

Kentucky Employment Law Bulletin Board

Posters Required under Kentucky Law

- **Preprinted posters required under Kentucky law may be obtained by calling the Kentucky Labor Cabinet Department of Workplace Standards at (502) 564-3534. However, you may print the required posters instead by clicking the links below.**
- **The Personnel Cabinet encourages all human resource administrators review employment law poster requirements annually to check for updates and/or changes to the posting requirements. Further, we encourage human resource administrators to physically inspect their postings annual to ensure that posters are in good condition so that employees may receive adequate notice of the contents of the posters.**
- **Kentucky Child Labor Law Poster**
 - The poster may be found at the following hyperlink: <http://www.labor.ky.gov/dows/Pages/Posters.aspx>
 - Instructions:
 - Post this poster where all employees may read.
- **Kentucky Equal Employment Opportunity Poster**
 - The poster may be found at the following hyperlink: <http://kchr.ky.gov/reports/posters/>
 - Instructions:
 - Posting this notice is required by law.
- **Kentucky Occupational Safety and Health Poster**
 - The poster may be found at the following hyperlink: <http://www.labor.ky.gov/dows/Pages/Posters.aspx>
 - Instructions:
 - 1.) Print in landscape orientation (sideways) on letter-size (8.5 inches by 11 inches) paper.
 - 2.) Join the two pages securely, which are the top and bottom halves of the poster, using masking tape or staples.
 - 3.) Be sure not to cover up any of the text of the poster when joining the two halves.
 - 4.) Post the finished poster in a conspicuous location or area where notices to employees are customarily posted.
 - For more information and for updates, go to the following hyperlink: <http://www.labor.ky.gov/dows/Pages/Posters.aspx>
- **Kentucky Unemployment Insurance Benefits Poster**
 - The poster may be found at the following hyperlink: <http://www.oet.ky.gov/des/pubs/publications.htm>
 - Instructions:
 - Posting this notice is required by law.
- **Kentucky Wage Discrimination because of Sex Poster**
 - The poster may be found at the following hyperlink: <http://www.labor.ky.gov/dows/Pages/Posters.aspx>
 - Instructions:
 - Post this poster where all employees may read.

- **Kentucky Wage Hour Laws Poster**
 - The poster may be found at the following hyperlink:
<http://www.labor.ky.gov/dows/Pages/Posters.aspx>
 - Instructions:
 - Post this poster where all employees may read.
- **Kentucky Workers' Compensation Notice Form**
 - State agencies are also required to post a Workers' Compensation Notice form. This notice generally notifies employees about their workers' compensation rights and provides contact information of the workers' compensation insurance carrier or third party administrator. For more information and an updated copy of this notice, please contact your workers' compensation contact within your agency or the Personnel Cabinet's Office of Employee Relations, Workers' Compensation Branch at (502) 564-6847.
 - Instructions:
 - This notice must be posted conspicuously within the workplace.

If you have additional questions regarding state poster requirement compliance, contact the Kentucky Department of Workplace Standards at (502) 564-3070.

Posters Required under Federal Law

- **Preprinted posters required under federal law may be obtained by calling the United States Department of Labor at (866) 487-2365. However, you may print the required posters instead by clicking the links below.**
- **The Personnel Cabinet encourages all human resource administrators review employment law poster requirements annually to check for updates and/or changes to the posting requirements. Further, we encourage human resource administrators to physically inspect their postings annual to ensure that posters are in good condition so that employees may receive adequate notice of the contents of the posters.**
- **Federal Equal Employment Opportunity Poster**
 - The poster may be found at the following hyperlink:
http://www.dol.gov/elaws/firststep/poster_direct.htm?p_eeo=1
 - Instructions:
 - The notice must be posted prominently, where it can be readily seen by employees and applicants for employment, (e.g., personnel office, work-out facility, lunchroom, or company bulletin board). There is no particular size requirement.
 - Posting notice in languages other than English is not required.
 - For more information and updates, click on the following hyperlink:
http://www.dol.gov/elaws/firststep/poster_direct.htm?p_eeo=1
- **Federal Employee Rights for Workers with Disabilities/ Special Minimum Wage Poster**
 - The poster may be found at the following hyperlink:
<http://www.dol.gov/whd/regs/compliance/posters/disab.htm>
 - Instructions:
 - The poster shall be posted in a conspicuous place on the employer's premises where employees and the parents or guardians of workers with disabilities can readily see it.

