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.

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| **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, in ink, where indicated on the final page of the document.
3. Scan the completed document to create a PDF copy for filing and reporting purposes.
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| **A. EMPLOYMENT LAW POSTERS** |
|[ ]  A1 | File a Complaint: Employment Service and Employment Related Law Complaint System – EnglishUpdated 12-05-2024 |
|[ ]  A1a | File a Complaint: Employment Service and Employment Related Law Complaint System – SpanishUpdated 12-05-2024 |
|[ ]  A2 | Know Your Rights: Workplace Discrimination is Illegal Revised 06-27-2023 |
|[ ]  A2a | Know Your Rights: Workplace Discrimination is Illegal – SpanishRevised 06-27-2023 |

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

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| **A. EMPLOYMENT LAW POSTERS** |
|[ ]  **A1** | [**File a Complaint: Employment Service and Employment Related Law Complaint System – English**](https://www.mass.gov/media/2092066/)**Updated 12-05-2024** |
|[ ]  **A1a** | [**File a Complaint: Employment Service and Employment Related Law Complaint System – Spanish**](https://www.mass.gov/doc/complaint-system-poster-us-dol-approved-spanish)**Updated 12-05-2024** |
|[ ]  **A2** | [**Know Your Rights: Workplace Discrimination is Illegal**](https://www.eeoc.gov/sites/default/files/2023-06/22-088_EEOC_KnowYourRights6.12.pdf)**Revised 06-27-2023** |
|[ ]  **A2a** | [**Know Your Rights: Workplace Discrimination is Illegal – Spanish**](https://www.eeoc.gov/sites/default/files/2023-06/22-088_EEOC_KnowYourRightsSp6.12.pdf)**Revised 06-27-2023** |
|[ ]  **A3** | [**Employee Rights Under the Fair Labor Standards Act (Federal Minimum Wage) – English**](https://www.dol.gov/agencies/whd/posters/flsa)**Revised 04-2023** |
|[ ]  **A3a** | [**Employee Rights Under the Fair Labor Standards Act (Federal Minimum Wage) – Spanish**](https://www.dol.gov/agencies/whd/posters/flsa/espanol)**Revised 04-2023** |
|[ ]  **A4** | [**Migrant and Seasonal Agricultural Worker Protection Act**](https://www.mass.gov/doc/a4-migrant-and-seasonal-agricultural-worker-protection-act-notice/download) **– English/Spanish****Revised 04-1983** |
|[ ]  **A5** | **[Job Safety and Health: It’s the Law (OSHA) – English](https://www.mass.gov/doc/a5-safety-and-health-protection-on-the-job-osha-english/download)****Revised 2019** |
|[ ]  **A5a** | **[Job Safety and Health: It’s the Law (OSHA) – Spanish](https://www.mass.gov/doc/a5a-safety-and-health-protection-on-the-job-osha-spanish/download)****Published 2019** |
|[ ]  **A6** | [**Massachusetts Wage and Hours Laws**](https://www.mass.gov/doc/massachusetts-wage-hour-laws-poster/download)**Revised 06-2021** |
|[ ]  **A7** | [**Information about Employees’ Unemployment Insurance Coverage**](https://www.mass.gov/doc/information-on-employees-unemployment-insurance-coverage-form-2553a/download)**Revised 01-08-2024** |
|[ ]  **A8** | [**Employee Rights For Workers with Disabilities Paid at Subminimum Wages– English**](https://www.mass.gov/doc/a8-notice-to-workers-with-disabilitiesspecial-minimum-wage-english/download)**Revised 01-2018** |
