

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

Mass Workforce Issuance

100 DCS 10.100.1

☒ **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: May 10, 2017

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 partners of posters 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, WIOA 20 CFR 658.410(d) direct that State Workforce Agencies (SWAs) ensure that information pertaining to the use of the Unified Workforce Development System Complaint and Appeals Process is publicized, which must include, but is not limited to, the prominent display of a Department of Labor Employment & Training Administration (ETA)-approved OSCC Complaint System poster in each comprehensive center, affiliate site or specialized center and at each State Workforce Agency

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 required by the Department of Career Services (DCS).

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

1. DOL Complaint System
2. Equal Employment Opportunity Act (EEO)
- 2a. Equal Employment Opportunity Act (EEO) Spanish
- 2b. Equal Employment Opportunity Act (EEO) Supplement English
3. Fair Labor Standards Act (Federal Minimum Wage)
- 3a. Fair Labor Standards Act (Federal Minimum Wage) Spanish
4. Migrant and Seasonal Agricultural Worker Protection Act (MSPA)
5. Safety and Health Protection on the Job (OSHA)
- 5a. Safety and Health Protection on the Job (OSHA) Spanish
6. Massachusetts Wage and Hour Laws (State Minimum Wage)
7. Unemployment Insurance (UI)
8. Notice to Workers with Disabilities/Special Minimum Wage
- 8a. Notice to Workers with Disabilities/Special Minimum Wage Spanish
9. Uniformed Services Employment/Reemployment Rights Act (USERRA)
10. Child Labor Laws

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

1. Department of Industrial Accidents (Workers Comp)
- 1a. Department of Industrial Accidents (Workers Comp) Spanish
2. Fair Employment in Massachusetts
3. No Smoking
4. Massachusetts Parental Leave Act Notice
5. Employee Rights Under the National Labor Relations Act
6. Employee Rights and Responsibilities Under the Family and Medical Leave Act (FMLA)
- 6a. Employee Rights and Responsibilities Under the Family and Medical Leave Act (FMLA) Spanish

7. Maternity Leave Fact Sheet
8. Right to Know Workplace Notice
9. Department of Labor Standards (DLS) Workplace Safety

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

1. Employee Rights under the Davis-Bacon Act
 - 1a. Employee Rights under the Davis-Bacon Act Spanish
2. Employee Polygraph Protection Act
 - 2a. Employee Polygraph Protection Act Spanish
3. Worker Rights under Executive Order 13658 (Federal Minimum Wage for Contractors)
4. Employee Rights on Government Contracts (SCA / PCA)
5. Fatality-Catastrophe (11/9/16)
6. State OSHA

Required DCS posters to be displayed in specific designated areas:

1. Veterans (retractable 8' x 3') – Display in Reception Area
2. Trade Adjustment Assistance Program (TAA): 11 x 17 – Display in Reception Area
3. MSFW 8 ½ x 11 version (English) – Display in Reception Area

Posters are to be replaced with new ones if they are revised/updated and/or become worn, tattered or soiled. OSCCs must allocate sufficient space in a designated area on the Career Center, affiliate 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 the Veterans poster*, can be downloaded from <http://www.mass.gov/massworkforce/> web-page (located under “Resources”, AJC Posters).

To request posters not available for download:

- Veterans poster - contact Edward Bartkiewicz;
Edward.Bartkiewicz@MassMail.State.MA.US

Inquiries:

Please email any questions regarding this notification to José V. Ocasio
Jose.Ocasio@MassMail.State.MA.US.