

STATE AND FEDERAL EMPLOYER NOTICE REQUIREMENTS

This overview includes only employment notices that are required to be given and/or mailed to employees; it does not include all tax, worker's comp, or CalOSHA forms required after a qualifying event

STATE NOTICES	NOTICE COVERS	NOTICE MUST BE PROVIDED TO	NOTICE TIMEFRAME
DIVISION OF WORKER'S COMPENSATION (DWC) – A division of the Department of Industrial Relations			
<ul style="list-style-type: none"> • Facts about Worker's Compensation 	<ul style="list-style-type: none"> • Enrollment guidelines for WC • Applies to all employers 	<ul style="list-style-type: none"> • New hires • Employees who become ill or injured due to a work related illness or injury 	<ul style="list-style-type: none"> • At time of hire • At time of qualifying event or by the end of first pay period
<ul style="list-style-type: none"> • Facts For Injured Workers 	<ul style="list-style-type: none"> • Rights for injured workers under WC Law and under the ADA* • Applies to all employers 	<ul style="list-style-type: none"> • Employees who become ill or injured due to a work related cause resulting in lost time 	<ul style="list-style-type: none"> • Within 1 day of notice of injury or illness resulting in lost time
<ul style="list-style-type: none"> • Workplace Crime Notice 	<ul style="list-style-type: none"> • Rights for victims of crime in the workplace under WC • Applies to all employers 	<ul style="list-style-type: none"> • Employees who are injured as a result of crime in the workplace resulting in lost time 	<ul style="list-style-type: none"> • Within 1 day of notice of injury or illness resulting in lost time
<ul style="list-style-type: none"> • First Report of Injury – Employee Claim Form • Form DWC-1 	<ul style="list-style-type: none"> • Employee report of injury or illness • Applies to all employers 	<ul style="list-style-type: none"> • Employees who become ill or injured due to a work related cause 	<ul style="list-style-type: none"> • Within 1 day of notice of injury or illness with lost time
<ul style="list-style-type: none"> • Personal Physician or Chiropractor Designation Notice and Form 	<ul style="list-style-type: none"> • Employees right to pre-designate personal practitioners • Applies to all employers 	<ul style="list-style-type: none"> • New hires • Current employees 	<ul style="list-style-type: none"> • Prior to the end of the first pay period • Upon request from employee
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING (DFEH) – A division of the Department of Industrial Relations			
<ul style="list-style-type: none"> • Pregnancy Disability Leave (PDL) • 2004 • Form DFEH-186 	<ul style="list-style-type: none"> • Employee rights under PDL • Applies to employers with 5+ employees 	<ul style="list-style-type: none"> • New hires • Current employees 	<ul style="list-style-type: none"> • At time of hire • Must be made available in handbook
<ul style="list-style-type: none"> • CA Family Rights Act (CFRA) • 1995 • DFEH-188 	<ul style="list-style-type: none"> • Employee rights under CRFA • Family Temporary Disability Insurance • Applies to employers 50+ employees and state employers 	<ul style="list-style-type: none"> • New hires • Employees leaving work for the care of self or seriously ill spouse, parent, child, domestic partner 	<ul style="list-style-type: none"> • At time of hire • At time of qualifying event • Must be included in handbook
<ul style="list-style-type: none"> • Discrimination Is Against the Law • Form DFEH-151 	<ul style="list-style-type: none"> • Protection rights against discrimination in the workplace • Applies to all employers 	<ul style="list-style-type: none"> • New hires • Current employees 	<ul style="list-style-type: none"> • At time of hire • Must be made available after initial distribution
<ul style="list-style-type: none"> • Pregnancy Discrimination • DFEH-186 	<ul style="list-style-type: none"> • Protection rights against pregnancy discrimination in the workplace • Applies to employers with 5 or more employees, or 1 employee in harassment complaints 	<ul style="list-style-type: none"> • New hires • Employees who become disabled due to pregnancy 	<ul style="list-style-type: none"> • At time of hire • Must be included in the employee handbook upon creation or update
<ul style="list-style-type: none"> • Sexual Harassment • Form DFEH-185 or equivalent 	<ul style="list-style-type: none"> • Protection rights against sexual harassment in the workplace • Applies to all employers 	<ul style="list-style-type: none"> • New Hires • Current employees 	<ul style="list-style-type: none"> • At time of hire • Must be made available after initial distribution
<ul style="list-style-type: none"> • CA Consolidated Omnibus Reconciliation Act (Cal-COBRA) • 1997 • 2003 – AB1401 (Cal-COBRA extension) 	<ul style="list-style-type: none"> • Employee and dependent rights to continue health coverage for up to 29 months under qualifying events • Applies to employers with 2 to 19 employees 	<ul style="list-style-type: none"> • Active or terminated employees or dependents who are eligible under qualifying events 	<ul style="list-style-type: none"> • Right to Elect Coverage Notice must be provided within 30 days of notice of qualifying event
DEPARTMENT OF PERSONNEL ADMINISTRATION – A division of the Department of Industrial Relations			
<ul style="list-style-type: none"> • Pregnancy Disability Law 	<ul style="list-style-type: none"> • Provisions under the Pregnancy Disability Law • Employers with 5 or more employees; employment agencies, labor organizations, state licensing boards, state and local governments 	<ul style="list-style-type: none"> • New hires • Employees who become disabled due to pregnancy 	<ul style="list-style-type: none"> • At time of hire • At time of qualifying event
EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) – A division of the Department of Industrial Relations			
<ul style="list-style-type: none"> • Unemployment Insurance (UI) • 1935 • Form DE2320 	<ul style="list-style-type: none"> • Enrollment guidelines for UI • Applies to employers with 1 or more employees who pay wages in excess of \$100 per calendar quarter and domestic workers earning over \$1,000 in cash wages per calendar year 	<ul style="list-style-type: none"> • Employees laid off, discharged or placed on leave • Employees changed to Independent Contractor status 	<ul style="list-style-type: none"> • At time of qualifying event

