



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR#43-16**

May 05, 2016

**TO:** DHRM Listserv Recipients

**FROM:** Peter Long, Administrator *Peter Long*  
Division of Human Resource Management

**SUBJECT:** REQUIRED FEDERAL AND STATE EMPLOYMENT POSTERS – UPDATE

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The Division of Human Resource Management staff has recently updated our [Poster Adviser](#) publication which lists employment related posters required by federal and State laws, as well as, optional posters which are encouraged to be posted. It is important to post required posters at every work location and where employees can readily observe them.

Typically, the Poster Advisor is reviewed quarterly and notification of revisions, additions or deletions are made at that time. However, there was an update made to the "[Employee Rights and Responsibilities Under the Family and Medical Leave Act](#)" poster that should be posted prior to the next quarterly update.

To obtain a free printable copy of the poster, you can click on the name of the poster in this memo, type into your computer the URL <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>, or click on the link in the [Poster Adviser](#).

We hope that you find this information helpful, but if you have any questions, please do not hesitate to contact Denise Woo-Seymour at [dseymour@admin.nv.gov](mailto:dseymour@admin.nv.gov) or (775) 684-0149.

PL:mg/tp