



THE LABOR LAW POSTER SERVICE  
2020 PENNSYLVANIA AVENUE N.W. #867  
WASHINGTON DC 20006-1811

For compliance assistance  
you may call us at: 1-877-321-4144

FAX: 1-888-442-4144

Notice Date: FX-09  
Key Code:

ATTENTION ALL EMPLOYERS!  
Updated Minimum Wage Requirement  
Effective 2009  
Newly Revised Equal Employment Opportunity Poster  
Effective Immediately

Dear Employer,

State and Federal Law requires 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 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 are 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

- ☐ **Employer Liability and Workers' Compensation (21 V.S.A. § 691)**  
"An employer who has complied with the provisions of this chapter relating to securing the payment of compensation to his employees and their dependents shall post and maintain, in a conspicuous place in and about each of his places of business, typewritten or printed notices in form prescribed by the commissioner stating that fact."
- ☐ **Minimum Wage (21 V.S.A. § 393)**  
"Every employer, subject to the provisions of [the minimum wage law] or of any regulation or order issued under the provisions thereof shall keep a copy of them posted in a conspicuous place in the area where employees are employed."
- ☐ **Sexual Harassment (21 V.S.A. § 495h)**  
"Every employer shall:\*\*\* Post in a prominent and accessible location in the workplace, a poster providing, at a minimum, the elements of the employer's sexual harassment policy required by subdivision (1) of this section."
- ☐ **Parental Leave, Family Leave, and Short-Term Leave (21 V.S.A. § 472(d))**  
"The employer shall post and maintain in a conspicuous place in or about each of his or her places of business printed notices of the provisions of this subchapter...."
- ☐ **Safety and Health Protection (21 V.S.A. § 228(c)(1))**  
"The commissioner shall also issue regulations requiring that employers, through the posting of notices or other appropriate means, keep their employees informed of their protections and obligations under this Code, including the provisions of applicable standards."
- ☐ **Child Labor Law (21 V.S.A. § 442)**  
"An employer shall post in a conspicuous place, in the place in which a child is employed, a printed notice describing permitted and prohibited operations, occupations and machines at which a child may be employed, stating the number of hours' work permitted on each day of the week, the hours of commencing and stopping work, and the hours when the time allowed for meals begins and ends."
- ☐ **Smoking Policy (18 V.S.A. § 1424)**  
"The employer shall post a copy of the smoking policy established under this subchapter in a conspicuous location at the place of employment."
- ☐ **Unemployment Insurance (21 V.S.A. § 1346)**  
"Claims for benefits shall be made in accordance with such regulations as the board may prescribe. Each employer shall post and maintain printed statements of such regulations in places readily accessible to individuals in his service and shall make available to each individual, at the time he becomes unemployed, a printed statement of such regulations."
- ☐ **Also Included in Our Poster:**  
Healthcare Whistleblower Protection Act (required for hospitals and nursing homes)  
No Smoking  
Employers Reinstatement

FEDERAL POSTING REQUIREMENTS

- ☐ **Federal Minimum Wage Act (29 CFR § 516.4) (UPDATED)**  
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 \$5.15 an hour to \$5.85 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."
- ☐ **Equal Employment Opportunity is the Law (29 CFR § 1601.30) (NEWLY REVISED)**  
"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))**  
Employers shall post in conspicuous places the pertinent provision of this law and information about filing a violation charge.  
**(NEW)** A recent amendment requires additional information be posted concerning leave related to military service.
- ☐ **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.
- ☐ **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 LABOR LAW POSTER SERVICE  
2020 PENNSYLVANIA AVENUE N.W. #867  
WASHINGTON DC 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-09 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: ( \_\_\_\_\_ ) \_\_\_\_\_