



THE MASSACHUSETTS
LABOR LAW POSTER SERVICE
398 COLUMBUS AVE., #501
BOSTON, MASSACHUSETTS 02116-6008

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!
New Minimum Wage
Effective January 1st 2008

Dear Employer,
State and Federal Law requires **Massachusetts** 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 Massachusetts 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

- ☐ **Wage and Hour Law (MA General Laws CH. 151 § 16)**
"Every employer...subject to the minimum fair wage order shall keep a copy of such order in a conspicuous place in every room in which persons are employed."
- ☐ **Unemployment Insurance (MA General Laws CH. 151A § 62A)**
"Each employer shall post at each site operated by the employer, in a conspicuous place, accessible to employees, the following information: the name and mailing address of the employer, the identification number assigned to the employer by said division, instructions on how to file a claim for unemployment compensation, the address and telephone number of the regional office of said division located nearest the work site, and the telephone number of the teleclaim information line. Each failure to post the information... shall result in a written warning by said division to the employer for a first violation, and thereafter shall result in the assessment of a civil fine of \$100 for a second violation, \$250 for a third violation, and \$500 for a fourth and subsequent violations."
- ☐ **Fair Employment (MA General Laws CH. 151B § 7)**
"Every employer...subject to this chapter, shall post in a conspicuous place or places on his premises a notice to be prepared or approved by the commission, which shall set forth excerpts of this chapter and such other relevant information which the commission deems necessary to explain the chapter."
- ☐ **Workers' Compensation (MA General Laws CH. 152 § 21)**
"Every insured person shall, as soon as he secures a policy, give written or printed notice to all persons under contract of hire with him that he has provided for payment to injured employees by the insurer, or by self-insurance...."
- ☐ **Maternity Leave Act (MA General Laws CH. 149 § 105D)**
"A notice of [the maternity leave act] shall be posted in every establishment in which females are employed."
- ☐ **Sexual Harassment (MA General Laws CH. 151B § 3A)**
All employers shall promote a workplace free of sexual harassment and shall post a notice consistent with federal and state statutes and regulations.
- ☐ **Also Included**
Parent Leave Fact Sheet

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 MASSACHUSETTS LABOR LAW
POSTER SERVICE
398 COLUMBUS AVE., #501
BOSTON, MASSACHUSETTS 02116-6008
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: (_____) _____