STATE AND FEDERAL EMPLOYER NOTICE REQUIREMENTS

This overview includes only employment notices that are required to be given and/or mailed to employees; it does not include all tax, worker's comp, or CalOSHA forms required after a qualifying event

STATE NOTICES	NOTICE COVERS	NOTICE MUST BE PROVIDED TO	NOTICE TIMEFRAME
EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) – A division of the Department of Industrial Relations			
<ul style="list-style-type: none"> ▸ Disability Insurance (DI) ▸ aka: SDI ▸ 1946 ▸ Form DE2515 	<ul style="list-style-type: none"> ▸ Enrollment guidelines for DI ▸ Applies to employers who pay wages in excess of \$100 per calendar quarter 	<ul style="list-style-type: none"> ▸ New hires ▸ Employees who become disabled due to pregnancy or non-work related injury or illness 	<ul style="list-style-type: none"> ▸ Within 5 days of hire date ▸ Within 10 days - pregnancy, or non-work related injury or illness
<ul style="list-style-type: none"> ▸ Paid Family Leave (PFL) ▸ 2004 ▸ Form DE2511 	<ul style="list-style-type: none"> ▸ Enrollment guidelines for PFL ▸ Applies to all CA employers 	<ul style="list-style-type: none"> ▸ New hires ▸ Employees leaving work to bond with a newborn, adopted or foster child or care for ill spouse, parent, child, or domestic partner 	<ul style="list-style-type: none"> ▸ At time of hire ▸ At time of qualifying event
FEDERAL NOTICES			
NOTICE COVERS			
NOTICE MUST BE PROVIDED TO			
NOTICE TIMEFRAME			
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) – A division of the Department of Labor			
<ul style="list-style-type: none"> ▸ Pregnancy Disability Law 	<ul style="list-style-type: none"> ▸ Provisions under the Pregnancy Disability Law ▸ Employers with 15 or more employees; employment agencies, apprenticeship or training programs, labor organizations 	<ul style="list-style-type: none"> ▸ New hires ▸ Employees who become disabled due to pregnancy 	<ul style="list-style-type: none"> ▸ At time of hire ▸ At time of qualifying event
EMPLOYEE BENEFITS SECURITY ADMINISTRATION – A division of the Department of Labor			
<ul style="list-style-type: none"> ▸ Consolidated Omnibus Reconciliation Act (COBRA) ▸ 1985 	<ul style="list-style-type: none"> ▸ Employee and dependent rights to continue health coverage after for up to 36 months under qualifying events ▸ Applies to employers with 20 or more employees 	<ul style="list-style-type: none"> ▸ New hires ▸ Active or terminated employees or dependents who are eligible under qualifying events 	<ul style="list-style-type: none"> ▸ General COBRA notice must be provided to employee and dependents within 90 days of health coverage eligibility date ▸ Notice may be incorporated into health plan Summary Plan Description (SPD) ▸ Right to Elect Coverage Notice must be provided within 14 days of notice of qualifying event or 44 days if employer is the plan administrator ▸ Unavailability Notice must be provided to employee or dependents within 14 days of notice of event or 44 days if employer is the plan administrator when not eligible for COBRA ▸ Termination Notice must be provided to employee or dependent as soon as possible after determination that COBRA will end
