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| Title: | Bulletin Boards and Posting Requirements | |
| Purpose: | Establish a policy on employee bulletin boards and posting required notices. | |
| Issued by: | Labor Relations and Training | Date: February 15, 2005 |
| References: | CS Circulars 769 (5-12-71) and 1166 (5-24-78) | |

I. POLICY

Departments shall be responsible for establishing and maintaining employee bulletin boards.

II. GUIDELINES

- A. Bulletin boards are the property of the City and should be in conspicuous locations with reasonable access to every employee in the department.
- B. Departments shall provide unions with designated spaces on available bulletin boards or provide separate bulletin boards upon which unions may post official notices in accordance with applicable contract provisions.
- C. Authorized communications affecting employees shall be posted on the bulletin boards.
- D. Departments must post required Federal and State notices. Refer to Attachment A for a listing of required notices. These Federal and State notices are not required on every bulletin board as long as a sufficient amount are posted and are accessible to all employees.
- E. Employees are responsible for keeping themselves informed of all communications posted by the Employer on the bulletin boards. The Employer will not be held responsible in the event employees fail to keep themselves informed.
- F. Departments shall designate authorized personnel who shall post or remove communications from the bulletin boards.

Attachment A

State Notices:

Hawaii Wage and Hour Law (minimum wage, OT, Hawaii Family Leave, etc.) 11/09/2015
<http://labor.hawaii.gov/wp-content/uploads/2015/11/Wage-and-Hour-Poster201511091.pdf>

Unemployment Insurance For Workers – (filing for benefits), 11/10/2015
<http://labor.hawaii.gov/wp-content/uploads/2015/11/Unemployment-Insurance-Poster20151110.pdf>

Disability Compensation Law (workers' compensation, temporary disability insurance and prepaid health care), 11/10/2015
<http://labor.hawaii.gov/wp-content/uploads/2015/11/Disability-Compensation-Law-Poster20151110.pdf>

Hawaii Occupational Safety and Health Laws, 11/10/2015
<http://labor.hawaii.gov/wp-content/uploads/2015/11/Occupational-Safety-Health-Poster-20151110.pdf>

Laws Prohibiting Employment Discrimination, 11/10/2015
<http://labor.hawaii.gov/wp-content/uploads/2015/11/Employment-Discrimination-Poster201511101.pdf>

Whistleblower Protection Law, 11/10/2015
<http://labor.hawaii.gov/wp-content/uploads/2015/11/whistleblower20151110.pdf>

Breastfeeding in the Workplace, 11/10/2015
<http://labor.hawaii.gov/wp-content/uploads/2015/11/Breast-Feeding20151110.pdf>

*Updates to State notices may be found at: <http://labor.hawaii.gov/labor-law-poster/>

FEDERAL NOTICES**:

Equal Employment Opportunity is the Law, 11/2009
<http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>

Your Rights under the Family and Medical Leave Act of 1993, 4/2016
<https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

Uniformed Services Employment and Reemployment Rights Act, 10/2008
http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf

Fair Labor Standards Act (FLSA), 7/2016
<https://www.dol.gov/whd/regs/compliance/posters/wh1385State.pdf>

**Updates to Federal notices may be found at:
<https://www.dol.gov/oasam/boc/osdbu/sbrefa/poster/matrix.htm>