



American Job Center (AJC) Posters OBSERVATION CHECKLIST

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, 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.

A. EMPLOYMENT LAW POSTERS		
<input type="checkbox"/>	A1	Complaint System Poster - US DOL approved – English – NEW 10-31-2023
<input type="checkbox"/>	A1a	Complaint System Poster – US DOL approved – Spanish – NEW 10-31-2023
<input type="checkbox"/>	A2	Know Your Rights – English
<input type="checkbox"/>	A2a	Know Your Rights – Spanish

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

A. EMPLOYMENT LAW POSTERS

- | | | |
|--------------------------|-----|--|
| <input type="checkbox"/> | A1 | Complaint System Poster - US DOL approved – English – NEW 10-31-2023 |
| <input type="checkbox"/> | A1a | Complaint System Poster – US DOL approved – Spanish – NEW 10-31-2023 |
| <input type="checkbox"/> | A2 | Know Your Rights – English |
| <input type="checkbox"/> | A2a | Know Your Rights – Spanish |



American Job Center (AJC) Posters OBSERVATION CHECKLIST

- ☐ 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
- ☐ A12a Equal Opportunity is the law - Spanish

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.

MassHire Programs & Services are funded in full by US Department of Labor (USDOL) Employment and Training Administration grants. Additional details furnished upon request. An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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
- ☐ C6a 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



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- ☐ 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*

**** 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