|[ ]  **A8a** | [**Employee Rights For Workers with Disabilities Paid at Subminimum Wages – Spanish**](https://www.mass.gov/doc/a8a-notice-to-workers-with-disabilitiesspecial-minimum-wage-spanish/download)**Revised 01-2018** |
|[ ]  **A9** | **[Your Rights Under USERRA (The Uniformed Services Employment and Reemployment Rights Act)](https://www.dol.gov/sites/dolgov/files/VETS/files/USERRA-Poster.pdf)****Revised 05-2022** |
|[ ]  **A10** | **[Child Labor Laws in Massachusetts: Legal Work Hours for Minors – English](https://www.mass.gov/doc/child-labor-laws-poster/download)****No revision date is available. Reviewed by MDCS 12-2024.** |
|[ ]  **A10a** | [**Child Labor Laws in Massachusetts: Legal Work Hours for Minors – Spanish**](https://www.mass.gov/doc/child-labor-laws-poster-spanish/download)**No revision date is available. Reviewed by MDCS 12-2024.** |
|[ ]  **A11** | [**If You Have the Right to Work Don’t Let Anyone Take It Away – English**](https://www.mass.gov/doc/a11-if-you-have-the-right-to-work-english/download)**Revised 01-2019** |
|[ ]  **A11a** | [**If You Have the Right to Work Don’t Let Anyone Take It Away – Spanish**](https://www.mass.gov/doc/a11a-if-you-have-the-right-to-work-spanish/download)**Revised 01-2019** |
|[ ]  **A12** | [**Equal Opportunity is the law - English**](https://www.mass.gov/doc/mdcs-a12-equal-opportunity-is-the-law-english/download?_gl=1*1at7rc7*_ga*NjgxMzg0NjE3LjE3MzM0MDgzNjU.*_ga_MCLPEGW7WM*MTczMzQxMjAwMi4xLjAuMTczMzQxMjAwMi4wLjAuMA..)**Revised 06-2014** |
|[ ]  **A12a** | [**Equal Opportunity is the law - Spanish**](https://www.mass.gov/doc/mdcs-a12a-equal-opportunity-is-the-law-spanish/download?_gl=1*idwxet*_ga*NjgxMzg0NjE3LjE3MzM0MDgzNjU.*_ga_MCLPEGW7WM*MTczMzQxMjAwMi4xLjEuMTczMzQxMjA3Ny4wLjAuMA..)**Revised 06-2014** |
| **B. MASSHIRE DEPARTMENT OF CAREER SERVICES POSTERS – CUSTOMER** |
|[ ]  **B1** | **Veterans Reception Area Banner (Retractable)\*** |
|[ ]  **B2** | [**Trade Adjustment Assistance Program**](https://www.mass.gov/doc/trade-adjustment-assistance-poster/download?_ga=2.13800503.1653574701.1733142168-786496569.1732291736&_gl=1*9hesyq*_ga*Nzg2NDk2NTY5LjE3MzIyOTE3MzY.*_ga_MCLPEGW7WM*MTczMzE0NzI2NS40LjEuMTczMzE0NzMwNC4wLjAuMA..) **(Poster size, 18” x 24”)\*****No revision date is available. Reviewed by MDCS 12-2024.** |
|[ ]  **B3** | [**Services to Migrant and Seasonal Farmworkers**](https://www.mass.gov/doc/services-for-migrant-and-seasonal-farmworkers-poster) **(Suggested poster size, 11” x 17”)****Revised 12-2024** |
|[ ]  **B4** | [**Your Right to an Interpreter**](https://www.mass.gov/doc/your-right-to-an-interpreter-poster-2/download)**Revised 4-2019** |
| **\* This poster must be obtained directly from MassHire Department of Career Services. Please email your request to DCSUnifiedComplaint@mass.gov.**  |
| **C. SPECIAL INTEREST LABOR LAW POSTERS** |
|[ ]  **C1** | [**Employee Rights under the Davis-Bacon Act**](https://www.mass.gov/doc/c1-employee-rights-under-the-davis-bacon-act/download)**Revised 10/2017** |
|[ ]  **C2** | [**Employee Rights: Employee Polygraph Protection Act – English**](https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/eppac.pdf)**Revised 02-2022** |
|[ ]  **C2a** | [**Employee Rights: Polygraph Protection Act – Spanish**](https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/eppaspan.pdf)**Revised 02-2022** |
