



## New York State Labor Posting Requirements (non-agricultural)

As an employer in New York State, you are required to keep several employment laws posted for easy employee access and review. This chart tells you what employee postings you need and what source to contact to receive a copy. There are private businesses that sell these posters, but you can get them for FREE with little effort on your part – often the posters can be downloaded right from the websites listed below.

Topic	Statute	Poster	Source
Discrimination	New York State Human Rights Law (Executive Law, Article 15)	Discrimination based on Race, Creed, Age, Color, Disability, National Origin, Sex or Marital Status is Prohibited...(in English and Spanish combined)	New York State Division of Human Rights at (718) 741-8459 or <a href="http://www.dhr.state.ny.us">www.dhr.state.ny.us</a> (poster is available online)
Minimum Wage	New York State Labor Law	<p>Attention Employees Minimum Wage Information (in English and Spanish combined)</p> <p>Every employer engaged in the sale or service of food or beverages must also post section 193 and 196-d of the NYS Labor Law</p>	<p>New York State Department of Labor, Division of Labor Standards. Minimum Wage Poster available online at: <a href="http://www.labor.state.ny.us/formsdocs/wp/1S207_rev_2007%20[Converted].pdf">http://www.labor.state.ny.us/formsdocs/wp/1S207_rev_2007%20[Converted].pdf</a></p> <p>Questions? See website (<a href="http://www.labor.state.ny.us">www.labor.state.ny.us</a>) for telephone number for your District Office.</p> <p>Language for sections 193 and 196-D of the NYS Labor Law is available at <a href="http://public.leginfo.state.ny.us/menuf.cgi">http://public.leginfo.state.ny.us/menuf.cgi</a>. Search laws of New York State at bottom of page.</p>
Safety/Health *	New York State Labor Law	<p>No state requirement for private employers. Retailers with employees must post the US Department of Labor, Occupational Health and Safety Administration's (OSHA) "Job Safety &amp; Health Protection" poster #3165 (English) or #3167 (Spanish). Reproductions or facsimiles of the poster must be at least 8.5 x 14 inches with 10 point type.</p>	<p>OHSA poster available at <a href="http://www.dol.gov/osbp/sbrefa/poster/main.htm">http://www.dol.gov/osbp/sbrefa/poster/main.htm</a> (Job Safety &amp; Health Protection Poster)</p> <p>Questions? Contact the New York State Department of Labor, Division of Safety &amp; Health at <a href="http://www.labor.state.ny.us/workerprotection/safetyhealth/DOSH_ONSITE_CONSULTATION.shtm">http://www.labor.state.ny.us/workerprotection/safetyhealth/DOSH_ONSITE_CONSULTATION.shtm</a> or (518) 457-2810. This state agency helps private employers meet federal OSHA regulations.</p>

Unemployment Insurance	New York State Unemployment Insurance Law	<i>Notice to Employees (LA 133)</i>	New York State Department of Labor at (518) 485-8589. Have your employer registration number handy – they will ask for it.
Workers' Compensation and Disability Benefits	New York State Workers' Compensation Law	Notice of Compliance (White) for Workers' Compensation Notice of Compliance (Blue) for Disability Benefits	Supplied by your insurance carrier. If you participate in the Retail Council's Safety Group 493, contact us if you haven't received posters from the New York State Insurance Fund (800-442-3589).
Smoking	New York State Clean Air Law	No smoking signs or the international No Smoking symbol must be permanently posted every place where smoking is prohibited or restricted under the act.	For more information call the New York State Department of Health at (800) 458-1158 ext. 27600 or visit <a href="http://www.health.state.ny.us/nysdoh/clean_indoor_air_act/employers.htm">www.health.state.ny.us/nysdoh/clean_indoor_air_act/employers.htm</a>

\* Employers with more than 10 employees must maintain a “Log and Summary of Occupational Injuries and Illnesses” per the Occupational Safety and Health Administration (OSHA). Visit <http://www.osha.gov/recordkeeping/index.html> for more information.

Employers with fewer than 10 employees must report fatalities and/or incidents that result in the hospitalization of three or more employees. Visit <http://www.osha.gov/recordkeeping/index.html> to learn more.

**The federal government also has posting requirements. Visit [www.dol.gov/osbp/sbrefa/poster/matrix.htm](http://www.dol.gov/osbp/sbrefa/poster/matrix.htm) for more information.**

*This chart is merely a summary of New York State labor law posting requirements as listed at [www.labor.state.ny.us](http://www.labor.state.ny.us) as of December 2006 and may not be an all-inclusive listing of employer posting requirements. We are not responsible for subsequent changes to posting requirements or the source information listed above.*