- Your printer must be capable of 11 x 17 prints or the two printed pages must be taped or pasted together to form an 11 x 17 inch poster. Otherwise the poster fits on a single 8 1/2 x 11 inch page.
- For more information and updates, click on the following hyperlink:
<http://www.dol.gov/whd/regs/compliance/posters/disab.htm>
- **Federal Employment Polygraph Protection Act Poster**
 - The poster may be found at the following hyperlink:
http://www.dol.gov/elaws/firststep/poster_direct.htm?p_eppa=1
 - Instructions:
 - Such notice must be posted in a prominent and conspicuous place in every establishment of the employer where it can readily be observed by employees and applicants for employment.
 - The two printed pages must be taped or pasted together to form an 11 x 17 inch poster.
 - Posting this notice in Spanish is optional.
 - For more information and updates, click on the following hyperlink:
http://www.dol.gov/elaws/firststep/poster_direct.htm?p_eppa=1
- **Federal Family and Medical Leave Act**
 - The poster may be found at the following hyperlink:
<http://www.dol.gov/whd/regs/compliance/posters/fmla.htm>
 - Instructions:
 - The poster must be displayed in a conspicuous place where employees and applicants for employment can see it.
 - A poster must be displayed at all locations even if there are no eligible employees.
 - For more information and updates, click on the following hyperlink:
<http://www.dol.gov/whd/regs/compliance/posters/fmla.htm>
- **Federal Fair Labor Standards Act Poster**
 - The poster may be found at the following hyperlink:
http://www.dol.gov/elaws/firststep/poster_direct.htm?p_flsa=1
 - Instructions:
 - State and local government employers may post either the State and Local Government version of the poster or the general version of the poster.
 - Every employer of employees subject to the Fair Labor Standards Act's minimum wage provisions must post, and keep posted, a notice explaining the Act in a conspicuous place in all establishments.
 - There is no size requirement for the poster, but employees must be able to read its contents readily.
 - Only the English version of the poster is required.
 - For more information and updates, click on the following hyperlink:
http://www.dol.gov/elaws/firststep/poster_direct.htm?p_flsa=1
- **Federal Occupational Health and Safety Act Poster**
 - The poster may be found at the following hyperlink:
http://www.dol.gov/elaws/firststep/poster_direct.htm?p_osh=1
 - Instructions:

- All covered employers are required to display and keep displayed the OSHA “[Job Safety and Health: It’s the Law](#)” poster unless the employer’s workplace is located in a state that operates an [OSHA-approved state plan](#).
- The OSHA poster must be displayed in a conspicuous place where employees and applicants for employment can see it.
- Reproductions or facsimiles of the poster shall be at least 8 1/2 by 14 inches with 10 point type.
- Posting of the notice in languages other than English is not required.
- For more information, go to the following hyperlink:
http://www.dol.gov/elaws/firststep/poster_direct.htm?p_osh=1
- **Federal Uniform Services Employment and Reemployment Rights Act**
 - The poster may be found at the following hyperlink:
http://www.dol.gov/elaws/firststep/poster_direct.htm?p_userra=1
 - Instructions:
 - Employers are required to provide to persons covered by USERRA a notice of the rights, benefits, and obligations of the employees and employers under USERRA.
 - Employers may post the notice entitled where employer notices are customarily placed, mail it, or distribute it via electronic mail.
 - There is no size requirement for the poster version of the notice.
 - For more information, go to the following hyperlink:
http://www.dol.gov/elaws/firststep/poster_direct.htm?p_userra=1

For assistance regarding compliance with the federal poster requirements, the US Department of Labor offers a “Poster Advisor Tool” that can be found at the following hyperlink: <http://www.dol.gov/elaws/posters.htm>. If you have additional questions, contact the U.S. Department of Labor at 1-888-9-SBREFA or 1-888-972-7332.

For further information regarding solicitors who offer to sell employers the required posters, please visit the Kentucky Labor Cabinet’s website at <http://www.labor.ky.gov/>.

Disclaimer: Employment laws and notice requirements are subject to change. This bulletin board is current as of July 26, 2011. Please visit the Kentucky Labor Cabinet’s website at <http://www.labor.ky.gov/> for updates relating to state posting requirements. Please visit United States Department of Labor’s website at <http://www.dol.gov/compliance/topics/posters.htm> for updates relating federal posting requirements.