

Required Notices and Posters, by Threshold Numbers of Employees, as of October 2021

ALL EMPLOYERS (1+ Employees)

▪ **Worker's Compensation Laws, State of Arizona**

"**Notice to Employees RE: Arizona Worker's Compensation Law**"; the bi-lingual (English and Spanish) poster is available from your Worker's Compensation insurance carrier or at:

http://www.ica.state.az.us/Claims/Forms/Claims_Poster_WorkersCompLawBilingual.pdf

NOTE: the poster **MUST** include the name, address, and phone number of the worker's compensation insurance carrier **AND** the policy number. If you obtain the poster from your carrier, that information should be pre-printed on the poster. If the information is not pre-printed on the poster (regardless of the source), you must write-in that information.

AND

"**Work Exposure To Bodily Fluids, HIV, AIDS, HepC**"; the bi-lingual (English and Spanish) poster is available from your Worker's Compensation insurance carrier or at:

http://www.ica.state.az.us/Claims/Forms/Claims_Poster_WorkExpToBodilyFluids_HIV_AIDS_HepC.pdf

NOTE: certain employers also may be required to post/display the following:

"**Work Exposure to Methicillin-resistant STAPHYLOCOCCUS AUREUS (MRSA), Spinal Meningitis, or Tuberculosis (TB)**"; the bi-lingual (English and Spanish) poster is available from:

http://www.ica.state.az.us/Claims/Forms/Claims_Poster_WorkExpToMRSA_SpMen_TB.pdf

▪ **Occupational Safety and Health Act (OSHA)**

All Employers must post either the Arizona **OR** the federal poster.

The Arizona poster, "**Employee Safety and Health Protection**", is available from the Industrial Commission, State of Arizona. The bi-lingual poster (English and Spanish) is available at:

http://www.ica.state.az.us/ADOSH/Forms/ADOSH_Poster_WorkplaceSafetyBilingual.pdf

The federal posters, "**Job Safety and Health, It's the Law**", are available at:

<http://www.osha.gov/Publications/osha3165.pdf> (English)

<http://www.osha.gov/Publications/osha3167.pdf> (Spanish)

In 2014, OSHA updated its rules regarding recordkeeping. For information about the new recordkeeping rule, Detailed Guidance for OSHA's Injury and Illness Recordkeeping Rule, go to:

<https://www.osha.gov/recordkeeping/entryfaq.html>

The OSHA Recordkeeping forms are available at: <https://www.osha.gov/recordkeeping/RKforms.html>

The OSHA Recordkeeping Advisor page is available at:

<http://webapps.dol.gov/elaws/OSHARecordkeeping.htm>

▪ **Unemployment Insurance for Employees**

"**Notice To Employees, You Are Covered By Unemployment Insurance**". Available from the Arizona Department of Economic Security at:

<https://des.az.gov/sites/default/files/legacy/dl/POU-003.pdf> (English)

<https://des.az.gov/sites/default/files/legacy/dl/POU-003-S.pdf> (Spanish)

- **Fair Labor Standards Act (FLSA)**

"**Employee Rights Under The Fair Labor Standards Act**". Available from the U.S. Department of Labor, Wage and Hour Division in English, Spanish, and other languages.

For the English version, go to: <http://www.dol.gov/whd/regs/compliance/posters/minwagep.pdf>

For the Spanish version, go to: <http://www.dol.gov/whd/regs/compliance/posters/minwagespP.pdf>

- **Employee Polygraph Protection Act**

"**NOTICE: Employee Polygraph Protection Act**". Available from the U.S. Department of Labor, Wage and Hour Division.

For the English version, go to: <https://www.dol.gov/whd/regs/compliance/posters/eppa.htm>

For the Spanish version, go to: <https://www.dol.gov/whd/regs/compliance/posters/eppaspan.pdf>

NOTE: The two printed pages must be taped or pasted together to form an 11" x 17" poster.

- **Uniformed Services Employment and Reemployment Rights Act (USERRA)**

"**Your Rights Under USERRA**." Available at:

http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf

- **Arizona Minimum Wage (The Fair Wages and Healthy Families Act)**

"**Arizona Minimum**" poster.

To obtain the poster, in English or Spanish, go to: <https://www.azica.gov/resources/employers>

- **Arizona Paid Sick Time (The Fair Wages and Healthy Families Act)**

"**Earned Paid Sick Time**" poster.

To obtain the poster, go to: <https://www.azica.gov/resources/employers>

- **E-Verify**

The Department of Homeland Security has a notice/poster available that identifies the employer as one that complies with E-Verify.

