

## Posting Notices

**Effective Date:** May 9, 2023  
**Function:** Human Resources  
**Contact:** [HRA@rfsuny.org](mailto:HRA@rfsuny.org)

### Basis for Procedure

Various federal, state, and local laws and regulations related to employment require that employers post notices containing information describing the rights and responsibilities of employees and employers.

### Procedure Summary

The Posting Notices document outlines the procedure all operating locations and the Research Foundation (RF) Central Office must follow to maintain compliance with posting requirements, and lists the required notices in electronic format.

### Basic Requirements

Each notice must be:

- posted in a conspicuous place where employees can easily locate and read it, and
- made available to employees in electronic format.

The notices that must be posted are listed and described in the Employment-Related Notices section below.

### Procedure

The Campus HR Office is responsible for:

- Setting up at least one bulletin board restricted to official notices in a conspicuous area which is easily accessible to employees, such as a lounge or lunchroom, or the areas around time clocks, entrances, and exits. The RF recommends that bulletin boards with glass or plastic cases be used so that the notices are not lost or damaged.
- Informing employees about the location(s) of the bulletin board(s), which contain important information regarding employee rights and responsibilities, and provide employees with an electronic copy of the applicable posting notices at hire.
- Obtaining legible copies of the notices. (Refer to the section below entitled How to Obtain Copies of Notices.)
- If necessary, filling in any location-specific information on the form, such as contact names, phone numbers, and addresses.
- Posting the notices in a conspicuous place on the bulletin board so they can be easily read.
- Maintaining the notices by replacing lost or damaged notices and posting updates and new notices.

## How to Obtain Copies of Notices

Copies that can be posted are available in the table below, and from the following sources:

- The [United States Department of Labor \(USDOL\) Workplace Poster Requirements](#) page provides links to instructions for each poster required by a federal law or regulation.
- The [New York State \(NYS\) Department of Labor Posting Requirements](#) page provides links to instructions for each poster required by a state law or regulation.
- The table below, Employment-Related Notices, links each Title to a printable version of the poster or notice.

## Employment-Related Notices

The following table lists and describes the notices that must be posted:

Notice Required	Description	Required By	Instructions or Information About Compliance
<b>Required Notices - Federal</b>			
<a href="#">Know Your Rights: Workplace Discrimination is Illegal Poster</a>	<p>Outlines the Federal laws prohibiting job discrimination based on race, color, sex (including pregnancy and related conditions, sexual orientation, or gender identity), national origin, religion, age (40 and older), equal pay, disability or genetic information (including family medical history or genetic tests or services), and retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.</p> <p>The notice summarizes these laws and explains how employees or applicants can file a complaint if they believe that they have experienced discrimination.</p>	U.S. Equal Employment Opportunity Commission (EEOC)	<a href="#">United States Department of Labor (USDOL) Workplace Poster Requirements</a>
<a href="#">Executive Order 13496 Notice</a>  National Labor Relations Board (NLRB) final rule	<p>Federal contractors and subcontractors are required to inform employees of their rights under the National Labor Relations Act</p> <p>**NLRB final rule, effective November 14, 2011, requires private sector employers to post a notice explaining the rights of employees under the National Labor Relations Act. Posting the Executive Order 13496 notice satisfies this requirement.</p>	Presidential Executive Order 13496 (2009)	
<a href="#">Family and Medical Leave Act (FMLA) Poster</a>	Rights and responsibilities under the Family and Medical Leave Act	Family and Medical Leave Act of 1993	
<a href="#">Employee Polygraph Protection Act</a>	Prohibitions against lie detector tests to screen job applicants and limits on	Employee Polygraph Protection Act of 1988	

