



This article presents general guidelines for Ohio nonprofit organizations as of the date written and should not be construed as legal advice. Always consult an attorney to address your particular situation.

Employment Law Posting Requirements

Brice Smallwood, Esq. and Matt Carlin, Esq., *FBT Gibbons LLP*

Many employers are unaware of their requirement to post notices about the vast array of employment laws. Numerous federal and state laws require employers to post notices at the job site describing employee rights. These posting requirements seek to educate employees about their rights under the law.

In recent years, some states have passed laws that permit posting these notices on the internet instead of physical postings at the business. Ohio law gives employers options between physical or online posting for certain labor notices. The Ohio law can be viewed in detail [here](#).

Any physical posters should be placed in conspicuous areas where all employees will see them. Ideal locations for these posters are common areas, break rooms, cafeterias, and employee bulletin boards where typical work-related announcements are posted.

Below is a summary of the most common federal and state posting requirements that apply to Ohio employers. **Note that this list is not exhaustive. Notices that can now be either online or physically mounted are indicated by an asterisk before and after the name.**

Most Common Federal Posting Requirements

Employee Polygraph Protection Act ("EPPA") Poster. Most private employers must post a notice explaining the EPPA, which prohibits employers from using lie detector tests either for pre-employment screening or during the course of employment. A copy of the notice can be found [here](#).

Equal Employment Opportunity. Employers must post notices that are prepared or approved by the EEOC. This notice should describe the applicable provisions of Title VII, the ADA, and GINA. The EEOC has prepared a poster titled "Equal Employment Opportunity is the Law" which satisfies the equal employment opportunity posting requirement. That poster can be accessed [here](#).

Fair Labor Standards Act ("FLSA"). The FLSA requires most public and private employers to post notices that explain the FLSA and address minimum wage requirements. That poster can be accessed [here](#).

Family Medical Leave Act ("FMLA"). The FMLA requires employers to whom the FMLA applies (i.e., 50+ employees) to post a notice explaining the FMLA's provisions and providing information concerning the procedures for filing complaints of violations. That poster can be accessed [here](#).

Occupational Safety and Health Administration ("OSHA") Poster. All covered employers must post the "OSHA Job Safety and Health: It's the Law" poster outlining workers' rights and employers' obligations under OSHA. That poster can be accessed [here](#).



Uniformed Services Employment and Reemployment Rights Act (“USERRA”). USERRA requires all employers to provide notice of the rights, benefits, and obligations of employees entering military service covered by USERRA and of their employers. That poster can be accessed [here](#).

Most Common Ohio Posting Requirements

Workers’ Compensation. Under Ohio’s workers’ compensation law, employers (i.e. 1+ employees) must post notices either online where employees can access it, or physically at the business, to provide proof of workers’ compensation coverage and the date of authorization. Information on accessing a poster through Ohio’s Bureau of Workers’ Compensation Customer Service is located [here](#).

Minimum Wage. Employers are required to post notices either online where employees can access, or physically at the business where employees have access, describing the current minimum wage under Ohio law. That poster can be accessed [here](#). Ohio’s minimum wage can be increased annually.

Employment of Minors. All employers must keep a printed list of all minors employed by the employer. This list must be posted either online where employees can access, or physically at the business where employees have access. If physically posted, it must be in a place that is frequented by the largest number of minor employees, and to which those minor employees have access. That poster can be accessed [here](#).

Fair Employment Practices Law. This poster is required for employers with four or more employees. All employers must post a notice detailing employees’ rights under Ohio’s anti-discrimination law. Importantly, Ohio law requires that this notice, if posted online, not just be accessible to the employees, but also to the public. This prohibits discrimination based on race, color, religion, sex, military status, national origin, disability, age, or ancestry. That poster can be accessed [here](#).

Public Employee Risk Reduction. (For public employers only) All public employers must post a notice either online where employees can access, or physically at the business where employees have access, informing employees of the protections and obligations provided under the Public Employer Risk Reduction Program Act. That poster can be accessed [here](#).

No Smoking. Employers that are smoke free workplaces need to post a no smoking sign. More information about when and where to post, along with a copy of the poster, can be accessed [here](#).

Domestic Violence. (For public employers only) By executive order of the governor, any public employer in Ohio must post a list of resources for survivors and perpetrators of domestic violence. The poster must be in an accessible location, and an example can be found [here](#).

Buying Posters

One common question about physical posting requirements is whether they should be purchased through a third party. There are many companies that provide employment law posters that meet the federal and state requirements. Unfortunately, many of these companies charge high prices for the posters. Buying the posters



through these companies is beneficial because they provide all posters needed. The posters are also laminated to withstand wear and tear. A more cost-efficient approach is to print out the posters that the federal and state agencies provide. Importantly, several federal and state laws require that the posters remain in good condition for employees to view at all times. This requires laminating the posters or placing them behind glass to ensure that they are well maintained.

Need Legal Advice?

If you are a PBPO client and would like more information or need assistance regarding this issue, contact PBPO at info@pbpohio.org or (513) 977-0304.

Not a Client? Apply to become a PBPO client by submitting a [Request for Legal Assistance](#) form online, or contact us at info@pbpohio.org.

About the Authors

Brice Smallwood is a Partner at FBT Gibbons LLP. Brice's practice is focused on representing and counseling employers in all aspects of employment law including litigation, traditional labor work, and administrative hearings.

Matt Carlin is an Associate at FBT Gibbons LLP. Matt's practice is focused on labor and employment litigation and counseling employers in all aspects of employment law.