



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
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MEMO PERD # 02/13

January 30, 2013

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: REQUIRED FEDERAL AND STATE EMPLOYMENT POSTERS –
UPDATE

The attached updated listing is designed to help agencies comply with the employee related poster requirements of federal and state laws. Please display posters where employees can readily observe them.

Posters can be downloaded from the listed websites at no cost. The only changes you will see to the [Poster Adviser](#) are updated web links, therefore, you do not need to reprint or repost the current posters.

If you have any questions, please do not hesitate to contact Denise Woo-Seymour at dseymour@admin.nv.gov or (775) 684-0149.

LE:dws/tp

Attachment

Department of Administration/Division of Human Resource Management (DHRM) - Poster Adviser *				
Federal Poster Requirements for All Agencies	Publisher	Revision Date	Authority	Find it at:
"Employee Rights Under the Fair Labor Standards Act" (State & Local Government Employees)	US Dept. of Labor(DOL/ Wage & Hour Division(WHD)	Jul-07	FLSA:29 CFR 510-794	http://www.dol.gov/whd/regs/compliance/posters/wh1385State.pdf
Employee Rights and Responsibilities Under the Family and Medical Leave Act"		Jan-09	29 CFR 825.300	http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf
"Your Rights under USERRA" (Uniformed Services Employment and Reemployment Rights Act	US Dept. of Labor(DOL)/Vets	Oct-08	38 USC 43	http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf
"Job Safety and Health: It's the Law!"	USDOL, Occupational Safety and Health Administration (OSHA)	Dec-06	USC 657 @: 29 cfr 1903:2	http://www.osha.gov/Publications/osha3165.pdf
"Equal Employment Opportunity is The Law"	U.S. Equal Employment Opportunity Commission	Nov-09	41 CFR 60	http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf
OSHA's Form 301 Injury and Illness Incident Report (Post February 1 through March 30th)	USDO, OSHA	Jan-04	29 CFR 1904	http://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf
Federal Poster Requirements for Agencies With U.S. Government Contracts				
"Notice to All Employees Working on Federal or Federally Financed Construction Projects"	USDOL/Wage & Hour Div.	Apr-09	29 CFR 5.5	www.dol.gov/whd/regs/compliance/posters/fedprojc.pdf
"Employee Rights on Government Contracts"		Apr-09	29 CFR 4.6	www.dol.gov/whd/regs/compliance/posters/govc.pdf
State Poster Requirements				
"Governor's Alcohol and Drug-Free Workplace Policy"	Dept.of Admin./Div.of Human Resource Management (DHRM)	Jul-98	NRS Chap.284	http://dop.nv.gov/Forms/TS-58.pdf
"Nevada Law Prohibits Discrimination"	Dept. of Employment, Training, & Rehabilitation (DETR), Nevada Equal Rights Commission	Sep-11	29 CFR 37.29	http://detr.state.nv.us/PDFS/NERC_English_poster.pdf
"Notice to Employees" (Unemployment Insurance Notice)	DETR/Employment Security Division	Aug-09	NRS 612.455	https://uitax.nvdetr.org/crppdf/nucs-4324.pdf
"Information for the Unemployed Worker" - Required handout for terminated individuals		Aug-09		https://uitax.nvdetr.org/crppdf/nucs-4139.pdf
"Brief Description of Your Rights and Benefits If You Are Injured on the Job or have an Occupational Disease" - Required handout to claimants	Dept. of Business & Industry (B&I)/ Division of Industrial Relations	Oct-07	NRS 616A and 617	http://dirweb.state.nv.us/Forms/d-2.pdf
"Nevada Safety & Health on the Job"		Dec-09	NRS 618	http://4safenv.state.nv.us/sites/default/files/assets/docs/Nevada%20Poster%20English.pdf
"Emergency Phone Numbers"		Dec-96	NRS 618.295 CFR 1926.50	http://4safenv.state.nv.us/sites/default/files/assets/docs/EMERGENCY%20PHONE%20NUMBERS%20English.pdf
Div. of Human Resource Management Recommended Posters				
Employee Assistance Program (EAP)	Dept.of Admin./Div.of Human Resource Management (DHRM), EEO Office	Dec.-11	N/A	By email request at wpc@dop.nv.gov
"Mediation"		Oct-10		
"Discrimination has No Place in the Workplace"		Oct-10		
"Sexual harassment Has No Place in the Workplace"		Oct-10		

*The posters listed in this table should be posted in a common area of every State facility. These posters are applicable to State employment and do not necessarily apply to private industry.