<a href="#">(EPPA) Poster</a>	employers' use of lie detector tests for current employees	(EPPA)	
<a href="#">Fair Labor Standards Act (FLSA) Minimum Wage Poster</a>	Minimum hourly wage rates and overtime hours and rates, and age limits for child labor	Fair Labor Standards Act of 1938 (FLSA)	
<a href="#">Your Rights Under USERRA</a>	Rights and responsibilities under the Uniformed Services Employment and Reemployment Rights Act (USERRA)	Veterans Benefits Improvement Act of 2004	
<a href="#">Job Safety and Health - It's the Law Poster</a>	Requirements for employers to provide employees with a workplace free from recognized hazards. Same requirement for federal and state.	Occupational Safety and Health Act (OSHA) of 1970	<a href="#">USDOL Workplace Poster Requirements</a> and <a href="#">NYS DOL Posting Requirements</a>
<a href="#">American Recovery and Reinvestment Act (ARRA) Whistleblower Poster</a>	The ARRA poster includes the rights and remedies for covered employees who make specified disclosures relating to possible fraud, waste, and/or abuse	American Recovery and Reinvestment Act of 2009 (ARRA)	<a href="#">ARRA Whistleblowers webpage</a>
<a href="#">Right to Work Poster</a>	Rights and responsibilities under the federal law requiring employers to E-Verify employees	Federal law requiring certain employers to verify identity and employment eligibility of employees	<a href="#">E-Verify</a>
<a href="#">E-Verify Participation Poster</a>	Notifying employees that the RF participates in E-Verify	Federal law requiring certain employers to verify identity and employment eligibility of employees	

**Required Notices - New York State**

<a href="#">Attention Employees Minimum Wage Information Poster</a>	Summary of the New York State minimum wage law	New York State Labor Law (NYS Minimum Wage Law)	<a href="#">New York State Department of Labor (NYS DOL) Posting Requirements</a>
<a href="#">New York State Department of Labor, Unemployment Insurance Division, Notice to Employees</a>	Notification that the employer is registered with the Department of Labor — Unemployment Insurance Division	New York State Labor Law (Unemployment Compensation)	
<a href="#">Notice of Compliance, Workers Compensation Law (C-105 in English and Spanish)</a>	Notification about employer compliance with the law and procedures for employees to follow if they become ill or are injured through employment	New York State Labor Law (Workers' Compensation)	
<a href="#">Notice of Compliance with (N.Y.S.) Disability Benefits Law</a>	Disability benefits and procedures for filing a claim	New York State Labor Law (Disability Benefits)	
<a href="#">New York State Division of Human Rights Poster</a>	Prohibitions against employment discrimination on the basis of the protected characteristics under the New York State Human Rights Law	New York State Labor Law (Human Rights)	

<a href="#">Notice of Employee Rights, Protections, and Obligations Under Labor Law Section 740</a>	Prohibited Retaliatory Personnel Action by Employers	New York State Labor Law	
<a href="#">New York State Correction Law - Article 23-A</a>	Notifying workers of employer considerations for persons with previous criminal convictions	New York State Correction Law (relating to the use of prior convictions)	
<a href="#">No Smoking Sign</a>	If the requirements of the New York State Clean Indoor Air Act have not been met through other signage, this No Smoking Sign may be used to notify employees that smoking is prohibited inside places of employment.	New York State Clean Indoor Air Act	
<a href="#">Equal Pay Provision LS 603</a>	Notifying employees that they may not be paid at a rate less than the rate at which an employee of the opposite sex is paid for substantially similar work performed at the same establishment.	New York State Labor Law	
HERO Act*	As applicable, employers must post their airborne infectious disease exposure prevention plan.	New York State Labor Law	
<a href="#">Electronic Monitoring</a>	This poster outlines the RF's electronic monitoring of telephone, e-mail, and internet access and usage.	New York Civil Rights Law	
<a href="#">Time off to Vote Notice</a>	Notifying employees of their right to time off to vote	New York State Election Law (NYSEL 3-110)	<a href="#">NYS Board of Elections website</a>
Schedule of Hours for Minors	A schedule of hours of work for minors under 18 years of age must be posted in the establishment by the employer	New York State Labor Law	<a href="#">NYS Department of Labor - Worker Protection, Division of Labor Standards</a>
<a href="#">Paid Family Leave Notice to Employees</a>	Provides employees with information regarding their rights under the New York State Paid Family Leave.	Worker's Compensation Board	
<a href="#">Veteran Benefits and Services Poster</a>	Information regarding resources and hotlines available at no-cost to help veterans understand their rights, protections, benefits, and accommodations.	New York State Labor Law	<a href="#">NYS Department of Labor - Worker Protection, Division of Labor Standards</a>
<b>Required Notices - NYC</b>			
<a href="#">NYC Paid Sick Leave Notice of Employee Rights</a>	The NYC Paid Sick Leave Notice of Employee Rights provides NYC employees with their right to paid sick time off.	NYC Department of Consumer and Worker Protection	<a href="#">New York City Consumer Affairs</a>
<a href="#">NYC Temporary Schedule Change</a>	The NYC Temporary Schedule Change poster outlines employee's rights to temporary changes to their work schedule for certain "personal	NYC Consumer Affairs	

