



THE LOUISIANA LABOR LAW POSTER SERVICE
7635 JEFFERSON HWY #120
BATON ROUGE, LOUISIANA 70809-1102

For compliance assistance
you may call us at: 1-877-321-4144

FAX: 1-888-442-4144

Notice Date: FX-08
Key Code:

ATTENTION ALL EMPLOYERS!
State and Federal Posters for 2008!
Please see requirements below.

Dear Employer,
State and Federal Law requires **Louisiana** employers to post the following notices at most work sites. Investigations may be conducted by State inspectors. An employer found to be in violation of State or Federal Laws by willfully failing to post up-to-date OSHA posters may be subject to **monetary penalties** of up to **\$7000**, as well as exposure to **civil liability actions**. The Louisiana Labor Law Poster Service is a non-governmental organization providing mandatory workplace posters and does not have a contract with any government agency. Certain posters may also be available free from the issuing governmental agencies. Compliance with State and Federal posting requirements may be achieved by responding to the order form below. **PLEASE RESPOND TODAY TO THE ENCLOSED.**

STATE POSTING REQUIREMENTS

- ☐ **Age Discrimination/Equal Opportunity (Louisiana Revised Statutes, § 23:314)**
"Every employer, employment agency, and labor organization shall post and keep posted in conspicuous places upon its premises a notice ... setting forth information the department deems appropriate to effectuate the purposes of this Part."
- ☐ **Earned Income Credit (Louisiana Revised Statutes, § 23:15)**
"Every employer shall keep conspicuously posted in or about the premises wherein any worker is employed, a printed copy or abstract of those labor laws which the secretary may designate ..."
- ☐ **Genetic Discrimination (Louisiana Revised Statutes, § 23:369)**
"Every employer, employment agency, and labor organization shall post and keep posted in conspicuous places upon its premises ... setting forth information the department deems appropriate to effectuate the purposes of this Part."
- ☐ **Minor Labor Law (Louisiana Revised Statutes, § 23:217)**
"Every employer of minors shall keep conspicuously posted at the place of employment ... A printed abstract of the provisions of this Part ... A list of the occupations prohibited to such minors ..."
- ☐ **Out-of-State Vehicles (Louisiana Revised Statutes § 47:501.1)**
Louisiana employers shall notify their employees of the requirement that "any person who is a resident of a state which requires registration of the motor vehicle or motor vehicles of a person who is employed in that state within thirty days of such employment, and who is employed in and maintains a residence in Louisiana and who operates on or more vehicles on the public streets and road in Louisiana shall apply for a certificate of registration for each of those vehicles within thirty days of the date on which the person was employed in Louisiana." "The notice shall be by direct communication at the time of employment and by posting a notice in a prominent location at the place of employment."
- ☐ **Sickle Cell Trait (Louisiana Revised Statutes, § 23:354)**
"Every employer, employment agency, and labor organization shall post and keep posted in conspicuous places upon its premises a notice ... setting forth information as the department deems appropriate to effectuate the purposes of this Part."
- ☐ **Smoke-Free Air Act (Louisiana Revised Statutes § 40:1300.261)**
"No Smoking" signs or the international "No Smoking" symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it shall be clearly and conspicuously posted by the owner, operator, manager, or other person in control in every public building, public place, and place of employment where smoking is prohibited by this Part."
- ☐ **Timely Payment of Wages (Louisiana Revised Statutes, § 23:633)**
"Employers shall post, in the same location where they post other employee notices required by state or federal laws a notice ..."
- ☐ **Unemployment Insurance (Louisiana Revised Statutes, § 23:1621)**
"Each employer shall post and maintain in places readily accessible to individuals performing services for him printed statements concerning benefit rights, claims for benefits, and such other matters relating to the administration..."
- ☐ **Workers Compensation/Workers Compensation Fraud (Louisiana Revised Statutes § 23:1302)**
"The employer shall have printed and keep posted at some convenient and conspicuous point in his place of a business a notice ..."
- ☐ **Also Included In Our Posters:** Military Service Relief Act

