

**Workforce Development System
Technical Advisory # 22-02
October 28, 2022**

To: Workforce Development Community
Subject: Required Posters for Display in New York State One-Stop Career Centers

PURPOSE:

To notify Local Workforce Development Boards (LWDBs), One-Stop Career Center Operators, Managers and other local workforce partners of posters required to be displayed at each New York State One-Stop Career Center.

POLICY

New York State One-Stop Career Centers must display all State and Federally mandated posters. These posters must be kept current, legible, and be displayed in conspicuous locations for the intended recipients.

ACTION

The Workforce Innovation and Opportunity Act (WIOA) requires that posters or notices informing the public about their rights, be displayed at all New York State One-Stop Career Centers. Please note that posting requirements vary by program or activity; that is, not all posters are covered under this notice.

There are two types of posters that must be displayed:

1. Posters that are required to be visible to all Career Center customers.
2. Posters that are required to be visible to employees/staff only.

Posters are to be replaced with new ones if they are revised/updated and/or become worn, tattered or soiled. Each One-Stop Career Center must allocate sufficient space in a designated area to display required posters. For example, a bulletin board that provides accommodation for all required posters and facilitates access to all customers.

New York State Career Center Directors, Operators and Managers shall verify that all required posters are appropriately displayed at each location under jurisdiction.

Posters can be downloaded and printed directly from the Programs and Tools [webpage](#).

WE ARE YOUR DOL



REFERENCES

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)

INQUIRIES

Please direct any inquiries to: labor.sm.DEWS.ReEmploy@labor.ny.gov.

ATTACHMENTS

Attachment A: Required Posters for Display

WE ARE YOUR DOL



Required Posters for Customer Display

Customer Posting Name	Description/Number/Date	Link/Comment
NYS Division of Human Rights Poster (English and Spanish)	N/A	Color 8.5 x 11 https://dhr.ny.gov/system/files/documents/2022/05/poster.pdf
Employment Services Complaint (English and Spanish)	P834 (Revised 02/2020)	Color 11 x 17 https://dol.ny.gov/system/files/documents/2021/03/p834.pdf
Equal Opportunity is the Law (English)	DEOD 310 (Revised 07/2019)	Color 11 x 17 https://dol.ny.gov/system/files/documents/2021/03/deod310.pdf
Equal Opportunity is the Law (Spanish)	DEOD 310S (Revised 07/2019)	Color 11 x 17 https://dol.ny.gov/system/files/documents/2021/03/deod310span.pdf
Equal Opportunity is the Law (Federal)	EEOC-P/E-1 (Revised 11/2009)	Color 8.5 x 11 https://www.dol.gov/sites/dolgov/files/ofccp/regs/compliance/posters/pdf/eeopost.pdf
Know Your Rights: Workplace Discrimination is Illegal (English)	Equal Employment Opportunity Commission (EEOC) Protections From Discrimination (Revised 10/2022)	Color 8.5 x 11 https://www.eeoc.gov/sites/default/files/2022-10/22-088_EEOC_KnowYourRights_10_20.pdf
Know Your Rights: Workplace Discrimination is Illegal (Spanish)	Equal Employment Opportunity Commission (EEOC) Protections From Discrimination (Revised 10/2022)	Color 8.5 x 11 https://www.eeoc.gov/sites/default/files/2022-10/22-088_EEOC_KnowYourRightsSp_10_20.pdf
Federal Minimum Wage	WH1088 (Revised 07/2016)	Black & White 8.5 x 11 https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/minwagebwp.pdf Color 11 x 17 https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/minwagep.pdf

State Minimum Wage	LS207 (Revised 12/2020)	Black & White 8.5 x 11 https://dol.ny.gov/system/files/documents/2021/12/ls207.pdf
Language Identification Tool	Language Identity Tool (Revised 07/2019)	Color 8.5 x 11 https://dol.ny.gov/system/files/documents/2021/03/8.5x11-language-identification-tool.pdf Color 11 x 17 https://dol.ny.gov/system/files/documents/2021/03/11x17-language-identification-tool.pdf
Right to File a Complaint	N/A	Color 8.5 x 11 https://dol.ny.gov/system/files/documents/2021/09/right-to-file-a-language-access-complaint-poster.pdf
Veterans Priority of Service	P153 (Revised 01/2016)	Color 11 x 17 https://dol.ny.gov/system/files/documents/2021/09/p153.pdf
Migrant and Seasonal Agricultural Worker Protection Act (MPSA) (English and Spanish)	WH Publication 1376 (Revised 04/1983)	Color 8.5 x 11 https://www.dol.gov/whd/regs/compliance/posters/mspaensp.pdf Black & White 8.5 x 11 https://www.dol.gov/whd/regs/compliance/posters/mspaenspbw.pdf
Job Safety and Health Protection	OSHA 3165- (Revised 04/2015)	Color 8.5 x 14 https://www.osha.gov/sites/default/files/publications/osha3165.pdf
Employment and Training Administration Complaint Poster (English and Spanish)	N/A	Color 8.5 x 11 https://wdr.doleta.gov/directives/attach/TEN/ten2009/TEN15-09a1.pdf
For Workers with Disabilities	WH1284 (Revised 01/2018)	Color 11 x 17 https://www.dol.gov/whd/regs/compliance/posters/disabc.pdf

WE ARE YOUR DOL



American Sign Language Interpreter Poster	Z1 (Revised 11/2021)	Color 8.5 x 11 https://dol.ny.gov/system/files/documents/2022/06/asl-interpreterposter_2021.pdf
---	-------------------------	---

Required Posters for Staff Display

Staff Posting Name	Description/Number/Date	Link/Comment
Domestic Violence Poster	N/A	Color 8.5 x 11 http://sdolintranet:81/domestic-violence/pdf/p21.pdf
FMLA	WH1420 (Revised 04/2016)	Color 11 x 17 https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf
Public Employees Job Safety & Health Protection	P208 (Revised 07/2017)	Color 11 x 17 https://dol.ny.gov/system/files/documents/2021/02/p208_public_employees_job_safety_health_protection.pdf
Fair Labor Standards Act State and Local Government Employees	WH1385 (Revised 07/2016)	Color 11 x 17 https://www.dol.gov/whd/regs/compliance/posters/wh1385State.pdf
The Right to Know Law	2706 (Revised 04/2000)	Color 8.5 x 11 https://www.health.ny.gov/environmental/workplace/right_to_know/docs/rtk.pdf
Employee Polygraph Protection Act	WH1462 (Revised 07/2016)	Color 11 x 17 https://www.dol.gov/whd/regs/compliance/posters/eppac.pdf Black & White 11 x 17 https://www.dol.gov/whd/regs/compliance/posters/eppabw.pdf
American Sign Language Interpreter Poster	Z1 (Revised 11/2021)	Color 8.5 x 11 https://dol.ny.gov/system/files/documents/2022/06/asl-interpreterposter_2021.pdf

Strongly Recommended Posters

Staff Posting Name	Description/Number/Date	Link/Comment
Voter Registration		Contact Board of Elections for Poster
Weapons Not Permitted Sign	<div data-bbox="388 375 552 513" style="background-color: red; color: white; padding: 5px; text-align: center;"> Weapons, including firearms, are not permitted on the property. </div>	