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 post 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)**

- Fair Labor Standards Act - Minimum Wage
- Employee Polygraph Protection Act
- Family and Medical Leave Act
- Combined Equal Opportunity (or separate ADA, GINA and Equal Employment Opportunity)
- Uniformed Services Employment and Re-employment Rights Act (USERRA)

**Michigan Posting Requirements (www.michiganadvantage.org)**

- Safety and Health Protection on the Job
- Michigan Wage and Hour - Minimum Wage

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Michigan Civil Rights Act  
Unemployment Insurance (Michigan Unemployment Security Act)  
Michigan Youth Employment Act  
MSDS/Right To Know  
The Whistleblowers’ Protection Act

If you need additional information regarding this topic, contact the League’s Loss Control Services or MML Risk Management Services at 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 or call 800-482-2726.

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.