



THE MONTANA LABOR LAW POSTER SERVICE
201 EAST LYNDAL AVE #285
HELENA, MONTANA 59601-2914

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 **Montana** 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 Montana 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

- ☐ **Montana Prevailing Wage Law (Montana Annotated Code Title 18, Chapter 2, Section 406)**
"The contractor performing work or providing construction services under public works contracts, as provided in this part, shall post in a prominent and accessible site on the project or staging area, not later than the first day of work and continuing for the entire duration of the project, a legible statement of all wages and fringe benefits to be paid to the employees."
- ☐ **Workers' Compensation (MT Code Annotated § 39-71-401)**
"Each employer shall post a sign in the workplace at the location where notices to employees are normally posted, informing employees about the employer's current provision of workers' compensation insurance. . . . An employer who purposely or knowingly fails to post a sign as provided in this subsection is subject to a \$50 fine for each citation."
- ☐ **Montana Unemployment Insurance Law, Admin. Rule 24.11.2701**
"Every employer must post and maintain a printed notice...showing that the employer is subject to Montana unemployment insurance law, and has been registered by the department. This notice must be posted in conspicuous places near the locations where services are performed."
- ☐ **Discrimination (MT Code Annotated § 49-2-202)**
"The commission may require any employer, employment agency, labor union, educational institution, or financial institution or the owner, lessee, manager, agent, or employee of any public accommodation or housing accommodation subject to this chapter to post, in a conspicuous place on his premises or in the accommodation, a notice . . . approved by the commission containing relevant information that the commission considers necessary to explain this chapter. Any person or institution subject to this section who refuses to comply with an order of the commission respecting the posting of a notice is guilty of a misdemeanor and punishable by a fine or not more than \$50."
- ☐ **Clean Indoor Air Act (Montana Code Annotated, Title 50, Chapter 40, Section 104)**
"The proprietor or manager of an establishment containing enclosed public places shall post a sign in a conspicuous place at all public entrances to the establishment stating, in a manner that can be easily read and understood, that smoking in the enclosed public place is prohibited."
- ☐ **Job Safety and Health (OSHA Public Employers) (Industrial Safety & Health Rule 24.30.104)**
"Each employer shall post and keep posted a notice or notices . . . informing employees of the protections and obligations provided for in the Montana Safety Act. Such notice or notices shall be posted by the employer in each public entity in a conspicuous place or places where notices to employees are customarily posted."
- ☐ **Also Included in Our Posters:**
* Minimum Wage

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 MONTANA
LABOR LAW POSTER SERVICE
201 EAST LYNDAL AVE #285
HELENA, MONTANA 59601-2914
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: ()