Statutes and regulations enforced by various agencies – including the U.S. Department of Labor (DOL), OSHA, and Massachusetts EOLWD – require that certain posters be posted in American Job Centers (AJCs).

The checklist below lists all poster that MUST be displayed at MassHire Career Centers (MCCs) and sub-grantee offices. It is designed to guide you through the American Job Center (AJC) Posters observation process. Use it to ensure proper documentation of your observation and for subsequent sharing with MCC staff.

|  |
| --- |
| **PRINT Form Instructions**This American Job Center (AJC) Posters – Observation Checklist is a printable form. To complete the form, perform the following:1. Check the appropriate box (in sections A through D below) to indicate that its corresponding poster is properly displayed in the MCC or sub-grantee office. If a poster is not displayed, leave the box unchecked.2. Print the MMC (or sub-grantee) office name, first and last name of the individual conducting the review, and date of observation, where indicated on the final page of the document. 3. Scan the completed document to create a PDF copy for filing and reporting purposes. |



****

|  |
| --- |
| **A. EMPLOYMENT LAW POSTERS** |
| ☐ | **A1** | **Complaint System Poster - US DOL approved – *MUST BE 11 X 17”*** |
| ☐ | **A1** | **Complaint System Poster – US DOL approved – *MUST BE 11 x 17”*** |
| ☐ | **A2** | **Know Your Rights – English – NEW** |
| ☐ | **A2a** | **Know Your Rights – Spanish – NEW** |
| ☐ | **A3** | **Fair Labor Standards Act (Federal Minimum Wage) – English** |
| ☐ | **A3a** | **Fair Labor Standards Act (Federal Minimum Wage) – Spanish** |
| ☐ | **A4** | **Migrant and Seasonal Agricultural Worker Protection Act Notice** |
| ☐ | **A5** | **Safety and Health Protection on the Job (OSHA) – English** |
| ☐ | **A5a** | **Safety and Health Protection on the Job (OSHA) – Spanish** |
| ☐ | **A6** | **Massachusetts Wage and Hours Law (State Minimum Wage)** |
| ☐ | **A7** | **Unemployment Insurance (UI)** |
| ☐ | **A8** | **Notice to Workers with Disabilities/Special Minimum Wage – English** |
| ☐ | **A8a** | **Notice to Workers with Disabilities/Special Minimum Wage – Spanish** |
| ☐ | **A9** | **Uniformed Services Employment Reemployment Rights act (USERRA)** |
| ☐ | **A10** | **Massachusetts Child Labor Poster - English** |
| ☐ | **A10a** | **Massachusetts Child Labor Poster - Spanish** |
| ☐ | **A11** | **If you have the right to work – English** |
| ☐ | **A11a** | **If you have the right to work – Spanish** |
| ☐ | **A12** | **Equal Opportunity is the law - English - NEW** |
| ☐ | **A12a** | **Equal Opportunity is the law - Spanish - NEW** |
| **B. MASSHIRE DEPARTMENT OF CAREER SERVICES POSTERS – CUSTOMER** |
| ☐ | **B1** | **Veterans (retractable) - Reception Area Banner\*** |
| ☐ | **B2** | **Trade Assistance Program\*** |
| ☐ | **B3** | **Services for Migrant and Seasonal Farmworkers poster – *MUST BE 8.5 x 14”*** |
| ☐ | **B4** | **Your Right to an Interpreter poster** |
| ***\*Poster must be obtained directly from MDCS. Please email your request to DCSUnifiedComplaint@detma.org.*** |

|  |
| --- |
| **C. SPECIAL INTEREST LABOR LAW POSTERS** |
| ☐ | **C1** | **Employee rights under the Davis Bacon Act** |
| ☐ | **C2** | **Employee Polygraph Protection Act - English** |
| ☐ | **C2a** | **Employee Polygraph Protection Act - Spanish** |
| ☐ | **C3** | **Worker Rights under Executive Order 13658 (Federal Min. Wage for Contractors)** |
| ☐ | **C4** | **Employee Rights on Government Contracts notice (SCA/FCA) - English** |
| ☐ | **C4a** | **Employee Rights on Government Contracts notice (SCA/FCA) - Spanish** |
| ☐ | **C5** | **“Job Safety and Health, It’s the Law “(OSHA) - English** |
| ☐ | **C5a** | **“Job Safety and Health, It’s the Law” (OSHA) - Spanish** |
| ☐ | **C6** | **Federal Family and Medical Leave Act (FMLA) - English** |
| ☐ | **C6** | **Federal Family and Medical Leave Act (FMLA) - Spanish** |
| ☐ | **C7** | **MA Rights of Domestic Workers** |
| ☐ | **C8** | **MA Notice of Temporary Workers’ Rights - English** |
| ☐ | **C8a** | **MA Notice of Temporary Workers’ Rights - Spanish** |
| ☐ | **C9** | **MA Earned Sick Leave** |
| ☐ | **C10** | **MA Paid SL Federal Contractors – EO 13706** |
| ☐ | **C11** | **Pay Transparency - English** |
| ☐ | **C11a** | **C11a Pay Transparency - Spanish** |
| ☐ | **C12** | **FLSA Agriculture - English** |
| ☐ | **C12a** | **FLSA Agriculture - Spanish** |
| ☐ | **C13** | **H-2A Worker’s Rights - English** |
| ☐ | **C13a** | **H-2A Worker’s Rights - Spanish** |
| ☐ | **C14** | **H-2B Worker’s Rights - English** |
| ☐ | **C14a** | **H-2B Worker’s Rights - Spanish** |
| ☐ | **C15** | **Break Time for Nursing Mothers - English** |
| ☐ | **C15a** | **Break Time for Nursing Mothers - Spanish** |
| ☐ | **C16** | **NLRA Rights - English** |
| ☐ | **C16a** | **NLRA Rights - Spanish** |
| **D. MASSHIRE DEPARTMENT OF CAREER SERVICES POSTERS – STAFF** |
| ☐ | **D1** | **Workers Compensation Notice – English** |
| ☐ | **D1a** | **Workers Compensation Notice – Spanish** |
| ☐ | **D2** | **Fair Employment Poster** |
| ☐ | **D3** | **No Smoking / Vaping Sign** |
| ☐ | **D4** | **Parental Leave Fact Sheet** |
| ☐ | **D5** | **Employee Rights NLRB Poster** |
| ☐ | **D6** | **MA Family and Medical Leave Act (PFML)** |
| ☐ | **D7** | **Massachusetts Maternity Leave Fact Sheet** |
| ☐ | **D8** | **Department of Labor Standards Workplace Safety Poster – *Public Agency ONLY*** |
| ☐ | **D9** | **Families First Coronavirus Response Act (FFCRA or Act) – English\*\*** |
| ☐ | **D9a** | **Families First Coronavirus Response Act (FFCRA or Act) – Spanish\*\*** |
| ***\*\* The requirement that employers provide paid sick leave and expanded family and medical leave under the Families First Coronavirus Response Act (FFCRA) expired on Dec. 31, 2020.*** |

|  |
| --- |
| *Name of MCC or sub-grantee office being reviewed* |
| *Name of individual conducting review (e.g., first and last name)* | *Date* |