|[ ]  **C3** | [**Worker Rights under Executive Order 13658: Federal Minimum Wage for Contractors**](https://www.dol.gov/sites/dolgov/files/WHD/posters/mw-contractors.pdf)**Revised 12-2023** |
|[ ]  **C4** | [**Employee Rights on Government Contracts (SCA/PCA) – English**](https://www.mass.gov/doc/c4-employee-rights-on-government-contracts-notice-scafca-english/download)**Revised 04/2009** |
|[ ]  **C4a** | [**Employee Rights on Government Contracts (SCA/PCA) – Spanish**](https://www.mass.gov/doc/c4a-employee-rights-on-government-contracts-notice-scafca-spanish/download)**Revised 04/2009** |
|[ ]  **C5** | **[Job Safety and Health: It’s the Law (OSHA) – English](https://www.mass.gov/doc/c5-job-safety-and-health-its-the-law-osha-english/download)****Published 2019** |
|[ ]  **C5a** | **[Job Safety and Health: It’s the Law (OSHA) – Spanish](https://www.mass.gov/doc/c5a-job-safety-and-health-its-the-law-osha-spanish/download)****Published 2019** |
|[ ]  **C6** | [**Your Employee Rights under the Family and Medical Leave Act (FMLA) – English**](https://www.mass.gov/doc/c6-federal-family-and-medical-leave-act-fmla-english/download)**Revised 04-2023** |
|[ ]  **C6a** | [**Federal Family and Medical Leave Act (FMLA) – Spanish**](https://www.mass.gov/doc/c6a-federal-family-and-medical-leave-act-fmla-spanish/download)**Revised 04-2016** |
|[ ]  **C7** | [**Workplace Rights and Protections for Domestic Workers**](https://www.mass.gov/doc/workplace-rights-and-protections-for-domestic-workers/download)**Revised 12-2022** |
|[ ]  **C8** | [**Your Rights Under the Massachusetts Temporary Workers Right to Know Law – English**](https://www.mass.gov/doc/notice-of-temporary-workers-rights-11x17/download)**Revised 05-2024** |
|[ ]  **C8a** | [**Your Rights Under the Massachusetts Temporary Workers Right to Know Law – Spanish**](https://www.mass.gov/doc/notice-of-temporary-workers-rights-spanish-11x17/download)**Revised 05-2024** |
|[ ]  **C9** | [**Earned Sick Time: Notice of Employee Rights**](https://www.mass.gov/doc/c9-ma-earned-sick-leave/download)**Published July 2016** |
|[ ]  **C10** | [**Worker Rights under Executive Order 13706; Paid Sick Leave for Federal Contractors**](https://www.mass.gov/doc/c10-ma-paid-sl-federal-contractors-eo-13706/download)**Revised 09-2016** |
|[ ]  **C11** | [**Pay Transparency: Nondiscrimination Provision – English**](https://www.mass.gov/doc/c11-pay-transparency-english/download)**No revision date is available. Reviewed by MDCS 12-2024.** |
|[ ]  **C11a** | **[Pay Transparency: Nondiscrimination Provision – Spanish](https://www.mass.gov/doc/c11a-pay-transparency-spanish/download)** **No revision date is available. Reviewed by MDCS 12-2024.** |
|[ ]  **C12** | [**Employee Rights: Under the Fair Labor Standards Act – English**](https://www.mass.gov/doc/employee-rights-under-flsa-agriculture-english/download)**Revised 04-2023** |
|[ ]  **C12a** | **[Employee Rights: Under the Fair Labor Standards Act – Spanish](https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/AgricultureSPA.pdf)****Revised 09-2023** |
|[ ]  **C13** | [**Employee Rights: Under the H-2A Program – English**](https://www.mass.gov/doc/c13-h-2a-workers-rights-english/download)**Published 04-2012** |
| [ ]  | **C13a** | [**Employee Rights: Under the H-2A Program – Spanish**](https://www.mass.gov/doc/c13a-h-2a-workers-rights-spanish/download)**Published 04-2012** |
