

Mass Workforce Issuance

100 DCS 10-100

Policy

Information

To: Chief Elected Officials
Workforce Development Board Chairs
Workforce Development Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: June 23, 2015

Subject: Required Posters for Display in One-Stop Career Centers

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce investment partners of posters which are required to be displayed at each One-Stop Career Center (OSCC) / American Job Center (AJC).

Background: Some of the statutes and regulations governing services under the Workforce Innovation Opportunity Act (WIOA) require that posters or notices informing the public about their rights be displayed at the OSCCs. Please note that posting requirements vary by program or activity; that is, not all posters are covered under this notice.

Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, The Age Discrimination Act of 1975, as amended, Title IX of the Education Amendments of 1972, as amended, WIA regulations at 29 CFR part 37, and WIOA Notice of Proposed Rulemaking at 20 CFR 658.410(d) direct that State Workforce Agencies (SWAs) to ensure that information pertaining to the use of the Unified Workforce Investment System, Complaint Process is publicized, which must include, but is not limited to, the prominent display of an ETA-approved OSCC Complaint System poster in each center, satellite or sub-recipient office and at each SWA operated day-haul facility.

Along with the complaint system / EO poster, OSCCs are also required to have other mandated state and federal posters displayed in a conspicuous place.

There are four poster group lists for OSCCs. The first poster group list is comprised of posters that are required to be visible to all OSCC customers, the second poster group list includes posters that are required to be visible to OSCC staff only, the third poster group list consists of optional posters. The optional posters are informational aids in the event of a customer inquiry. The optional posters must be easily accessible. The fourth poster group list includes additional posters that are required by the Department of Career Services (DCS).

The list of posters that shall be displayed for *customers* are as follows:

- Complaint System Poster
- Equal Employment Opportunity Act (EEO) *
- Fair Labor Standards Act (Federal Minimum Wage) *
- Migrant and Seasonal Agricultural Worker Protection Act (MSPA)
- Safety and Health Protection on the Job (OSHA) *
- Massachusetts Wage and Hour Laws (State Minimum Wage)
- Unemployment Insurance (UI)
- Notice to Workers with Disabilities/Special Minimum Wage
- Uniformed Services Employment and Reemployment Rights Act (USERA)
- Child Labor Laws
- Veterans

* Indicates Spanish version required

The list of posters that shall be displayed for *staff* only are as follows:

- Department of Industrial Accidents *
- Fair Employment in Massachusetts
- No Smoking
- Massachusetts Parental Leave Act Notice
- Employee Rights Under the National Labor Relations Act
- Employee Rights and Responsibilities Under the Family and Medical Leave Act
- Maternity Leave Fact Sheet
- Right to Know Workplace Notice
- DLS (Department of Labor Standards) Workplace Safety

*Indicates Spanish version required

The list of *optional* posters to be information aids in the event of a customer inquiry are as follows:

- Employee Rights under the Davis-Bacon Act *
- Employee Polygraph Protection Act *
- Worker Rights under Executive Order 13658 (Federal Minimum Wage for Contractors)
- Employee Rights on Government Contracts (SCA / PCA)
- Fatality-Catastrophe (11/9/16)

*Indicates Spanish version available

The list of **required DCS** posters to be displayed in specific designated area. (* indicates not available via pdf)

- MSFW table top 8 ½ x 11 version (English and Spanish) – Reception Desk
- *Veterans (retractable 8' x 3') – Reception Area
- Trade Adjustment Assistance Program (TAA)
 - There are two (2) sizes;
 - ❖ 11" x 17" – Display with other customer required posters, and
 - ❖ *18" x 24" – Display at the reception area.

All required posters must be displayed until they are revised. However, posters should be replaced by new ones if they become worn, tattered or soiled. OSCCs must allocate sufficient space with a designated area on the Career Center, satellite or sub-recipient bulletin boards to provide accommodation for all required posters and guaranteed access by all customers.

**Action
Required:**

OSCC Directors and Operation Managers shall verify that all required posters are appropriately displayed at each location under their jurisdiction. Posters **excluding Veteran and the (laminated) TAA** can be downloaded from <http://www.mass.gov/massworkforce/> web-page (located under “Resources”, AJC Posters).

For posters not available via pdf:

- Veterans poster - contact Beth Costa; bcosta2@detma.org,
- TAA poster - contact Beth Goguen; bgoguen@detma.org

Inquiries:

Please email any questions regarding this notification to José V. Ocasio jocasio@detma.org.