

## REQUIRED EMPLOYMENT LAW POSTERS

Federal and state laws require Harris County to display or post certain notices in conspicuous places where they are easily visible to all employees. While FMLA and EEO posters are also required to be placed where they can be seen by applicants for employment. The ADA poster is required to be posted where they are visible to individuals accessing county facilities. Below are the list of posters that should be posted in your work locations.

- [Americans with Disabilities Act \(ADA\) Poster and Procedures](#) (Revised 08/09/18) – size 8 ½” x 11” for poster and procedures- must be posted in a conspicuous place in all County buildings to inform people on how to request ADA accommodations and how to file an ADA complaint with the County.
- [The Equal Employment Opportunity Commission](#) (EEO) (Revised 11/09) – two size 11” x 8 ½” – post first poster horizontally above the second one - must be posted in conspicuous places available to employees and applicants for employment.
- [The Fair Labor Standards Act](#) (FLSA), also called the “Minimum Wage Poster” - for State and Local Government Employees (Revised 07/16) - size 8 ½” x 11” - must be posted by employers in a conspicuous place in all of their establishments so as to permit employees to readily read it.
- [The Family Medical Leave Act/National Defense Authorization Act](#) (FMLA) (Revised 04/16) - size 8 ½” x 11” - must be displayed in a conspicuous place where employees and applicants for employment can see it. A poster must be displayed at all locations.
- [The Texas Hazard Communication Act](#) (Revised 05/18) - size 8 ½” x 11” - must be posted at locations where notices are normally posted.
- [Harris County Fraud, Waste, and Abuse Hotline](#) - size 8 ½” x 11” - must be posted at locations where notices are normally posted. The poster is available in both English & Spanish; however, departments are only required to post the English version of the poster.
- [The Texas Public Information Act](#) (PIA) (Revised 10/18) - size 8 ½” x 14” - must be prominently displayed on paper at least 8 ½” x 14” (legal-size). Information in left-hand column of the posting MUST be filled out for your department before posting.
- [The Texas Workforce Commission](#) (TWC) (Revised 11/18) - size 11” x 8 ½” – horizontal view - must be displayed prominently in the workplace.
- [The Uniformed Services Employment and Reemployment Rights Act](#) (USERRA) (dated April 2017) - size 8 ½” x 11”
- [The Whistleblower Act](#) - size 8 ½” x 11” - must inform employees of their rights under the Act by posting the notice in a prominent location in the workplace.

[Workers' Compensation](#) and [Employer's Notice of Ombudsman Program](#) - size 11" x 8 1/2" or 8 1/2" x 11" - All employers are required to inform their employees whether or not they carry workers' compensation insurance coverage. You must post the Workers' Compensation signs (listing AS&G and usually printed on orange paper) and Notice of Ombudsman signs in English and Spanish in the human resources office, if the department has one, as well as in the workplace where each employee is likely to see the notice on a regular basis. The notice must be printed with a title in at least 15 point bold type and text in at least 14 point normal type. Departments who employ First Responders are required to post two additional signs in English and Spanish, [Notice of Communicable Diseases](#) (usually printed on red paper) and [Notice Regarding First Responders Liaison](#). For copies, please call the Human Resources and Risk Management Department at (713) 274-5463.