



THE NEW JERSEY LABOR LAW POSTER SERVICE
2020 PENNSYLVANIA AVE. N.W. # 867
WASHINGTON, D.C. 20006-1811

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 Jersey** 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 Jersey 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

- ☐ **Child Labor Law & Schedule of Hours of Labor of Minors (N.J.S.A. § 34:2-21.5)**
“Every employer shall post and keep conspicuously posted in the establishment wherein any minor under 18 is employed, permitted, or suffered to work a printed abstract of this act and a list of the occupations prohibited to such minors...and a schedule of hours of labor which shall contain the name of each minor under 18 the maximum number of hours he shall be required or permitted to work during each day of the week, the total hours per week....”
- ☐ **Wage and Hour Abstract & Payment of Wages (N.J.S.A. § 34:11-56a21)**
“Every employer subject to any provision of this act or of any regulations or orders issued under this act shall keep a summary of this act, approved by the commissioner, and copies of any applicable wage orders and regulations issued under this act, or a summary of such wage orders and regulations, posted in a conspicuous and accessible place in or about the premises wherein any person subject thereto is employed.”
- ☐ **Unemployment and Temporary Disability Insurance (NJ Admin. Code § 12:16-16.1)** “Every employer subject to the provisions of the Unemployment Compensation Law of New Jersey (including every employer who has elected to become subject pursuant to N.J.S.A. 43:21-8) shall post and maintain printed notices to its employees informing them that they are covered by the Unemployment Compensation Law of New Jersey . . . Such notices shall be displayed in prominent and conspicuous places at each worksite.”
- ☐ **Family Leave Act (N.J.S.A. § 34:11B-6)**
“An employer shall display conspicuous notice of its’ employees’ rights and obligations pursuant to the provisions of this act, and use other appropriate means to keep its employees so informed.”
- ☐ **Workers’ Compensation** (available from your insurance carrier)
- ☐ **Our Posters Also Include:**
Job Safety & Health (required for all public employers only)
Mandatory Overtime Restricts for HealthCare Facilities (required if you are a licensed healthcare facility or registered health care service firm.)
Right to Know (Public employers only)
Discrimination in Employment
Discrimination in Public Accommodations
Discrimination in Housing, Whistleblower Act (required for 10 or more employees)

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 NEW JERSEY LABOR LAW
POSTER SERVICE
2020 PENNSYLVANIA AVE. N.W. #867
WASHINGTON, D.C. 20006-1811
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: (_____) _____