|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Mandatory Postings Checklist**  **Suggested frequency once per year** | | | | | |
| **Municipality:** | | | | **Inspection Date: /201** | |
| **Name of Inspector:** | | | | **Title:** | |
| **Location Surveyed:** | | | | | |
| State and Federal laws require employers to post all existing labor laws in an area that is frequented by employees. (**Note**: these should be under glass or Laminated, lines 1-16))  **General Reference:** [**http://webapps.dol.gov/elaws/**](http://webapps.dol.gov/elaws/) | | | | | |
| **#** | **No** | **Yes** | **Item**  **Write line # & comments on back** | | |
| **#** | **Federal Postings** [**https://www.dol.gov/general/topics/posters/#workplace-posters**](https://www.dol.gov/general/topics/posters/#workplace-posters) | | | | |
|  |  |  | Employee Polygraph Protection Act (July 2016) | | |
|  |  |  | Fair Labor Standards Act (8/1/16) | | |
|  |  |  | Family Medical Leave Act (01/09) | | |
|  |  |  | IRS Withholding Notice - (12/16) [*www.irs.gov/orderforms*](http://www.irs.gov/orderforms) | | |
|  |  |  | Genetic Information Non-Discrimination - May 21, 2008  <https://www1.eeoc.gov/employers/poster.cfm> | | |
|  |  |  | **U**niformed **S**ervices **E**mployment & **R**e-Employment **A**ct (11/08) | | |
|  |  |  | Annually February through April OSHA 300 Log Summary | | |
|  | **Required State of NJ Postings** | | | | |
|  |  |  | NJ Public Employees Right to Know Act <http://www.nj.gov/health/> | | |
|  |  |  | Unemployment and Disability Insurance (1/14) [www.NJ.gov/labor](http://www.NJ.gov/labor) | | |
|  |  |  | Discrimination In Employment - (rev. 08/815) [www.NJCivilRights.gov](http://www.NJCivilRights.gov) | | |
|  |  |  | Discrimination in Places of Public Accommodation (5/18/15) | | |
|  |  |  | NJ Minimum Wage & Hour Abstract - 1/17 <http://lwd.state.nj.us> | | |
|  |  |  | NJ Child Labor Law Abstract (12/13) [www.NJ.gov/labor](http://www.NJ.gov/labor) | | |
|  |  |  | NJ Obligation to Maintain & Report Records (11/14) [www.NJ.gov/labor](http://www.NJ.gov/labor) | | |
|  |  |  | NJ Unemployment and Disability Insurance - 9 / 2009 [www.NJ.gov/labor](http://www.NJ.gov/labor) | | |
|  |  |  | NJ Occupational Safety and Health Administration (PEOSH)  <http://lwd.dol.state.nj.us/labor/forms_pdfs/lsse/wps35.pdf> | | |
|  |  |  | NJ Family Leave Act - (rev. 09/6/16) [www.NJ.gov/labor](http://www.NJ.gov/labor) | | |
|  |  |  | NJ SAFE Act (9/13) [www.NJ.gov/labor](http://www.NJ.gov/labor) | | |
|  |  |  | NJ Law Against Discrimination (LAD) (1/14) [www.NJ.gov/labor](http://www.NJ.gov/labor) | | |
|  |  |  | Conscientious Employee Protection Act (8/11) [www.NJ.gov/labor](http://www.NJ.gov/labor) | | |
|  |  |  |  | | |
|  |  |  | Smoking Prohibited <https://www.nj.gov/health/ctcp/smokefree/documents/nj_no_smoking_sign_eng.pdf> | | |
|  | **Voluntary - Recommended** | | | | |
|  |  |  | JIF calendars, Posters & others on Health and Wellness | | |
|  |  |  | Safety Director Bulletins & Any Management “Broadcast” Announcements | | |
|  |  |  | Relevant Tool-Box-Talk outlines or safety related Newspaper clippings | | |
|  | **Things Subject to Removal Due to EEOC Regulations or Just Poor Taste** | | | | |
| “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 | | | | |