

How to Keep Remote Workers Legally Informed of Their Rights



Presented by:
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Posting Compliance Overview

- All employers must post federal, state and local (if applicable) postings
- Mandatory federal posters include:
 - EEOC
 - OSHA
 - FMLA
 - USERRA
 - FLSA
 - EPPA
- Up to 15 additional state-specific posters
- Up to 10 additional posters for city/county compliance
- Additional posters for government contractors and certain industries

Local Posting Requirements

Many cities/counties have posting requirements, such as:

- AZ – Flagstaff, Tucson
- CA – Belmont, Berkeley, Cupertino, El Cerrito, Emeryville, Los Altos, Los Angeles, Los Angeles County (Unincorporated Areas), Milpitas, Mountain View, Oakland, Palo Alto, Pasadena, Redwood City, Richmond, San Diego, San Francisco, San Jose, San Leandro, San Mateo, Santa Clara, Santa Cruz, Santa Monica, Sunnyvale
- CO – Denver
- FL – Broward County, Miami Beach, St. Petersburg
- IL – Chicago, Cook County
- MD – Montgomery County, Prince George’s County
- ME – Portland
- MN – Minneapolis, St. Paul
- NE – Fremont, Lincoln
- NM – Albuquerque, Bernalillo County, Las Cruces, Santa Fe
- NY – New York City
- PA – Philadelphia
- TX – Beaumont, Corpus Christi
- WA – Seattle, Tacoma

FOOT MOUNTAIN EMPLOYERS (A READA BILLY - EMPLOYERS MUST READ THIS)

OFFICIAL NOTICE
Minimum Wage Rate
\$10.30 Per Hour
EFFECTIVE DATE: January 1, 2015

Regulatory Authority: The City of Flagstaff, Arizona. This notice is for each employer who employs at least one (1) hour of work per week for the City of Flagstaff at the minimum wage rate of \$10.30 per hour.

This notice sets minimum wages for all employees who work for the City of Flagstaff. This notice applies to all employees who work for the City of Flagstaff, whether they are full-time or part-time employees. The City will adjust the minimum wage based on the CPI.

Under the Ordinance, employees released their right to receive the City's minimum wage upon termination of employment. Employees who are not terminated by the City are not eligible for any benefits of the Ordinance or any City employee benefits. The City will continue to adjust the minimum wage based on the CPI.

If you have questions, need additional information, or believe you are not being paid correctly, please contact your employer or the City of Flagstaff Office of Regulatory Assistance at:

Office of Regulatory Assistance
300 West State Street, 9th Floor
Flagstaff, Arizona 86001
E-MAIL: REG@FLAGMOUNTAIN.GOV

CIUDADANOS EMPLEADORES (A READA BILLY - EMPLOYERS MUST READ THIS)

AVISO OFICIAL
Régimen salarial mínimo
\$10.30 por hora
EFFECTIVE DATE: January 1, 2015

A partir del 1 de enero de 2015, los empleadores que estén contratando a personas de bandera Ciudadana de Flagstaff que trabajen para la Ciudad de Flagstaff deben pagar un salario mínimo de \$10.30 por hora.

Este aviso establece el salario mínimo para todos los empleados que trabajan para la Ciudad de Flagstaff, ya sea que sean empleados a tiempo completo o a tiempo parcial. La Ciudad de Flagstaff ajustará el salario mínimo basado en el Índice de Precios al Consumidor (CPI).

Bajo la Ordenanza, los empleados que renuncian a recibir el salario mínimo de la Ciudad pierden el derecho a recibir los beneficios de la Ordenanza o cualquier otro beneficio de la Ciudad. La Ciudad continuará ajustando el salario mínimo basado en el CPI.

Si tiene preguntas, necesita información adicional, o si cree que no le están pagando correctamente, por favor contacte a su empleador o a la Oficina de Asistencia al Ciudadano de Flagstaff en:

Office of Regulatory Assistance
300 West State Street, 9th Floor
Flagstaff, Arizona 86001
E-MAIL: REG@FLAGMOUNTAIN.GOV

官方公告
最低工资标准
每小时 \$10.30

生效日期: 2015年1月1日

自2015年1月1日起,凡在旗山郡政府或其附属机构工作的雇员,必须按照最低工资标准支付工资。最低工资标准为每小时10.30美元。

此公告适用于所有在旗山郡政府或其附属机构工作的雇员,无论是全职还是兼职雇员。旗山郡将根据消费者价格指数(CPI)调整最低工资标准。

根据法令,雇员在放弃其最低工资权利后,将不再享有该法令规定的任何福利。雇员在被旗山郡解雇后,将不再享有该法令规定的任何福利。

如果您有任何疑问,需要更多信息,或认为您未被正确支付工资,请联系您的雇主或旗山郡政府办公室:

