

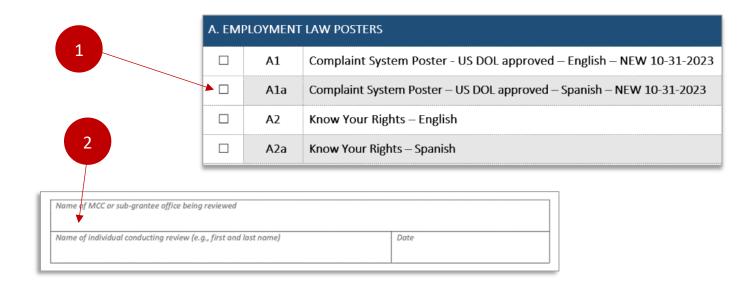
Statutes and regulations enforced by various agencies – including the U.S. Department of Labor (DOL), OSHA, and Massachusetts EOLWD – require that certain posters be posted in American Job Centers (AJCs).

The checklist below lists all poster that MUST be displayed at MassHire Career Centers (MCCs) and subgrantee 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					
	A1	Complaint System Poster - US DOL approved — English — NEW 10-31-2023			
	A1a	Complaint System Poster – US DOL approved – Spanish – NEW 10-31-2023			
	A2	Know Your Rights – English			
	A2a	Know Your Rights – Spanish			



	А3	Fair Labor Standards Act (Federal Minimum Wage) – English			
	A3a	Fair Labor Standards Act (Federal Minimum Wage) – Spanish			
	Α4	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)			
	Α7	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*			
	В3	Services for Migrant and Seasonal Farmworkers poster – MUST BE 8.5 x 14"			
	В4	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		
	С3	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		
	С9	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			
** 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					