

Prepared by the Office of Human Resources.
This replaces Administrative Procedure No. A9.030
dated February 2009.

March 2011

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

- a. The required posters and references are listed on the attached notice, "Required Bulletin Board Posters & Notices."
- b. All federally required posters may be downloaded from the United States Department of Labor website.

- c. State required posters may be downloaded from the State of Hawai'i Department of Labor and Industrial Relations (DLIR) website.
- d. The federal and State required posters are available on the Office of Human Resources (OHR) website at www.hawaii.edu/ohr/docs.

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"

Reference - Equal Employment Opportunity Commission
www.eeoc.gov

2. Fair Labor Standards Act
"Employee Rights under the Fair Labor Standards Act"
3. Family and Medical Leave Act of 1993:
"Your Rights under the Family and Medical Leave Act of
1993"
4. Uniformed Services Employment and Reemployment Rights Act:
"Your Rights under USERRA"

Reference - United States Department of Labor
www.dol.gov

State Notices:

1. Notice to Employees - Disability Compensation Law (Workers'
Compensation, Temporary Disability Insurance, Prepaid
Health Care)
2. Notice to Employees - Laws Prohibiting Employment
Discrimination
3. Notice to Employees - Military Leave
4. Notice to Employees - Occupational Safety and Health Laws
5. Notice to Employees - Required Notice Dislocated
Workers/Plant Closing

6. Notice to Employees - Unemployment Insurance Law
7. Notice to Employees - Wage and Hour Laws (Minimum Wage, Overtime, Payment of Wages, Notification Requirement, Withholding of Wages, Collection of Unpaid Wages, Hawai'i Family Leave Law, Prevailing Wages and Overtime on State and County Government Construction Projects, Lie Detector Tests, Work Injury)
8. Notice to Employees - Whistleblower Protection Law

Reference - State of Hawai'i Department of Labor and Industrial Relations
www.hawaii.gov/labor