

REQUIRED POSTINGS

Federal and state employment laws require that employers post notices in the workplace explaining employees' rights. These notices must be posted in a conspicuous place so that employees and applicants can readily see them. Individual posters are available for free from the various regulatory agencies. If the required notices are not posted, employers may be subject to significant penalties and fines.

If you have any questions, contact the Diocesan Human Resources Office at (216) 696-6525, ext. 8760 or humanresources@dioceseofcleveland.org.

ALL EMPLOYERS MUST POST THE FOLLOWING:

For a direct link to most posters: <http://jfs.ohio.gov/civilrights/posters.stm>

1. **“You Have a Right to a Safe and Healthful Workplace - It’s the Law!”**
Source: U.S. Dept. of Labor - OSHA Div. www.osha.gov
2. **“Equal Opportunity is the Law”**
Source: EEOC / Dept. of Labor www.dol.gov/osbp/sbrefa/poster/main.htm
3. **“Notice of Protection” (Employee Polygraph Protection Act)**
Source: U.S. Dept. of Labor www.dol.gov/osbp/sbrefa/poster/main.htm
4. **“Your Rights Under the Fair Labor Standards Act (FLSA)”**
Source: U.S. Dept. of Labor www.dol.gov/osbp/sbrefa/poster/main.htm
(Note: Clergy and Religious workers are not covered by the FLSA.)
5. **“Notice to Employees” (Unemployment Compensation Coverage Poster)**
Source: Ohio Dept. of Job and Family Services www.state.oh.us/odjfs
6. **Ohio Fair Employment Practices Law Poster**
Source: Ohio Civil Rights Commission www.state.oh.us/crc
7. **Ohio Minor Labor Law Poster**
Source: Ohio Dept. of Job and Family Services www.state.oh.us/odjfs
8. **Ohio Minimum Wage Poster**
Source: Ohio Dept. of Job and Family Services www.com.ohio.gov/laws
9. **Ohio Workers’ Compensation Poster**
The Ohio Bureau of Workers' Compensation (BWC) requires employers to post a Certificate of Coverage at the workplace. The Certificate of Coverage can only be acquired by obtaining coverage. www.ohiobwc.com

Ohio Bureau of Workers' Compensation (BWC)
William Green Building
30 West Spring Street
Columbus, OH 43215-2256
800-644-6292 (toll-free)

(continued)

10. **The Uniformed Services Employment and Reemployment Rights Act Poster.**
Source: U.S. Dept. of Labor <http://www.dol.gov/vets/programs/userra/poster.pdf>

EMPLOYERS WITH 11 OR MORE EMPLOYEES:

11. **OSHA FORM 300-A** (must be posted between February 1st and April 30th)
<http://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf>

EMPLOYERS WITH 50 OR MORE EMPLOYEES:

12. **Family Medical Leave Act (FMLA)**
Source: U.S. Dept. of Labor www.dol.gov/osbp/sbrefa/poster/mail.htm