Office of Regulatory Assistance
300 West State Street, 9th Floor
Flagstaff, Arizona 86001
E-MAIL: REG@FLAGMOUNTAIN.GOV

THÔNG BÁO CHÍNH THỨC
Mức Lương Tối Thiểu
\$10.30 Một Giờ

Hiệu lực: 2015 01 01

Bắt đầu từ ngày 1 tháng 01 năm 2015, các hãng sử dụng dịch vụ của City of Flagstaff phải trả lương tối thiểu cho nhân viên của họ là \$10.30 mỗi giờ.

Thông báo này áp dụng cho tất cả nhân viên của City of Flagstaff, bất kể họ là nhân viên toàn thời gian hay bán thời gian. City of Flagstaff sẽ điều chỉnh mức lương tối thiểu dựa trên Chỉ số Giá Tiêu Dùng (CPI).

Dưới sự ra đời của Quy định này, nhân viên từ bỏ quyền lợi của họ trong việc nhận được các lợi ích của Quy định này hoặc bất kỳ lợi ích nào khác của City of Flagstaff. City of Flagstaff sẽ tiếp tục điều chỉnh mức lương tối thiểu dựa trên Chỉ số Giá Tiêu Dùng (CPI).

Nếu bạn có bất kỳ câu hỏi, cần thêm thông tin, hoặc nếu bạn nghĩ rằng mình chưa được trả lương đúng, hãy liên hệ với người sử dụng dịch vụ của bạn hoặc Văn phòng Hỗ trợ Người dân của Flagstaff. Vui lòng liên hệ:

Office of Regulatory Assistance
300 West State Street, 9th Floor
Flagstaff, Arizona 86001
E-MAIL: REG@FLAGMOUNTAIN.GOV

There's no "one-stop shop" for free government posters

- There are 175 different agencies responsible for issuing more than 370 posters (federal and state)
- In a single state, up to 21 postings issued by 9 different agencies for federal/state compliance
- Approximately 22,000 local jurisdictions have authority to issue their own posting requirements

And that doesn't include additional postings required if you are in certain industries or have government contracts

Posting changes are on the rise

- There are approximately 150 state-specific poster changes per year (50% require immediate mandatory replacements)
- Government agencies do not notify you when changes occur
- Posting requirements (including size, font and color mandates, as well as foreign language requirements) and change notifications can be buried in statutes, regulations, case law, and agency website pages

Risks of Non-Compliance

- **Government posting fines**
 - Federal fines recently increased to \$35,000+ per violation
 - State and local fines typically range from \$100-\$1,000 each
- **Employee lawsuits**
 - Failure to post can extend “statute of limitations”
 - Evidence of bad faith
 - FMLA interference of rights
- **Posting compliance is your first line of defense in any lawsuit or agency investigation**

Poster Guard® Compliance Protection Federal/State/Local Service: The Basics

- To start, each of your locations will receive a complete federal, state and local (if applicable) poster set
- Our Legal Team then continually monitors all federal, state and local legislation and regulatory activity to identify and interpret any potential posting changes
- Whenever a new mandatory posting is issued, your affected locations will be notified and automatically shipped completely new and/or updated posters



Poster Guard® Compliance Protection

- All postings adhere strictly to size, font and color requirements
- If a posting is required for all employers in a foreign language, it is automatically included at no additional charge
 - In 21 states, certain postings must be displayed in Spanish, even if you have no Spanish-speaking employees
 - Many cities/counties require postings in multiple languages
- Our service is backed by a 100% Compliance Guarantee against government posting fines
- Recordkeeping for litigation support (to establish compliance)

Electronic Postings

- General rule: Electronic delivery is not a substitute for full-sized physical posters displayed in conspicuous locations accessible to all employees
- Exceptions: FMLA and USERRA, but only if you communicate other policies electronically and provide all employees with electronic access
- Special rules apply for telecommuters and non-traditional worksites without walls

Remote Workers & Telecommuters

- By law, you must provide mandatory federal, state and local labor law notices to all of your employees
- We have developed Poster Guard E-Service for Remote Workers to help you comply
- Ideal for employees who work from home, telecommuters, and other remote workers provided with Internet access (those who report to a physical facility with wall posters less frequently than 3-4 times a month)