This notice/poster of employer participation is recommended and is available, in English and Spanish, at: <https://www.e-verify.gov/sites/default/files/everify/posters/EVerifyParticipationPoster.pdf>

The "right to work" posters are available at:

http://www.uscis.gov/USCIS/Verification/E-Verify/E-Verify_Native_Documents/Right_to_Work_Poster_English.pdf (English); and,

http://www.uscis.gov/USCIS/Verification/E-Verify/E-Verify_Native_Documents/Right_to_Work_Poster_Spanish.pdf (Spanish).

To obtain a copy of the **E-Verify User Manual for Employers** (current as of April 2018), go to: <https://www.uscis.gov/e-verify/publications/manuals-and-guides/e-verify-user-manual>

To download the **Manual**, go to: [How to Download Our Manuals in PDF \(PDF, 152.73 KB\)](#)

- **Smoke-Free Arizona Act**

Employers are required to post "No Smoking" signs OR the international "No Smoking" symbol wherever smoking is prohibited. And, the same signage must be posted at every entrance. The signs must include information about to whom a complaint can be made.

To order signage, go to: <https://azdhs.gov/preparedness/epidemiology-disease-control/smoke-free-arizona/index.php#order-signs>

15 OR MORE EMPLOYEES

- **Title VII, the Civil Rights Act of 1964; the Civil Rights Act of 1991; the Americans with Disabilities Act (ADA); and, the Arizona Civil Rights Act.**

"Equal Employment Opportunity Is The Law"; this poster identifies protections provided by the Civil Rights Act, the Equal Pay Act, the Americans With Disabilities Act, and the Age Discrimination in Employment Act. Available from the Equal Employment Opportunity Commission.

For the English poster, go to: <http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>

For the Spanish poster, go to: <http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeosp.pdf>

NOTE: The two printed pages must be taped or pasted together to form an 11" x 17" poster.

AND

"Arizona Law Prohibits Discrimination In Employment"; this poster identifies protections provided by the Arizona Civil Rights Act. Available from the Arizona Attorney General's Office, Civil Rights Division. (English and Spanish language versions on the same poster.). Go to:

https://www.azag.gov/sites/default/files/publications/2018-07/Discrimination_Brochure.pdf

- **Genetic Information Non-Discrimination Act (GINA)**

"EEO is the Law" Poster Supplement; this poster must be displayed **IN ADDITION TO** the **"Equal Employment Opportunity Is The Law"** poster

For the English poster, go to:

https://www.dol.gov/ofccp/regs/compliance/posters/pdf/ofccp_eeo_supplement_final_jrf_ga_508c.pdf

For the Spanish poster, go to:

https://www.eeoc.gov/employers/upload/eeoc_gina_supplement_spanish.pdf

20 OR MORE EMPLOYEES

- **Age Discrimination In Employment Act (ADEA)**

Same poster as for the Civil Rights Acts; see **15 OR MORE EMPLOYEES**, above.

50 OR MORE EMPLOYEES

- **Family and Medical Leave Act (FMLA)**

"Employee Rights and Responsibilities Under the Family and Medical Leave Act ." Available from the U.S. Department of Labor, Wage and Hour Division.

For the English poster, go to: <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

For the Spanish poster, go to: <http://www.dol.gov/whd/regs/compliance/posters/fmlasp.pdf>

OTHER REQUIRED NOTICES/POSTERS

- **"Notice to Employees Working On Government Contracts"**.

Applies to employers with federal government contracts that exceed a certain dollar amount. Contact the U.S. Department of Labor; Wage and Hour Division. Phone: (602) 514-7100.

- Posters/Notices are also required of employers who:

(a) anticipate a plant closing or mass layoff that falls under the Worker Adjustment and Retraining Notification Act (WARN)/Plant Closing Act; (contact the U.S. Department of Labor; phone: 602-514-7100);

OR,

(b) are working on federally-financed construction projects; (contact the U.S. Department of Labor; phone: 602-514-7100).

COUNTING EMPLOYEES FOR COMPLIANCE PURPOSES

The U.S. Supreme Court says that as long as an employee is on the payroll every day of a calendar week (whether at work or not), he/she is counted as an employee for compliance purposes. *See Walters v. Metropolitan Educational Enterprises, 1997 WL9783 (Supreme Court).*

WHERE TO POST

Employment posters/notices must be displayed in areas that employees frequent on a daily basis, such as exits and entrances, by time clocks, and/or lunchroom or break areas. Companies with large physical facilities should display posters/notices in multiple locations. If employees work in separate facilities, buildings, or locations, posters/ notices must be displayed in each location, facility, or building. If employees work on more than one floor/level of a multiple-story building/facility, posters/notices must be displayed on every floor on which employees work.

Also, to ensure that posters/notices are visible to applicants, a set of posters/notices should be displayed in the employment (or reception) area where applicants complete their Employment Application forms.
