

Official Bulletin Board Required Postings Checklist

Location _____

Most department offices have “official” and “unofficial” bulletin boards. Official bulletin boards should only include information directly related to state business. The following materials are required to be posted on official bulletin boards.

Required Postings on Official Bulletin Boards			
✓	Posting Requirement	Agency/Contact	Phone Number
	Poster explaining the Fair Labor Standards Act (Federal Minimum Wage revised July 2016) (2 pgs English and Spanish)	U.S. Department of Labor	(866) 487-9243
	Federal poster titled “Know Your Rights: Workplace Discrimination is Illegal” replaced “EEO is the Law” and Supplement (dated 10/20/2022)	EEO Commission Literature Department, San Antonio	(800) 669-3362
	Federal poster titled “EEO is the Law Supplement” (dated 11/2009)		
	Poster explaining Your Rights Under USERRA (The Uniformed Services Employment and Reemployment Rights Acts) (dated 5/2022)	U.S. Department of Labor, Veterans Employment and Training Services (VETS)	(866) 487-2365
	Notice to Employees on the Texas Hazard Communication Act (2 pgs. in English and Spanish) (dated 5/2022)	Texas Department of Health-Division of Occupational Health	(512) 834-6600
	Know the Rules on Political Activity (dated 2/2018)	U.S. Office of the Special Counsel	(800) 854-2824
	Equal Employment Opportunity: Discrimination, Harassment, and Retaliation flyer	HRD Ethics and Employee Conduct Section	(512) 416-2487
	Employee Rights and Responsibilities Under the Family and Medical Leave Act (2 pgs. in English and Spanish) (2/2013)	HR Central Operations U.S. Department of Labor	(512) 486-5363 (866) 487-9243
	TWCC Notice 9 – Texas Workers’ Compensation Notice Regarding Certain Work-Related Communicable Diseases and Eligibility for Workers’ Compensation Benefits. (2 pgs. in English and Spanish) (12/2015)	Occupational Safety Division	(512) 416-3405
	Texas Workforce Commission, Civil Rights Division-The Law in Texas (May be copied)	Texas Workforce Commission, Civil Rights Division	(512) 437-3450
	Poster on Texas Whistle Act (7/2012)	Texas Attorney General Research & Legal Support	(512) 475-4413
	Department’s EEO Policy (2/2022)	Office of Civil Rights Investigations	(512) 416-4777
	Homeland Security Reporting Procedures (8/2011)	Maintenance Division	(512) 465-3050
	Drug-Free Workplace	HRD Ethics and Employee Conduct	(512) 486-5370
	Public Information Act (dated 8/2019)	Office of Attorney General	(512) 475-2497
	Employer’s Notice of the Ombudsman Program to Employees (2 pgs. in English and Spanish)	Office of Injured Employee Counsel	(866) 393-6432
	Notices on Employee Assistance Program	HRD Wellness Program	(512) 486-5340
	Job Safety and Health (OSHA) (revised 2019)	Texas Workforce (TWC)	(512) 463-2642
	Child Labor Laws (9/2022)	Texas Workforce (TWC)	(512) 463-2642
	NOTICE Employee Polygraph Protection Act (7/2016)	U.S. Department of Labor	(866) 487-9243
	EMPLOYEE RIGHTS (FOR WORKERS WITH DISABILITIES PAID AT SPECIAL MINIMUM WAGES) (1/2018)	U.S. Department of Labor	(866) 487-9243
	Notice of participation in E-Verify program (2 pgs. in English and Spanish)	U.S. Department of Homeland Security	(888) 897-7781
	If You Have the Right to Work, Don’t Let Anyone Take It Away (2 pgs. in English and Spanish)	U.S. Department of Justice	(800) 255-7688