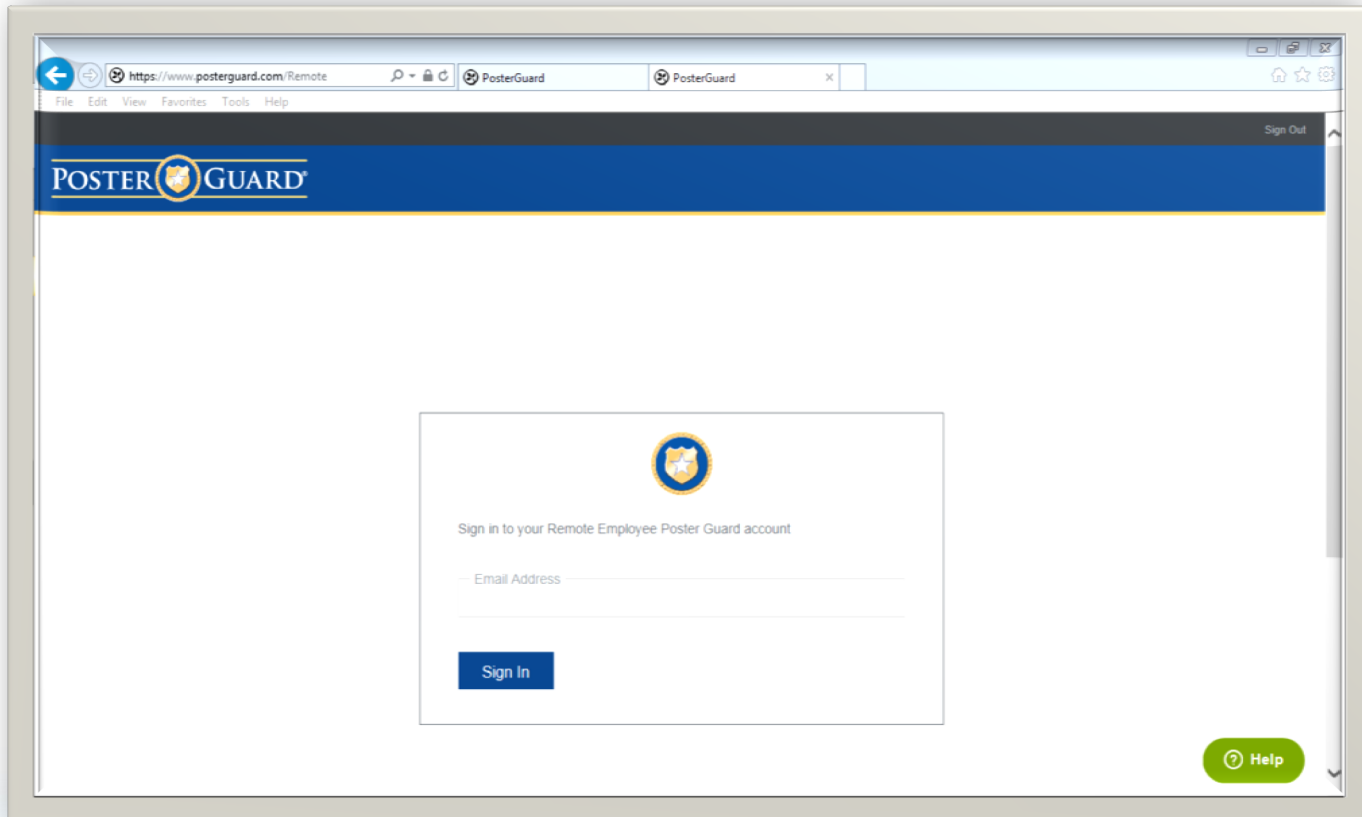
Poster Guard[®] E-Service for Remote Workers

How it works:

1. You provide us with the remote worker's email address and zip code
2. The remote employee receives a welcome email with simple instructions to download and view all required postings (including federal, state and local)
3. Employees are automatically prompted to download and view updated posting images whenever there are mandatory posting changes
4. *Poster Guard* tracks your employee acknowledgements and maintains complete records of the date when each employee has viewed the electronic images (available at posterguard.com)

