

RISK SIMPLIFIED

RESOURCES

[California Department of Industrial Relations – Workplace Postings](#)

[US Department of Labor – elaws Poster Advisor](#)

[US Department of Labor – Workplace Posters](#)

[California EDD – Required Notices and Pamphlets](#)

[DFEH Required Posters](#)

QUESTIONS

[Email PRISM Risk Control](#)
or call 916.850.7300

California's Workplace Posting Requirements

by Sarah Bruno, ARM

California regulations require workplace postings with the goal of readily accessible information for employees regarding their employment rights (wages, hours, and working conditions). There isn't one location that houses all the required postings, as they are produced by several different state and federal agencies. Some local governments have additional posting requirements (for example the City of San Francisco), check with local municipal or county government offices to determine if this applies. In California the required postings and or samples can be found from the following agencies:

CA Department of Industrial Relations (DIR)

- California Minimum Wage
- Industrial Welfare Commission (IWC) Wage Orders
- Payday Notice
- Emergency Phone Numbers
- Whistleblower Protections
- Paid Sick Leave Notice
- Safety and Health Protection on the Job
- Notice to Employees – Injuries Caused by Work (DWC 7)
- Cal/OSHA Summary of Occupational Injuries (Form 300A)

Note: Post only from February 1 to April 30



California Employment Development Department (EDD)

- Notice to Employees Concerning Unemployment Insurance, Disability Insurance and Paid Family Leave (DE 1875A)

California Secretary of State

- Time Off to Vote

California Department of Fair Employment and Housing (DFEH)

- California Law Prohibits Workplace Discrimination & Harassment
- Transgender Rights in the Workplace
- Your Rights and Obligations as a Pregnant Employee
- Family Care and Medical Leave (CFRA leave) and Pregnancy Disability Leave

US Department of Labor (US DOL)

- Employee Rights Under the Employee Polygraph Protection Act (EPPA) (WH 1462)
- Employee Rights Under the Fair Labor Standards Act (FLSA) **AND** Federal Minimum Wage (WH 1385)
- Employee Rights Under the Family and Medical Leave Act (FMLA) (WH 1420)
- Your Rights Under USERRA: The Uniformed Services Employment and Reemployment Rights Act

US Equal Employment Opportunity Commission

- Know Your Rights: Workplace Discrimination is Illegal

Required workplace postings should be placed at every work location in a conspicuous area, where employees are likely to see them. According to the EDD, “notice(s) must be posted in a prominent location that is easily seen by the employees.” Often agencies display postings in a breakroom, a common gathering place, or near the Human Resources office. If employees are working remotely, email distribution is acceptable with the passage of [SB 657](#). These postings can also easily be made available on an agency’s intranet. Note that while this option will ensure that remote employees are made aware of their rights, the physical postings must continue to be present at the workplace.

The required documents can be individually obtained on the internet and printed or ordered free of charge. This option requires the agency to keep track of updates to each posting. Because of this burden, many agencies turn to private companies for one large poster that contains the many different required postings. For a fee, these companies also often provide a service that tracks any updates and notifies the customer of new requirements throughout the year. It is important to note that employers only need to replace the posting if the content has changed. According to the DIR, “once established, the language of almost every required posting stays the same.”

If a significant number of employees (10 percent or more) speak a language other than English, the posters must also be displayed in that language.

It is recommended that members review their workplace postings at least annually to ensure accuracy.

For additional assistance or questions regarding California’s required workplace postings, please contact [PRISM’s Risk Control Department](#).