

Posting Compliance for Remote Workers: Why It Matters Now and How to Overcome the Challenges



Presented by:

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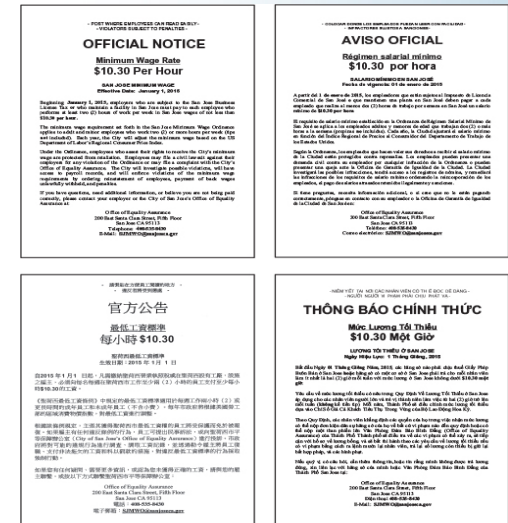
Posting Compliance Overview

- All employers must post federal, state and local (if applicable) postings
- Mandatory federal posters include:
 - Equal Employment Opportunity Commission (EEOC)
 - Occupational Safety and Health Administration (OSHA)
 - Family and Medical Leave Act (FMLA)
 - Uniformed Services Employment & Reemployment Rights Act (USERRA)
 - Fair Labor Standards Act (FLSA)
 - Employee Polygraph Protection Act (EPPA)
 - Families First Coronavirus Response Act (FFCRA) – New temporary posting for employers with fewer than 500 employees, and certain public sector employers
- Up to 16 additional state-specific posters
- Additional posters required for city/county compliance, government contractors and certain industries

Local Posting Requirements

Many cities/counties have posting requirements, such as:

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



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

- There are 175 different agencies responsible for issuing more than 390 posters (federal and state)
- In a single state, up to 23 postings issued by 9 different agencies for federal/state compliance
- Approximately 22,000 local jurisdictions (city/county) 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)
 - This number has increased significantly over the past two years
 - 2020 is on track to have the highest # of changes in any year
- 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 may 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**

What is *Poster Guard*® Compliance Protection?

- To start, each of your locations will receive a complete federal, state, city and county (if applicable) poster set
- Our Legal Team then continually monitors all federal/state/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
- Provides 365 days of worry-free compliance

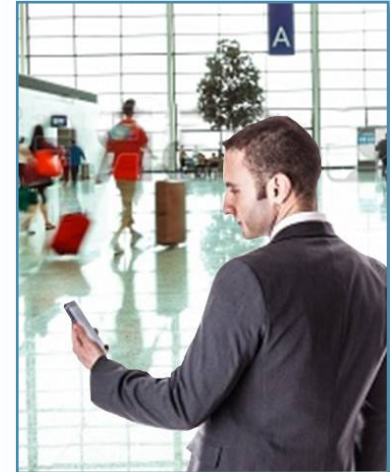


Electronic Postings

- General rule: Electronic delivery is not a substitute for full-sized physical “wall” posters – You must display the physical posters in conspicuous locations (accessible to all employees) at each facility where you employ at least one worker
- Exceptions
 - New FFCRA poster
 - FMLA and USERRA, but only if you communicate other policies electronically and provide all employees with electronic access
- Special rules apply for remote workers 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, including those who work off-site
- We offer two digital posting services to help you comply:
 - Poster Guard E-Service for Remote Workers
 - Intranet Licensing
- 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)