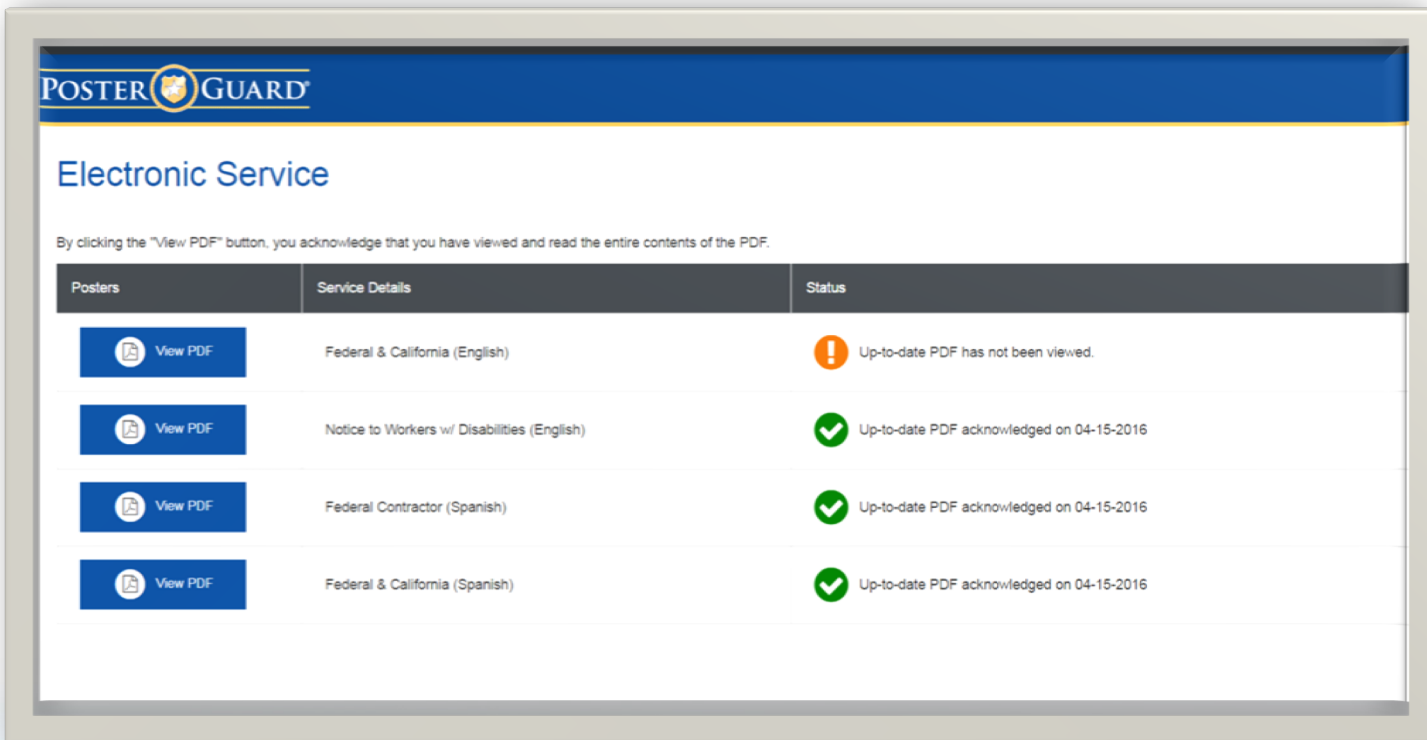
Employee Log-In

Secure log-in with employee's email address
at posterguard.com/remote











Remote Employee Poster Account

- The status for posters that have not been viewed, such as mandatory replacement posters, will indicate that posters are available to view
- Employees may access posters 24/7 on posterguard.com

