



THE SOUTH CAROLINA
LABOR LAW POSTER SERVICE
7001 SAINT ANDREWS ROAD # 339
MURRAYWOOD CTR.
COLUMBIA, SOUTH CAROLINA 29212-1144

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 **South Carolina** 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 South Carolina 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

- ☐ **Payment of Wages**
(SC Code of Laws § 41-10-30)
"Every employer shall notify each employee in writing at the time of hiring of the normal hours and wages agreed upon, the time and place of payment, and the deductions which will be made from the wages, including payments to insurance programs. The employer has the option of giving written notification by posting the terms conspicuously at or near the place of work."
- ☐ **Safety and Health Protection on the Job**
(SC Code of Laws § 41-15-90)
"The director of the Department of Labor, Licensing, and Regulation or his designee shall issue rules and regulations requiring that employers keep their employees informed of their protections and obligations under this chapter, including the provisions of applicable safety and health regulations, through the posting of notices or other appropriate means."
- ☐ **Workers' Compensation**
(SC Code of Regulations §67-301)
"All employers operating under the [Workers' Compensation] Act, whether by law or by election, shall post publicly and keep posted in their place of business..."
- ☐ **Unemployment Insurance**
(SC Code of Laws §40-68-60)
"The client company shall post in each of its places of business in a conspicuous place that is in clear and unobstructed view of the assigned employees a notice..."
- ☐ **Employment Discrimination**
(SC Code of Regulations §65-24)
"Each State Agency, or department of the State, and local subdivision thereof, shall post, keep posted, and maintained in conspicuous places upon their premises where notices to employees and applicants for employment are customarily posted a notice...setting forth excerpts from and/or summaries of, pertinent provisions of the Human Affairs Law, and information pertinent to the filing of a complaint."

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 SOUTH CAROLINA LABOR LAW
POSTER SERVICE
7001 SAINT ANDREWS ROAD # 339
MURRAYWOOD CTR.
COLUMBIA, SOUTH CAROLINA 29212-1144
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: (_____) _____