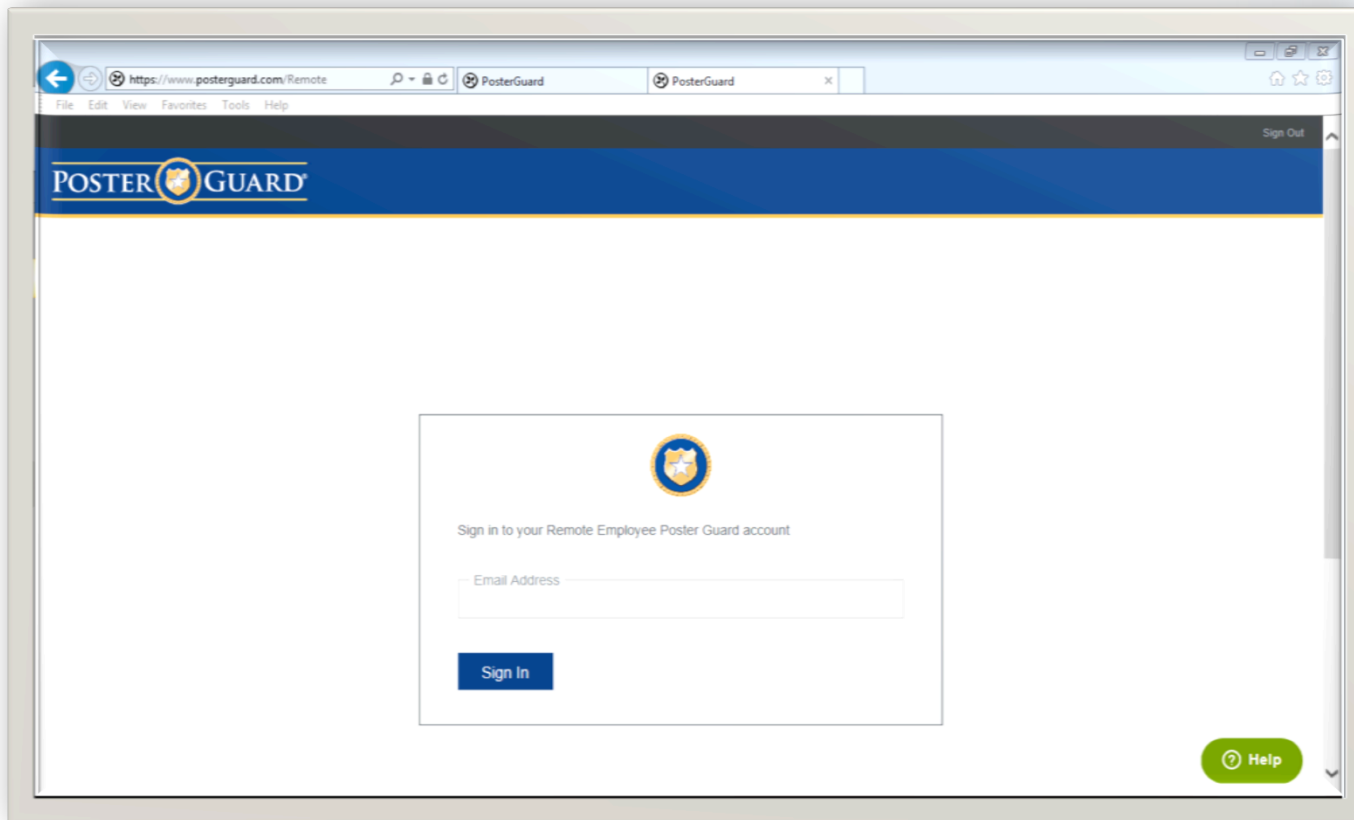
Poster Guard® E-Service for Remote Workers

How it works:

1. You provide us with the remote employee's email address and zip code, and we do the rest
2. The remote employee receives a welcome email with simple instructions to click and view all required postings (including federal, state and local)
3. Each time there is a mandatory update, an email is automatically generated requiring the employee to click and view the updated posting images
4. Employees have 24/7 access to the site to view posters
5. *Poster Guard* maintains complete tracking/records of employee acknowledgements (available at myposterguard.com)

