

# Mass Workforce Issuance

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**Workforce Issuance No. 14-94**

☐ Policy ☒ Information

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Operations Managers

**cc:** WIA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** November 7, 2014

**Subject:** **Required Posters for Display in One-Stop Career Centers**

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**Purpose:** To identify posters which are required to be displayed at each One-Stop Career Center / American Job Centers (AJCs).

**Background:** Some of the statutes and regulations governing services under the Workforce Investment Act require that posters or notices informing the public about their rights be displayed at the One-Stop Career Centers. 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, WIA regulations at 29 CFR part 37, regulations at 20 CFR 658.410(d) direct that State Workforce Agencies (SWAs) to ensure that information pertaining to the use of the Unified Workforce Investment System, Complaint Process is publicized. This shall include the prominent display of an ETA-approved One-Stop Career Center Complaint System / EO Posters in each center, satellite or sub-recipient office and at each SWA operated day-haul facility.

Along with the complaint system / EO poster, One-Stop Career Centers (OSCCs) are also required to have other mandated state and federal posters displayed in a conspicuous place.

The list of posters that shall be displayed follows:

- Complaint System Poster \*
- Equal Employment Opportunity Act (EEO) \*
- Fair Labor Standards Act (Federal Minimum Wage) \*
- Migrant and Seasonal Agricultural Worker Protection Act (MSPA) \*
- Safety and Health Protection on the Job (OSHA)
- Massachusetts Wage and Hour Laws (State Minimum Wage) \*
- Unemployment Insurance (UI)
- Notice to Workers with Disabilities/Special Minimum Wage
- Uniformed Services Employment and Reemployment Rights Act (USERA) \*

\* Indicates required poster

All required posters must be displayed until they are revised. However, posters should be replaced by new ones if they become worn, tattered or soiled. OSCCs shall allocate sufficient space on the Career Center, satellite or sub-recipient bulletin boards to provide accommodation for all required posters.

Action Required: OSCC Directors and Operation Managers shall verify that all required posters are appropriately displayed at each location under their jurisdiction. If not, posters can be downloaded from <http://www.mass.gov/massworkforce/> web-page (located under “Resources”, AJC Posters).

Inquiries: Please email any questions regarding this notification to José V. Ocasio [jocasio@detma.org](mailto:jocasio@detma.org).