



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#04-18

January 12, 2018

TO: DHRM Listserv Recipients

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

SUBJECT: REQUIRED FEDERAL AND STATE EMPLOYMENT POSTERS -
UPDATE

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.

The Poster Adviser is reviewed quarterly and notification of revised, additional or deleted postings is distributed at that time.

In most cases the posters can be downloaded from the listed websites at no cost.

New and updated posters are listed as follows:

- “Job Safety and Health: It’s the Law!” – *required posting format is at least 8 ½ x 14 using 10 point font.*
- “Employee Rights on Government Contracts” – *2 printed pages must be posted side by side to measure 11 x 17.*
- “State of Nevada Fraud & Abuse Hotline” – *revision reflects the Division of Internal Audits reports to the Governor’s Finance Office.*

Any other changes may be updated web links, therefore, you will not need to reprint or repost those current posters.

We hope you find this publication helpful and if you have any questions, please do not hesitate to contact Denise Woo-Seymour at dseymour@admin.nv.gov or (775) 684-0149.

PL:dws/cl