Employee Log-In

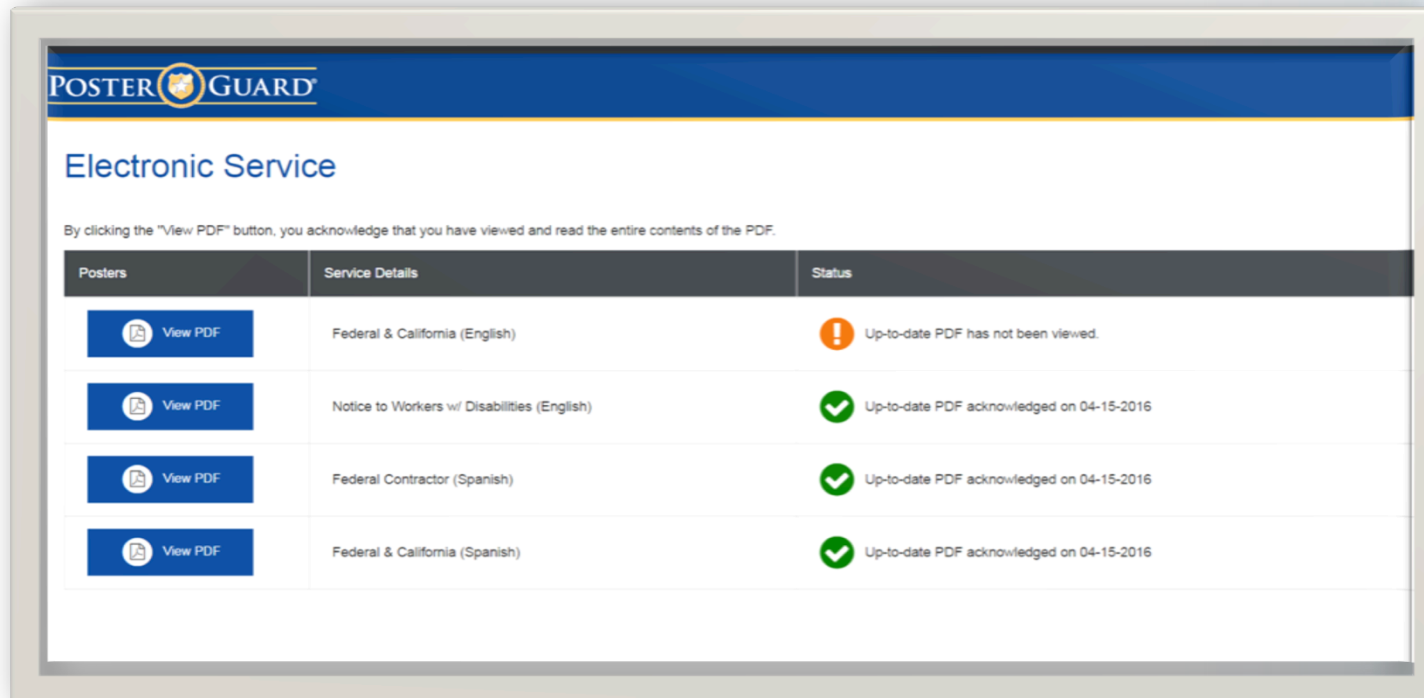
- Employees may access posters 24/7 on myposterguard.com
- Secure log-in with employee's email address



The screenshot shows a web browser window with the URL <https://www.posterguard.com/Remote>. The browser's address bar and tabs are visible. The page features a dark blue header with the "POSTER GUARD" logo and a "Sign Out" link. The main content area is white and contains a central login box. This box has the Poster Guard logo at the top, followed by the text "Sign in to your Remote Employee Poster Guard account". Below this text is a text input field labeled "Email Address". At the bottom of the box is a blue "Sign In" button. In the bottom right corner of the page, there is a green circular button with a question mark icon and the word "Help".

