of this resource document. Loss Control recommends that every employer consult with an attorney in an effort to review all aspects of the employer's operations to determine whether any other state or federal notices or statutes may be applicable to your municipality.

We recommend using original copies of these posters whenever possible. Many of the originals are more "eye catching" because they are in color. In addition, some of the posters have specific prohibitions against the use of reproductions that are smaller than those available from the specified agency. As a practical matter, it is advisable to laminate these posters to prevent tearing, discoloration and handwritten alterations or remarks.

Again, failure to comply with the state and federal laws that require the posting of specific notices can result in substantial monetary fines. In addition, if a poster addresses health and safety issues, failure to post the safety guidelines could create a hazard in the workplace.

#### Federal Posting Requirements ([www.dol.gov](http://www.dol.gov))

	Yes	No
Fair Labor Standards Act - Minimum Wage	<input type="checkbox"/>	<input type="checkbox"/>
Employee Polygraph Protection Act	<input type="checkbox"/>	<input type="checkbox"/>
Family and Medical Leave Act	<input type="checkbox"/>	<input type="checkbox"/>
Combined Equal Opportunity (or separate ADA, GINA and Equal Employment Opportunity)	<input type="checkbox"/>	<input type="checkbox"/>
Uniformed Services Employment and Re-employment Rights Act (USERRA)	<input type="checkbox"/>	<input type="checkbox"/>

#### Michigan Posting Requirements ([www.michiganadvantage.org](http://www.michiganadvantage.org))

Safety and Health Protection on the Job	<input type="checkbox"/>	<input type="checkbox"/>
Michigan Wage and Hour - Minimum Wage	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Michigan Civil Rights Act	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment Insurance (Michigan Unemployment Security Act)	<input type="checkbox"/>	<input type="checkbox"/>
Michigan Youth Employment Act	<input type="checkbox"/>	<input type="checkbox"/>
MSDS/Right To Know	<input type="checkbox"/>	<input type="checkbox"/>
The Whistleblowers' Protection Act	<input type="checkbox"/>	<input type="checkbox"/>

If you need additional information regarding this topic, contact the **League's Loss Control Services or MML Risk Management Services at [www.mml.org](http://www.mml.org)**.

Members of the Pool and Fund's Loss Control Services department are available to answer your questions regarding the posters mentioned in this document as well as any other posters that may apply to your municipality. To speak with a Loss Control Consultant, please e-mail [losscontrol@mml.org](mailto:losscontrol@mml.org) or call 800-482-2726.

	<b>Important Contact Information</b>	
MML Risk Management Services		734/662-3246 or 800/653-2483
MML Loss Control Services		800/482-2726 or <a href="mailto:losscontrol@mml.org">losscontrol@mml.org</a>
Michigan Department of Civil Rights		313/456-3700 or <a href="http://michigan.gov/mdcr">michigan.gov/mdcr</a>
Equal Opportunity Commission		800/669-4000

**Note:** This document is not intended to be legal advice. It does not identify all the issues surrounding the particular topic. Public agencies are encouraged to review their procedures with an expert or a competent attorney who is knowledgeable about the topic.