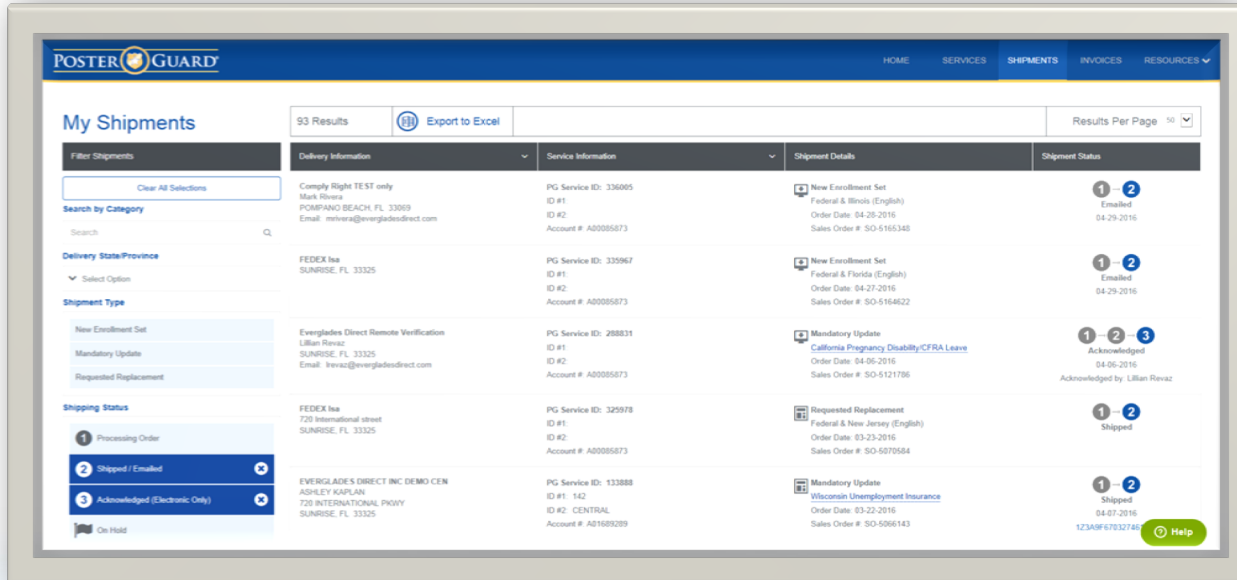


By clicking the "View PDF" button, you acknowledge that you have viewed and read the entire contents of the PDF.

Posters	Service Details	Status
	Federal & California (English)	 Up-to-date PDF has not been viewed.
	Notice to Workers w/ Disabilities (English)	 Up-to-date PDF acknowledged on 04-15-2016
	Federal Contractor (Spanish)	 Up-to-date PDF acknowledged on 04-15-2016
	Federal & California (Spanish)	 Up-to-date PDF acknowledged on 04-15-2016

Employee Acknowledgements

- Once the posters have been viewed, an acknowledgement email will be sent to the account administrator (this may be turned off by request)
- Acknowledgements are also available on posterguard.com
- Administrators may sort or filter by status to determine which employees have not viewed posters; all data and reporting may be exported to Excel



Non-Traditional Worksites

- Many of today's worksites simply do not have wall space for posting all the required federal and state postings
- *Poster Guard* has developed a convenient solution to facilitate posting compliance
- All required postings are assembled in a compact binder (11" x 17") strictly complying with size, font and color requirements
- Replacement pages are sent automatically when mandatory changes occur
- Ideal for mall kiosks, mobile service units, food trucks, valet stations, construction checkpoints, and other unique facilities without walls



Pending State & Local Poster Changes (Based on Laws Already Passed as of 8/27/19)

Expected State Poster Changes

- Arizona Minimum Wage Notice
- Connecticut Minimum Wage Notice
- Connecticut Sexual Harassment Notice
- Colorado Minimum Wage Notice
- District of Columbia Paid Family Leave Notice
- Illinois Minimum Wage Notice
- Illinois Fair Employment Notice
- Maine Minimum Wage Notice
- Maryland Equal Pay for Equal Work Notice
- Missouri Minimum Wage Notice
- Nevada No Smoking Notice
- New Jersey Payment of Wages Notice
- New Mexico Minimum Wage Notice
- New York Fair Employment Notice
- New York Minimum Wage Notice
- Oregon Pregnancy Accommodations Notice
- Oregon Family Leave Act Notice

Expected City/County Poster Changes

- Belmont, California Minimum Wage Notice
- Bernalillo County, New Mexico Paid Leave Notice
- Daly City, California Minimum Wage Notice
- Flagstaff, Arizona Minimum Wage Notice
- Minneapolis, Minnesota Wage Theft Notice
- Montgomery County, Maryland Minimum Wage Notice
- Petaluma, California Minimum Wage Notice
- Redwood City, California Minimum Wage Notice
- San Antonio, Texas Paid Sick Leave Notice
- San Mateo, California Minimum Wage Notice
- Seattle, Washington Commuter Benefits Notice
- St. Paul, Minnesota Minimum Wage Notice
- Sonoma, California Minimum Wage Notice
- Westchester County, New York Domestic Violence Notice



For more information, contact:

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