

## CHECKLIST OF NOTICES TO BE POSTED - CALIFORNIA

Title of Notice	California Agency Issuing the Notice, Description and Designation	Last Updated	Audit YES or NO
Wage Order (Nos.1 to 17)	Every private employer must post the Industrial Welfare Commission (IWC) Wage Order that pertains to its industry or occupation group.	July 2014 (Most)	Poster Min. Wage
Minimum Wage	Every private employer must post the IWC minimum wage poster .(MW-2014)	(2017)	Poster
Payday Notice	Every private employer must sign and post a notice specifying its regular paydays. (DLSE 8)	June 2002	Poster
Paid Sick Leave	Every private employer must post the DLSE Paid Sick Leave Posting.	Nov 2014	Poster
Whistleblowers Are Protected	Every private employer must post either a DLSE Whistleblowers Are Protected poster or its own, on 8.5 x 14 inch paper with 1½ inch margins and 14 point type lettering.	Undated	Poster
Safety And Health Protection on the Job	Every private employer must post the Cal-OSHA Safety And Health Protection on the Job notice, which also references that every employer must also have a written and effective injury and illness prevention program (IIPP).	Jan 2016	Poster
Emergency	Every private employer must post the Cal-OSHA notice after filling in the telephone numbers of various first responders to be called in an emergency. (S-500)	Mar 1990	Poster
Notice to Employees - Injuries Caused By Work	Every private employer must post the Division of Workers' Compensation Notice to Employees - Injuries Caused By Work. (DWC 7)	Jan 2016	Poster
Notice of workers' comp. carrier	Labor Code section 3550 requires all private employers to provide notice to employees regarding the name of its compensation insurance carrier, or that it is self-insured, in English and Spanish	None	Add LWP info to poster
Discrimination and Harassment in Employment are Prohibited	Every employer must post the DFEH poster informing them that California Law prohibits unlawful discrimination, harassment and retaliation on based on the protected attributes referenced in the law and on the Notice. (DFEH 162)	Dec 2014	Poster
No Smoking	Labor Code section 6404.5(d)(1) requires all employers to post signs stating where smoking is not permitted in the workplace place and designating where permitted.	None	Additional Posting
Notice to employees	All employers must post the EDD Notice regarding Unemployment Insurance, State Disability Insurance, and Paid Family Leave. (DE 1857A.Rev. 42)	Nov 2013	Poster
Time Off to Vote	California Elections Code Section 14001 requires all employers to post a notice at least 10 days before a statewide election informing employees of the possibility of taking up to two hours paid leave to vote.	Undated	Poster
Victims of Domestic Violence LOA	If your company has 25 or more workers, you can take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.	May 2017	Additional Posting

NOTES- In addition to the posters referenced in the above checklist, private employers whose employees operate forklifts and other types of industrial trucks or tow tractors, use hazardous or toxic substances, or who are awarded a contract for public work, or are Farm Labor Contractors, may be required to post other notices as well as those referenced above. The above checklist does not include various forms, brochures, or other notices that employers may be required to provide to employees upon hiring, termination, or during their employment, nor does it include posters that are required by an ordinance enacted by a particular city.

## CHECKLIST OF NOTICES TO BE POSTED - FEDERAL

Title of Notice	United States Agency Issuing the Notice, Description and Designation (Does not include specialty posters, such as for agricultural employers, employers contracting with the federal government, etc.)	Last Updated	Audit YES or NO
Equal Employment Opportunity is the Law	Most private employers must post the EEOC's Notice informing employees they may not be discriminated against in employment based on race, color, sex, national origin, religion, age, equal pay, disability or genetic information. (EEOC-P/E-1)	Nov. 2009	Poster
Employee Rights Under the FLSA	All employers must post the DOL notice informing employees of their rights to minimum wage, overtime, etc. under the Fair Labor Standards Act.(WH 1088)	July 2016	Poster
Employee Polygraph Protection Act	Most private employers are prohibited from requiring applicants and employees to take a lie detector test and must post the DOL notice informing employees of their rights regarding such. (WH 1462).	July 2016	Poster
Employee Rights Under the FMLA	Public agencies and private employers with 50 or more employees must post the DOL's poster Employee Rights Under the Family Medical Leave Act. (WH1420).	April 2016	Poster
Job Safety and Health	A private employer must post this notice (OSHA 3165-04R), unless the employer posts its State's approved job safety poster, such as California's Cal OSHA notice.	2015	Poster – duplicate item from State criteria
Your Rights Under USERRA	The DOL poster may be used to inform employees of their leave and reinstatement job rights if they leave employment for military-related service.	Oct. 2008	Poster

## CHECKLIST OF NOTICES TO BE POSTED BY CITY ORDINANCES IN CALIFORNIA

California City	Description of Subjects Covered by the City's Ordinances	Last Updated	Audit YES or NO
San Diego	Effective July 11, 2016, all employers must provide paid earned sick leave to an employee who performs at least two hours of work in the City of San Diego.	July 2016	N/A
Oakland	Three separate notices inform employees of the minimum hourly wage of \$12.75, entitlement to paid sick days, and hospitality workers' rights.	2015	N/A
Emeryville	Depending on the number of employees an employer employs, it must pay at least either \$12.25 or \$14.44 per hour and provide paid earned sick leave.	June 2015	N/A
Los Angeles	Depending on the number of employees an employer employs, it must pay a minimum wage that increases each year and provide paid earned sick leave.	2016	N/A
San Francisco	Depending on the number of employees an employer employs, it must post separate notices regarding the minimum hourly wage, paid sick days, health care security, family friendly workplace, a fair chance regarding conviction and arrest records, and janitorial and security contractors at certain retail businesses.	2016	N/A
Santa Monica, Richmond, San Jose, Berkeley; Sunnyvale, Pasadena, El Cerrito, Sacramento	Many other cities in California have enacted ordinances or amended their municipal codes to require certain employers to provide paid sick days, pay specified minimum hourly wage rates at different times for work performed by certain employees within their geographical boundaries, etc. Many cities have not yet issued official notices employers must post, but covered employers may still be required to inform their employees of their rights in these cities.	Not yet released (Check the City's Web site).	N/A