FEDERAL POSTING REQUIREMENTS

- ☐ **Federal Minimum Wage Act (29 CFR § 516.4) (NEW)**
Pursuant to **29 USC §206(a)(1)**, as amended by P.L. 110-28, H.R. 2206, effective July 24, 2007, the federal minimum wage increases from \$5.85 an hour to \$6.55 an hour.
"Every employer ... shall post and keep posted a notice explaining the Act ... in conspicuous places in every establishment where such employees are employed so as to permit them to observe readily a copy."
- ☐ **Uniform Services Employment and Reemployment Rights Act (38 USCA § 433(a))**
"Each employer shall provide to persons entitled to rights and benefits under this chapter a notice of the rights, benefits, and obligations of such persons and such employers under this chapter. The requirement for the provision of notice under this section may be met by the posting of the notice where employers place notices for employees."
- ☐ **Employee Polygraph Protection Act (29 CFR § 801.6)**
"Every employer subject to the EPPA shall post and keep posted on its premises a notice explaining the Act, as prescribed by the Secretary. Such notice must be posted in a prominent and conspicuous place in every establishment of the employer where it can be readily observed by employees and applicants for employment." Under 29 CFR § 801.42(7) a civil penalty not to exceed **\$10,000** may be assessed against any employer for violating any provision of this Act.
- ☐ **Equal Employment Opportunity is the Law (29 CFR § 1601.30)**
"Every employer ... shall post and keep posted in conspicuous places upon its premises notice in an accessible format ... describing the applicable provisions of title VII and the ADA. Such notice must be posted in prominent and accessible places where notices to employees...are customarily maintained...[F]ailure to comply with this section is punishable by a fine of not more than **\$110** for each separate offense."
- ☐ **Family and Medical Leave Act (29 USC § 2619(a)(b))**
"Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees and applicants for employment are customarily posted, a notice ... setting forth excerpts from, or summaries of, the pertinent provisions of this subchapter and information pertaining to the filing of a charge...Any employer that willfully violates this section may be assessed a civil money penalty not to exceed **\$100** for each separate offense."
- ☐ **Occupational Safety and Health Act (29 CFR § 1903.2(a)(1))**
"Each employer shall post and keep posted a notice or notices ... informing employees of the protections and obligations provided for in the Act ... in a conspicuous place or places where notices to employees are customarily posted. Each employer shall take steps to insure that such notices are not altered, defaced, or covered by other material."

PLEASE MAIL THIS FORM WITH YOUR
CHECK, PAYABLE TO:

THE LOUISIANA LABOR LAW
POSTER SERVICE
7635 JEFFERSON HWY #120
BATON ROUGE, LOUISIANA 70809-1102
1-877-321-4144 (phone orders)

Please send the following posters:

Complete Set(s) of Federal and State

___ 1st set..... \$59.50 \$
___ Add'l. set(s) \$52.50 \$

Separate Posters

___ Federal Only \$24.50 each \$
___ State Set \$49.50 each \$

(1st set \$7.75; Shipping \$
add'l sets and Individual
posters \$5.75 each;) TOTAL \$

Please Call for Large Order Discounts.

Order Form

FX-08 Key Code:

A complete set is made up of three large posters, one Federal and two State.
Posters are 18" x 24" in full color and laminated in plastic.

Posters also available in Spanish – please call.

PLEASE FAX CREDIT CARD ORDERS TO: 1-888-442-4144 – FAX

Enclosed: ☐ Check ☐ Money Order ☐ Automatic Annual Renewal

Credit Card: ☐ VISA ☐ MC ☐ AmEx ☐ Discover

Credit Card #: _____ – _____ – _____ Exp. _____ / _____

Signature _____

Ship to: (please print clearly) Attention: _____

Company: _____

Address: _____

City: _____ State _____ Zip _____

Phone: (_____) _____