

Prepared by the Office of Human Resources.
This replaces Administrative Procedure No. A9.030 dated August 2007.

February 2009

GENERAL

A9.030 FEDERAL AND STATE POSTING REQUIREMENTS

1. Purpose

To promulgate a procedure for complying with federal and State laws on posting employment related notices.

2. Objective

To inform employees of federal and State employment laws and regulations.

3. Applicability/Responsibility

a. Chancellors and Vice Presidents shall be accountable for complying with federal and State laws on posting employment related notices and for oversight of the activities of their respective campuses and programs.

b. Deans and Directors shall be required to post printed statements and materials as prescribed by federal and State laws and regulations.

c. Deans and Directors shall be responsible for selecting, monitoring, and maintaining locations, which are readily accessible to employees. All required notices listed below must be posted at each of the employer's work sites in conspicuous places.

4. Contents

The requirements on posting and sources where posters may be obtained are listed on the attached notice, "Required Bulletin Board Posters & Notices."

All federally required posters may be copied or downloaded from Web Sites.

State required posters may be obtained at the State Department of Labor and Industrial Relations Office, 830 Punchbowl Street, Room 321 (Monday - Friday, 7:45 a.m. - 4:30 p.m.), or at one of the DLIR's Neighbor Island District Offices.

REQUIRED BULLETIN BOARD POSTERS AND NOTICES

Federal Notices:

1. Civil Rights Act of 1964 (Title VI and VII),
Age Discrimination in Employment Act of 1967,
Equal Pay Act of 1963,
Executive Order 11246,
Rehabilitation Act of 1973 (Sections 503 and 504),
Vietnam Era Veterans Readjustment Act of 1974 (Section 402), and
Americans with Disabilities Act of 1990,
"Equal Employment Opportunity is THE LAW" (Revised 08/08)
<http://www.dol.gov/esa/ofccp/regs/compliance/posters/pdf/eeopost.pdf>

Equal Employment Opportunity Commission
300 Ala Moana Blvd., Room 7123
Honolulu, HI 96850
Phone: (808) 541-3120

2. Fair Labor Standards Act
"Employee Rights under the Fair Labor Standards Act" (Revised 06/07)
<http://www.dol.gov/esa/whd/regs/compliance/posters/minwagebwp.pdf>

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
300 Ala Moana Blvd., Room 7328
Honolulu, HI 96850
Phone: (808) 541-1361

3. Family and Medical Leave Act of 1993:
"Your Rights under the Family and Medical Leave Act of 1993"
(Revised 01/09)
<http://www.dol.gov/esa/whd/fmla/finalrule/FMLAPoster.pdf>

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
300 Ala Moana Blvd., Room 7328
Honolulu, HI 96850
Phone: (808) 541-1361

5. Uniformed Services Employment and Reemployment Rights Act:
"Your Rights under USERRA" (10/08)
http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf

State Notices:

1. The Official State Labor Law Poster
<http://hawaii.gov/labor/official-labor-law-poster>

Department of Labor and Industrial Relations
830 Punchbowl St., Rm. 321 Honolulu, HI 96813
Phone: (808) 586-8842
** Also available at DLIR offices on Neighbor Islands*
 - a. Notice to Employees - Disability Compensation Law (Workers' Compensation, Temporary Disability Insurance, Prepaid Health Care)
<http://www.hawaii.gov/labor/law/poster/2006/DCD.pdf>
 - b. Notice to Employees - Laws Prohibiting Employment Discrimination
<http://www.hawaii.gov/labor/law/poster/2006/DISCRIM.pdf>
 - c. Notice to Employees - Military Leave
http://www.hawaii.gov/labor/law/poster/2006/military_leave.pdf
 - d. Notice to Employees - Occupational Safety and Health Laws
<http://www.hawaii.gov/labor/law/poster/2006/osh.pdf>
 - e. Notice to Employees - Required Notice Dislocated Workers/Plant Closing
<http://www.hawaii.gov/labor/law/poster/2006/DW.pdf>
 - f. Notice to Employees - Unemployment Insurance Law
<http://www.hawaii.gov/labor/law/poster/2006/ui.pdf>
 - g. Notice to Employees - Wage and Hour Laws (Minimum Wage, Overtime, Payment of Wages, Notification Requirement, Withholding of Wages, Collection of Unpaid Wages, Hawaii Family Leave Law, Prevailing Wages and Overtime on State and County Government Construction Projects, Lie Detector Tests, Work Injury)
<http://www.hawaii.gov/labor/law/poster/2006/wage.pdf>
 - h. Notice to Employees - Whistleblower Protection Law
<http://www.hawaii.gov/labor/law/poster/2006/whistleblower.pdf>