Remote Employee Poster Account









- The status will indicate whether assigned posters have been viewed/acknowledged
- Once viewed, the status changes to green and the poster file remains available for review 24/7



POSTER GUARD

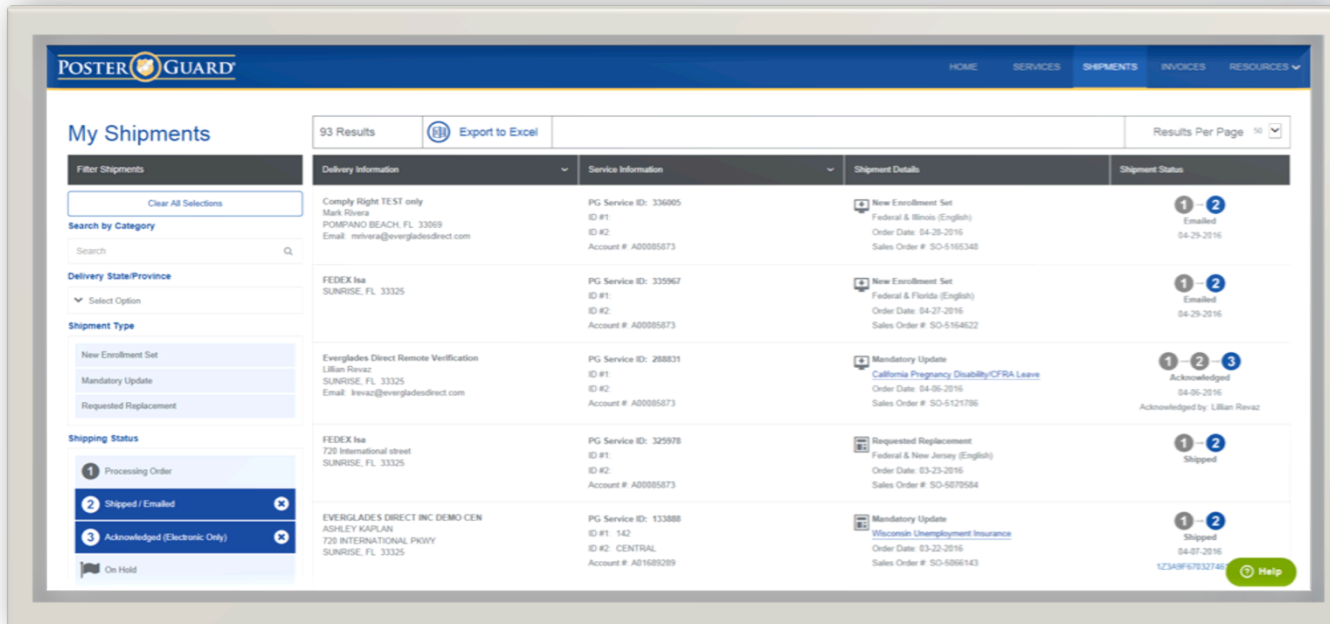
Electronic Service

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

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



The screenshot shows the 'My Shipments' page on the myposterguard.com website. The page has a blue header with the logo and navigation links: HOME, SERVICES, SHIPMENTS, INVOICES, and RESOURCES. Below the header, there's a section for 'My Shipments' with a search bar, filters, and a table of shipments.

