



**THE NEW HAMPSHIRE LABOR LAW POSTER SERVICE**  
26 SOUTH MAIN STREET #502  
CONCORD, NEW HAMPSHIRE 03301-4809

**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 **New Hampshire** 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 New Hampshire 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/Youth Employment**  
(NH Revised Statutes, Title XXIII, § 279:27)  
“Every employer subject to a statutory minimum wage shall keep a copy of such statutory minimum wage posted in a conspicuous place in every establishment in which employees are employed.”
- ☐ **Whistleblowers’ Protection**  
(NH Revised Statutes, Title XXIII, § 275-E:7)  
“Every employer shall post such a notice as are prescribed by the commissioner of labor as a means of keeping such employer’s employees informed of their protections and obligations under [the Whistleblowers’ Protection Act]...Failure to comply with the provisions of this section or rules adopted by the commissioner of labor shall be a violation for each day of non compliance.”
- ☐ **Workers’ Compensation Act**  
(NH Revised Statutes, Title XXIII, § 281-A:4)  
“Every employer subject to [workers’ compensation] shall keep posted in a conspicuous place upon the premises a notice... If any employer fails to post such notice or to keep it posted, such employer shall be guilty of a violation for each day of such failure.”
- ☐ **Payment of Wages (NH Revised Statutes, Title XXIII, § 275:49)**  
“Every employer shall:\*\*\* Keep posted in a place accessible to his employees an abstract of the [Payment of Wages Law]....”
- ☐ **Unemployment Insurance/Vacation Shutdown**  
(NH Revised Statutes Title XXIII)  
“The law requires that every employer post and keeps posted in a conspicuous place or places, accessible to all employees, a notice stating the rights and benefits provided to his employees by this act.”
- ☐ **Toxic Substances in the Workplace**  
(NH Revised Statutes, Title XXIII, § 277-A:5)  
“Every employer whose employees handle, use, or are otherwise exposed to any toxic substance during the course and scope of their employment shall:\*\*\* Post a notice, written in clearly understandable nontechnical language, in a conspicuous location accessible to the employees and as close to the work area as possible....”

**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:**

**NEW HAMPSHIRE LABOR LAW  
POSTER SERVICE**  
26 SOUTH MAIN STREET #502  
CONCORD, NEW HAMPSHIRE 03301-4809  
**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:** ( \_\_\_\_\_ ) \_\_\_\_\_