



The following posters are available for **free** from state of Washington or federal agencies. Employers are not required to purchase these posters from private companies. Many posters are available online; otherwise, you may call the phone number listed to request that posters be mailed to you. Employers must display required posters where their employees can read them. This checklist includes commonly required posters.

Required & recommended poster checklist

Required posters			
Agency	Displayed?	Title	Order online or by phone
Washington Employment Security Department CALL 360-902-9360	<input type="checkbox"/>	Unemployment Benefits poster (EMS 9874)	www.esd.wa.gov/about-employees/forms-and-publications
	<input type="checkbox"/>	Church and Religious Organization poster (UI-07-0119)	www.esd.wa.gov/about-employees/forms-and-publications <i>This poster is required ONLY for church and religious organizations. Church and religious organizations must display both this poster and the Unemployment Benefits poster.</i>
Washington Department of Labor & Industries CALL 1-800-547-8367	<input type="checkbox"/>	Job Safety and Health Law (F416-081-909)	www.Lni.wa.gov/ipub/416-081-909.pdf
	<input type="checkbox"/>	Your Rights as a Worker (F700-074-909)	www.Lni.wa.gov/ipub/700-074-909.pdf
	<input type="checkbox"/>	Notice to Employees – If a Job Injury Occurs (F242-191-909) OR Notice to Employees – Self-insured Businesses (F207-037-909)	www.Lni.wa.gov/ipub/242-191-909.pdf www.Lni.wa.gov/ipub/207-037-909.pdf <i>This poster is for self-insured businesses. All others use F242-191-909.</i>
United States Equal Employment Opportunity Commission Call 1-866-487-2365	<input type="checkbox"/>	Equal Opportunity Employment is the Law (<i>also covers Americans with Disabilities Act</i>)	www1.eeoc.gov/employers/poster.cfm
United States Department of Labor	<input type="checkbox"/>	Fair Labor Standards Act (FLSA) Federal Minimum Wage Poster (WH Pub. 1088)	www.dol.gov/whd/regs/compliance/posters/flsa.htm or call 206-398-8039
	<input type="checkbox"/>	Your Rights Under USERRA – The Uniformed Services Employment and Reemployment Rights Act	www.dol.gov/vets/programs/userra/userra_private.pdf or call 1-866-487-2365 <i>Federal law requires employers to notify employees of their rights under USERRA and employers may meet this requirement by displaying this notice where they customarily place notices for employees.</i>
Recommended poster			
Agency	Displayed?	Title	Order online or by phone
Washington Human Rights Commission	<input type="checkbox"/>	Washington State Law Prohibits Discrimination in Employment	www.hum.wa.gov/documents/Brochures/EMPFLIER082906B.pdf Call 1-800-233-3247 or 360-753-6770



The federal and state posters that should be on display for your business vary widely depending on your type of business. The U.S. Department of Labor has an interactive poster advisor that will walk you through the steps to determine the required federal posters for your particular business: www.dol.gov/elaws/posters.htm. Below are other common posters that may be required, other helpful government resources and commonly asked questions and answers.

Poster title	Print or order online or by phone
Employee Right for Workers with Disabilities/Special Minimum Wage	www.dol.gov/whd/regs/compliance/posters/disab.htm
Employee Rights & Responsibilities Under the Family and Medical Leave Act (FMLA)	www.dol.gov/whd/regs/compliance/posters/fmla.htm
Keep Them Clean (food handlers and employees must wash their hands)	http://here.doh.wa.gov/materials/food-handling-keep-them-clean
Notice Migrant and Seasonal Agricultural Worker Protection Act	www.dol.gov/whd/regs/compliance/posters/mspaensp.htm
Notice to all employees working on federal or federally financed construction projects (Davis-Bacon Act)	www.dol.gov/whd/regs/compliance/posters/davis.htm
Notice to Employees working on government contracts (Service Contracts Act)	www.dol.gov/whd/regs/compliance/posters/sca.htm
Notice: Employee Polygraph Protection Act	www.dol.gov/oasam/programs/osdbu/eppac.pdf

Other helpful government resources

Employment Security Department	360-902-9500	www.esd.wa.gov
Department of Labor & Industries	800-547-8367	www.Lni.wa.gov
Department of Licensing	360-664-1400	www.dol.wa.gov/business
Department of Revenue	800-647-7706	www.dor.wa.gov
Office of Regulatory Assistance	800-917-0043	www.ora.wa.gov
U.S. Small Business Administration	800-827-5722	www.sba.gov
Washington State Government Information	360-753-5000	www.access.wa.gov

Commonly asked questions & answers regarding posters

Q. What are the rules for where to display the required posters?

A. Display them where they can easily be seen and read by employees and keep them in good condition. Areas where you might consider displaying the posters include the employee break room, employee bulletin board, or the area where time cards are kept. The inside of a closet door or an area where employees have limited access would not be good choices.

Q. Am I required to display the Spanish portion of the posters?

A. There is no requirement to display Spanish posters. We encourage you to display both English and Spanish posters if you have Spanish speaking employees, even if they are bilingual.

Q. I have a very small office in Washington state and one employee. Do I have to display the posters in my Washington state office?

A. Yes. If you have a business location in Washington state and one or more employees works from that location, the law requires you to display the posters on-site in a place where the employees can see and read them.

Q. Does a construction company have to display the posters at every job site or just in the construction office?

A. The key consideration is where the employees report for work. If your employees report to a central office, displaying in the office is fine. If they report to a job shack, display them there. You may want to do both as the posters are free. You are not required to display them in a truck.