My Shipments

93 Results [Export to Excel](#) Results Per Page 10

Filter Shipments	Delivery Information	Service Information	Shipment Details	Shipment Status
<p>Clear All Selections</p> <p>Search by Category</p> <p>Search</p> <p>Delivery State/Province</p> <p>Select Option</p> <p>Shipment Type</p> <p>New Enrollment Set</p> <p>Mandatory Update</p> <p>Requested Replacement</p> <p>Shipping Status</p> <p>1 Processing Order</p> <p>2 Shipped / Emailed</p> <p>3 Acknowledged (Electronic Only)</p> <p>On Hold</p>	<p>Comply Right TEST only</p> <p>Mark Rivera</p> <p>POBAND BEACH, FL 33069</p> <p>Email: mrivera@evergladesdirect.com</p>	<p>PG Service ID: 336005</p> <p>ID #1:</p> <p>ID #2:</p> <p>Account # A0005573</p>	<p>New Enrollment Set</p> <p>Federal & Illinois (English)</p> <p>Order Date: 04-29-2016</p> <p>Sales Order # SO-5155340</p>	<p>1 - 2</p> <p>Emailed</p> <p>04-29-2016</p>
	<p>FEDEX Ixa</p> <p>SUNRISE, FL 33325</p>	<p>PG Service ID: 335967</p> <p>ID #1:</p> <p>ID #2:</p> <p>Account # A0005573</p>	<p>New Enrollment Set</p> <p>Federal & Florida (English)</p> <p>Order Date: 04-27-2016</p> <p>Sales Order # SO-5154622</p>	<p>1 - 2</p> <p>Emailed</p> <p>04-29-2016</p>
	<p>Everglades Direct Remote Verification</p> <p>Lilian Revaz</p> <p>SUNRISE, FL 33325</p> <p>Email: lrevaz@evergladesdirect.com</p>	<p>PG Service ID: 288831</p> <p>ID #1:</p> <p>ID #2:</p> <p>Account # A0005573</p>	<p>Mandatory Update</p> <p>California Pregnancy Disability/CFRA Leave</p> <p>Order Date: 04-06-2016</p> <p>Sales Order # SO-5121786</p>	<p>1 - 2 - 3</p> <p>Acknowledged</p> <p>04-06-2016</p> <p>Acknowledged by: Lilian Revaz</p>
	<p>FEDEX Ixa</p> <p>720 International street</p> <p>SUNRISE, FL 33325</p>	<p>PG Service ID: 325978</p> <p>ID #1:</p> <p>ID #2:</p> <p>Account # A0005573</p>	<p>Requested Replacement</p> <p>Federal & New Jersey (English)</p> <p>Order Date: 03-23-2016</p> <p>Sales Order # SO-5870584</p>	<p>1 - 2</p> <p>Shipped</p>
	<p>EVERGLADE'S DIRECT INC DEMO CEN</p> <p>ASHLEY KAPLAN</p> <p>720 INTERNATIONAL PKWY</p> <p>SUNRISE, FL 33325</p>	<p>PG Service ID: 133888</p> <p>ID #1: 142</p> <p>ID #2: CENTRAL</p> <p>Account # A01686143</p>	<p>Mandatory Update</p> <p>Wisconsin Unemployment Insurance</p> <p>Order Date: 03-22-2016</p> <p>Sales Order # SO-5086143</p>	<p>1 - 2</p> <p>Shipped</p> <p>04-07-2016</p> <p>1234567890123456</p> <p>Help</p>

Intranet Licensing

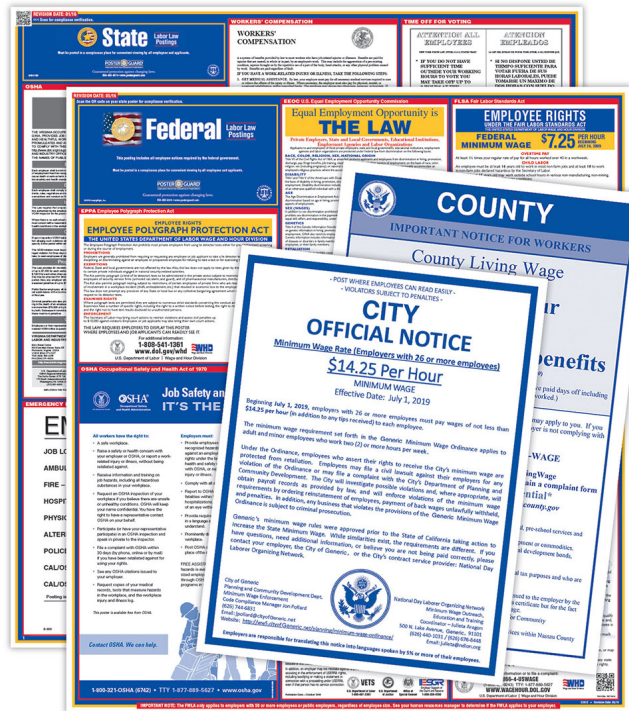
- Add a custom link to your company's intranet site to provide your employees with immediate access to posting images from any device
- We host the posting images and keep them up-to-date at all times
- Employees select their location from a drop-down menu to view applicable federal, state and local postings
- We notify you via email alerts whenever the posters are updated
- Available as a 12-month service or (for a limited time) 6-month service



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





For more information,
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