
Workplace Posters Reference Sheet

There are eleven workplace posters required by Federal and State regulations to be prominently displayed in conspicuous locations* so as to be accessible to all employees and applicants. One additional poster is required in facilities where law enforcement officers, fire fighters, EMS employees, paramedics, and correctional officers work; two additional posters are recommended but not required. Both the English and Spanish versions of a poster must be displayed if a Spanish version is available from the issuing organization.

REQUIRED WORKPLACE POSTERS:

- Uniformed Services Employment and Reemployment Rights Act (USERRA)
- Fair Labor Standards Act (FLSA) Minimum Wage (English & Spanish)
- Family and Medical Leave Act (FMLA) (English & Spanish)
- Equal Employment Opportunity (EEO) (English & Spanish)
- Notice to Employees of Workers' Compensation Insurance
- Employee Polygraph Protection Act (English & Spanish)
- Texas Child Labor Law (English & Spanish)
- Whistle-blower Act
- Employees Notice on Unemployment Benefit Payment (English & Spanish)
- Texas Hazard Communication Act (English & Spanish)
- Communicable Diseases (English & Spanish) - **ONLY** required to be posted in facilities where law enforcement officer, fire fighter, EMS employees, paramedics and correctional officers work.

NOTICE(S) RECOMMENDED TO BE POSTED IN THE WORKPLACE:

- Texas - Equal Opportunity is the Law
- Listen- Educate- Act- Dial- Seek

* EXAMPLES OF CONSPICUOUS LOCATIONS INCLUDE THE FOLLOWING:

- Lunch or break room
- Lobby or reception area
- Locations where notices to employees are customarily posted
- Locations where employees congregate OR other common areas

If a department has multiple offices or separate floors, posting additional workplace posters is recommended.

DISPLAY REQUIREMENTS:

- Each poster must be clearly visible for both English and Spanish versions.
- Posters may not be bound, clipped, stacked or filed together as a set.
- Departments with multiple offices or separate floor may post additional workplace posters so all employees have access; if not, it is recommended that Liaisons annually communicate to employees the location of their department's workplace posters.
- OSHA posters are not required to be displayed at Texas A&M University.

WORKPLACE POSTER RESOURCES:

- All required workplace posters are available for printing from the Human Resources web site at <http://employees.tamu.edu/managers/liaisonResources/required/posters.aspx> online.
- Departments may elect to purchase laminated all-in-one posters from the Federal Wage and Labor Law Institute at <https://www.fwlli.com/tamu-cc> online. The Whistle Blower Act poster is not included on the all-in-one poster and must be posted separately.

If you have questions about workplace posters please contact Employment and Diversity Services at (979) 845-5154.