

# Mandatory Postings Checklist

Suggested frequency once per year

<b>Municipality:</b>			<b>Inspection Date:</b> /201		
<b>Name of Inspector:</b>			<b>Title:</b>		
<b>Location Surveyed:</b>					
State and Federal laws require employers to post all existing labor laws in an area that is frequented by employees. ( <b>Note:</b> these should be under glass or Laminated, lines 1-16))					
<b>General Reference:</b> <a href="http://webapps.dol.gov/elaws/">http://webapps.dol.gov/elaws/</a>					
#	No	Yes	Item		
			Write line # & comments on back		
#	<b>Federal Postings</b> <a href="https://www.dol.gov/general/topics/posters/#workplace-posters">https://www.dol.gov/general/topics/posters/#workplace-posters</a>				
1.			Employee Polygraph Protection Act (July 2016)		
2.			Fair Labor Standards Act (8/1/16)		
3.			Family Medical Leave Act (01/09)		
4.			IRS Withholding Notice - (12/16) <a href="http://www.irs.gov/orderforms">www.irs.gov/orderforms</a>		
5.			Genetic Information Non-Discrimination - May 21, 2008 <a href="https://www1.eeoc.gov/employers/poster.cfm">https://www1.eeoc.gov/employers/poster.cfm</a>		
6.			Uniformed Services Employment & Re-Employment Act (11/08)		
7.			Annually February through April OSHA 300 Log Summary		
<b>Required State of NJ Postings</b>					
8.			NJ Public Employees Right to Know Act <a href="http://www.nj.gov/health/">http://www.nj.gov/health/</a>		
9.			Unemployment and Disability Insurance (1/14) <a href="http://www.NJ.gov/labor">www.NJ.gov/labor</a>		
10.			Discrimination In Employment - (rev. 08/815) <a href="http://www.NJCivilRights.gov">www.NJCivilRights.gov</a>		
11.			Discrimination in Places of Public Accommodation (5/18/15)		
12.			NJ Minimum Wage & Hour Abstract - 1/17 <a href="http://lwd.state.nj.us">http://lwd.state.nj.us</a>		
13.			NJ Child Labor Law Abstract (12/13) <a href="http://www.NJ.gov/labor">www.NJ.gov/labor</a>		
14.			NJ Obligation to Maintain & Report Records (11/14) <a href="http://www.NJ.gov/labor">www.NJ.gov/labor</a>		
15.			NJ Unemployment and Disability Insurance - 9 / 2009 <a href="http://www.NJ.gov/labor">www.NJ.gov/labor</a>		
16.			NJ Occupational Safety and Health Administration (PEOSH) <a href="http://lwd.dol.state.nj.us/labor/forms_pdfs/lse/wps35.pdf">http://lwd.dol.state.nj.us/labor/forms_pdfs/lse/wps35.pdf</a>		
17.			NJ Family Leave Act - (rev. 09/6/16) <a href="http://www.NJ.gov/labor">www.NJ.gov/labor</a>		
18.			NJ SAFE Act (9/13) <a href="http://www.NJ.gov/labor">www.NJ.gov/labor</a>		
19.			NJ Law Against Discrimination (LAD) (1/14) <a href="http://www.NJ.gov/labor">www.NJ.gov/labor</a>		
20.			Conscientious Employee Protection Act (8/11) <a href="http://www.NJ.gov/labor">www.NJ.gov/labor</a>		
21.					
22.			Smoking Prohibited <a href="https://www.nj.gov/health/ctcp/smokefree/documents/nj_no_smoking_sign_eng.pdf">https://www.nj.gov/health/ctcp/smokefree/documents/nj_no_smoking_sign_eng.pdf</a>		
<b>Voluntary - Recommended</b>					
23.			JIF calendars, Posters & others on Health and Wellness		
24.			Safety Director Bulletins & Any Management "Broadcast" Announcements		
25.			Relevant Tool-Box-Talk outlines or safety related Newspaper clippings		
<b>Things Subject to Removal Due to EEOC Regulations or Just Poor Taste</b>					
"Girlie" posters or calendars including pinups					
Advertisements for wagers or gambling including 50/50's & any unauthorized postings					
"Off-color" or "Suggestive" cartoons or comics – items reported as "Offensive"					
Vandalized or "Doctored" documents or photos meant to ridicule or offend					