|[ ]  **C14** | [**Employee Rights: Under the H-2B Program – English**](https://www.mass.gov/doc/c14-h-2b-workers-rights-english/download)**Published 2018** |
|[ ]  **C14a** | [**Employee Rights: Under the H-2B Program – Spanish**](https://www.mass.gov/doc/c14a-h-2b-workers-rights-spanish/download)**Published 2018** |
|[ ]  **C15** | [**Break Time for Nursing Mothers: Under the Fair Labor Standards Act (FSLA) – English**](https://www.mass.gov/doc/c15-break-time-for-nursing-mothers-english/download)**Published 12-2018** |
|[ ]  **C15a** | [**Break Time for Nursing Mothers: Under the Fair Labor Standards Act (FSLA) - Spanish**](https://www.mass.gov/doc/c15a-break-time-for-nursing-mothers-spanish/download)**Published 12-2018** |
|[ ]  **C16** | [**Employee Rights Under the National Labor Relations Acts – English**](https://www.nlrb.gov/sites/default/files/attachments/pages/node-251/employee-rights-under-the-nlra-poster-two-page-85-x-11-version-pdf-2022.pdf)**Revised 05-02-2022** |
|[ ]  **C16a** | [**Employee Rights Under the National Labor Relations Acts – Spanish**](https://www.nlrb.gov/sites/default/files/attachments/pages/node-251/employee-rights-under-the-nlra-poster-two-page-85-x-11-version-pdf-2022-spanish.pdf)**Revised 05-02-2022** |

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| **D. MASSHIRE DEPARTMENT OF CAREER SERVICES POSTERS – STAFF** |
|[ ]  **D1** | [**Notice to Employees: The Commonwealth of Massachusetts Department of Industrial Accidents – English**](https://www.mass.gov/doc/poster-notice-to-employees-english/download)**Revised 06-2024** |
|[ ]  **D1a** | **[Notice to Employees: The Commonwealth of Massachusetts Department of Industrial Accidents – Spanish](https://www.mass.gov/doc/poster-notice-to-employees-spanish/download)****Revised 06-2024** |
|[ ]  **D2** | [**Fair Employment in Massachusetts – English**](https://www.mass.gov/doc/mcad-fair-employment-law-poster-0/download)**Revised 02-2023** |
|[ ]  **D3** | [**No Smoking or Vaping: It is illegal to smoke or vape in this establishment**](https://www.mass.gov/doc/no-smoking-vaping-sign/download)**Revised 01-2019** |
|[ ]  **D4** | [**Massachusetts Commission Against Discrimination: Parental Leave**](https://www.mass.gov/doc/parental-leave-fact-sheet-1/download)**Revised 09-2017** |
|[ ]  **D5** | [**Employee Rights Under the National Labor Relations Act**](https://www.mass.gov/doc/employee-rights-nlrb-poster/download)**Revised 09-2011** |
|[ ]  **D6** | [**Notice of Benefits Available Under M.G.L. Chapter 175M: Paid Family and Medical Leave (PFML)**](https://www.mass.gov/doc/2025-pfml-mandatory-workplace-poster-english/download)**Revised 10-2024** |
|[ ]  **D7** | [**Massachusetts Commission Against Discrimination: Guidelines on M.G.L. c. 149, §105D - Maternity Leave in the Workplace**](https://www.mass.gov/doc/massachusetts-maternity-leave-fact-sheet/download)**Revised 11-13-2017** |
|[ ]  **D8** | [**Massachusetts Workplace Safety and Health Protection for Public Employees**](https://www.mass.gov/doc/department-of-labor-standards-workplace-safety-poster-public-agency-only/download) **(Public Agency Only)****Revised 03-2015** |
| ***\*\* 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.*** |

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