



THE WEST VIRGINIA LABOR LAW POSTER SERVICE
5312 MAC CORKLE AVENUE S.W. PMB 286
SOUTH CHARLESTON, WEST VIRGINIA 25309-1012

**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 **West Virginia** 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 West Virginia 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

☐ **Wage and Hour (Wage Payment & Collection, Minimum Wage, Maximum Hours, & Meal Breaks) (WVC § 21-5-9(5))**

“Every person, firm, and corporation shall:
*** Keep posted in a place accessible to his employees an abstract of [the Wage Payment and Collection Act].”

☐ **Human Rights (WVC § 5-11-17)**

“Every employer...subject to [the Human Rights Act], shall keep posted in a conspicuous place or places on his premises a notice or notices to be prepared or approved by the commission, which shall set forth excerpts of this article....”

☐ **Unemployment (WVC § 21A-7-2)**

“An employer shall post and maintain in places readily accessible to individuals in his service the claim procedure regulations prescribed by the commissioner.”

☐ **Parental Leave Act (WVC § 21-5D-9)**

“Each employer shall post, in one or more conspicuous places where notices to employees are customarily posted, a notice in a form approve by the department setting forth an employee’s rights under the [Parental Leave Act].”

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 WEST VIRGINIA LABOR LAW
POSTER SERVICE**
5312 MAC CORKLE AVENUE S.W. PMB 286
SOUTH CHARLESTON, WEST VIRGINIA 25309-1020
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: (_____) _____