	events."		
<a href="#">NYC Stop Sexual Harassment Act Notice</a>	The NYC Stop Sexual Harassment Act Notice provides NYC employees with their rights under the Human Rights Law	The NYC Human Rights Law	<a href="#">NYC Commission on Human Rights</a>
<a href="#">NYC Pregnancy and Employee Rights</a>	The NYC Pregnancy Rights Poster outlines NYC employees' rights for reasonable accommodations to address the needs of an employee for her pregnancy, childbirth, or related medical condition.	The NYC Human Rights Law	
<b>Required Notice - Westchester County</b>			
<a href="#">Earned Safe Leave</a>	Provides covered employees with their rights under the Safe Time Leave Law.	Westchester County Department of Consumer Protection	<a href="#">Westchester County</a>

\*HERO Act posting is required at applicable locations during designated timeframes, as outlined in the [HERO Act Development of Airborne Infectious Disease Prevention Plan](#) Policy.

## Definitions

None

## Related Information

[United States Department of Labor \(USDOL\) Workplace Poster Requirements](#)

[New York State \(NYS\) Department of Labor Posting Requirements](#)

[New York City Human Rights Law](#)

## Forms

None

## Change History

Date	Summary of Change
May 9, 2023	Updated the Know Your Rights: Workplace Discrimination is Illegal section, added "Veteran Benefits and Services Poster" section, and updated language for employee audience.
December 8, 2022	Added sections "Paid Family Leave Notice to Employees," "Equal Pay Provision LS 603," "HERO Act," "Electronic Monitoring," "NYC Temporary Schedule Change," "NYC Pregnancy and Employee Rights," and "Westchester Earned Safe Leave"; updated No Smoking section for clarity, and broken links.
March 8, 2022	Added section "Notice of Employee Rights, Protections, and Obligations Under Labor Law Section 740"; updated

	broken links
October 17, 2018	Added section "NYC Sexual Harassment Act Notice"
April 28, 2015	Added section "NYC Posting Notice"
July 27, 2012	Updated broken links.
September 7, 2011	Updated table to include NYS Correction Law Article 23-A, No Smoking, Time off to Vote and Schedule of Hours for Minors. Deleted the Drug Free Workplace Policy, You Have a Right to Know (NYS Toxic Substances) and Notice to Employees Working on Government Contracts. Updated broken links.
September 9, 2010	Updated table to include ARRA and EO 013496 posting requirements
February 1, 2010	Updated table to include E-Verify posting requirements
November 12, 2009	Updated link and information on EEO poster and updated broken links
July 22, 2005	Redirected "Notice of Compliance with Workers' Compensation Law" link to current file
March 15, 2005	Added USERRA information to "Employment-Related Notices that Must Be Posted."
December 30, 2004	Fixed broken links and minor restructure on "Employment-Related Notices That Must be Posted."