



# Required Posters For Texas Public Entities

Several federal laws and U.S. Department of Labor (DOL) regulations require that notices be provided to employees and/or posted in the workplace. These posters are available, free of charge, from the following agencies. Some may not apply to your entity. Use the [FirstStep Poster Advisor](#) to help determine which posters you need.

## **U.S. Department of Labor – Wage and Hour Division**

The Fair Labor Standards Act (FLSA) and Family Medical Leave Act (FMLA) require posters. These posters, including references about the Acts, and can be downloaded [here](#). For those employers who fall under the act, they are required to display the FMLA poster in a conspicuous place where employees and applicants for employment can see it. A poster must be displayed at all locations, even if the city does not have employees who are eligible for leave under the FMLA. When an employer's workforce is comprised of a significant portion of employees who are not literate in English, the employer must provide the notice in a language in which the employees are literate.

## **The Texas Workforce Commission (TWC)**

If your employees are entitled to file for state unemployment benefits, obtain the Texas Unemployment Act Poster from the TWC at 512-463-2731. Cities are not subject to the payday law, so the poster on the TWC's website may not be appropriate. The TWC also provides an employee rights poster, Equal Employment Opportunity is the Law in Texas, and can be found [here](#).

## **The Uniformed Services Employment and Reemployment Rights Act (USERRA)**

The DOL provides a poster that employers can use to inform persons entitled to rights and benefits under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employers may provide the notice by posting it where employee notices are customarily placed. This poster can be downloaded [here](#). More information on the Act can be found [here](#).

## **Equal Employment Opportunity Commission**

Every employer covered by non-discrimination and Equal Employment Opportunity laws is required to post "Equal Employment Opportunity is the Law." The notice must be posted prominently, where it can be readily seen by employees and applicants for employment. This is a combined poster of the Equal Employment Opportunity Act and the Americans with Disabilities Act of 1990. This poster is also found at the DOL website [here](#) and is available in different languages.

## **Texas Department of State Health Services**

The Hazard Communication Act requires Notice to Employees posters. Texas Hazard Communication Act requires public employers to provide employees with specific information on the hazards of chemicals to which employees may be exposed in the workplace. The English and Spanish versions of the posters can be found [here](#).

## **Texas Department of Insurance Division of Workers' Compensation**

The Workers' Compensation Act requires employers to notify employees regarding workers' compensation insurance coverage. Each employer must notify all employees how they can officially report safety violations, obtain assistance with how to file a workers' compensation claim, and seek assistance from the Division's Office of Injured Employee Counsel. The Pool has a modified version of these posters in English and Spanish that apply to its Workers' Compensation Members [here](#). (Look under Additional Information. Login and password required or call 800-537-6655 for the Workers' Compensation Claims Kit.)

- The Office of Injured Employee Counsel (OIEC) is responsible for assisting injured employees with their claims in the workers' compensation system. All employers are required to post information regarding the Ombudsman Program. The OIEC has also released a poster for first responders as of June 2018. Look for the "Employer's Notice of Ombudsman Program" and the "Employer's Notice of First Responder Liaison to Employees"
- *Texas Department of Insurance Division of Workers' Compensation Notice Regarding Certain Work-Related Communicable Diseases and Eligibility for Workers' Compensation Benefits* is derived from Rule 110.108. This

applies to all employers of emergency medical service employees, paramedics, firefighters, law enforcement officers, and correctional officers. Employers with such employees must display these posters. It is also recommended that the Texas Department of State Health Services (DSHS) be contacted to ensure full compliance with the Health and Safety Code and DSHS rules.

- *Requirements for Building and Construction Contractors.* Workers' Compensation Rule 110.110(d)(7) states that a contractor engaged in a building or construction project for a government entity is required to post a notice on each project site informing all persons providing services on the site are required to be covered by workers' compensation.

### **Office of the Attorney General**

The Texas Whistleblowers Act requires governmental employers to notify employees of their rights under this act. This notice should be placed in a prominent location in the workplace. The whistleblower poster and brochures are available at [here](#), or search at [www.texasattorneygeneral.gov/](http://www.texasattorneygeneral.gov/) or [www.texasattorneygeneral.gov/agency/publications](http://www.texasattorneygeneral.gov/agency/publications)

**The Public Information Act** requires governmental employers to provide the public access to government records. This notice provides information as to the Rights of the Requestors, the Responsibilities of the Governmental Bodies, and the Procedures to Obtain the Information. The sign should be displayed in one or more places in the administrative offices of your governmental body. The sign can be found [here](#). (*look for PIA sign.*)