



THE MINNESOTA LABOR LAW POSTER SERVICE
2136 FORD PARKWAY #220
ST. PAUL, MINNESOTA 55116-1863

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 **Minnesota** 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 Minnesota 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

- ☐ **Minimum Wage (Minnesota Statutes § 177.31)**
“Every employer subject to [Minnesota Fair Labor Standards Act] must obtain and keep a summary of the [Minnesota Fair Labor Standards Act], approved by the department, and copies of any applicable rules adopted under those sections, or a summary of the rules. The employer must post the summaries in a conspicuous and accessible place in or about the premises . . . The commissioner may fine an employer up to \$200 for each failure to comply with this section.”
- ☐ **Age Discrimination (Minnesota Statutes § 181.81(b))**
“Every employer shall post in a conspicuous place a notice written or approved by the commissioner of labor and industry stating the mandatory retirement age is 70.”
- ☐ **Unemployment (Minnesota Statutes § 268.068)**
“Each employer must post and maintain printed statements of an individual’s right to apply for unemployment benefits in places readily accessible to workers in the employer’s service.”
- ☐ **Workers’ Compensation (Minnesota Statutes § 176.139)**
“All employers required or electing to carry workers’ compensation coverage in the state of Minnesota shall post and display in a conspicuous location a notice, in a form approved by the commissioner, advising employees of their rights and obligations under this chapter, . . . The notice shall be displayed at all locations where the employer is engaged in business.” * * * The commissioner may assess a penalty of \$500 against the employer . . . if, after notice from the commissioner, the employer violates the posting requirement of this section.”
- ☐ **Safety and Health Protection on the Job (Minnesota Statutes § 182.658)**
“The commissioner shall issue rules requiring that employers, through posting of notices or other appropriate means, keep their employees informed of their protections and obligations under this chapter....”

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.”
- ☐ **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.”
- ☐ **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.”
- ☐ **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 MINNESOTA LABOR LAW
POSTER SERVICE
2136 FORD PARKWAY #220
ST. PAUL, MINNESOTA 55116-1863
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: (_____) _____