<ul style="list-style-type: none"> ▸ Omnibus Reconciliation Act (OBRA) ▸ 1986 	<ul style="list-style-type: none"> ▸ Enrollment guidelines for disabled employees to continue health coverage after COBRA ends 	<ul style="list-style-type: none"> ▸ Employees who are considered disabled by under the Social Security Disability Program 	<ul style="list-style-type: none"> ▸ At time of qualifying event
VETERANS AND EMPLOYMENT TRAINING SERVICES – A division of the Department of Labor			
<ul style="list-style-type: none"> ▸ Uniformed Services Employment and Reemployment Act (USERRA) 	<ul style="list-style-type: none"> ▸ Provisions under USERRA ▸ Applies to employers covered under non-discrimination and EEO laws 	<ul style="list-style-type: none"> ▸ Employees entitled to rights and benefits under USERRA 	<ul style="list-style-type: none"> ▸ At time of qualifying event

STATE AND FEDERAL EMPLOYER POSTING REQUIREMENTS

This overview includes only employment postings that are required to be posted in the workplace; it does not include all tax, worker's comp, or CalOSHA required postings

STATE POSTINGS	COVERS	POSTING LOCATION	TIMEFRAME
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (DOSH) – A division of the Department of Industrial Relations			
<ul style="list-style-type: none"> ➤ Access To Medical and Exposure Records 	<ul style="list-style-type: none"> ➤ Rights for employees working with Hazardous or Toxic Materials ➤ Applies to all employers 	<ul style="list-style-type: none"> ➤ Area frequented by employees where it may be easily read during the work day ➤ Employer may distribute notice to each employee 	<ul style="list-style-type: none"> ➤ Must be available/posted at all times
<ul style="list-style-type: none"> ➤ Emergency Contact Numbers 	<ul style="list-style-type: none"> ➤ Contact numbers for: <ul style="list-style-type: none"> ➤ Industrial Health Provider(s) ➤ Fire, Ambulance, Hospital ➤ 911, local police, CalOSHA ➤ Applies to all employers 	<ul style="list-style-type: none"> ➤ Area frequented by employees where it may be easily read during the work day 	<ul style="list-style-type: none"> ➤ Must be posted at all times
<ul style="list-style-type: none"> Forms: <ul style="list-style-type: none"> ➤ 300 - recordable injuries ➤ 301 - incident details ➤ 300A - annual summary ➤ Health and Safety 	<ul style="list-style-type: none"> ➤ Summary of workplace illnesses and injuries ➤ Applies to employers with 11+ employees in the previous year 	<ul style="list-style-type: none"> ➤ 300A must be posted in area frequented by employees where it may be easily read during the work day 	<ul style="list-style-type: none"> ➤ 300A must be posted from February 1st to April 30th of the following year covered by the form
<ul style="list-style-type: none"> ➤ No Smoking Signage 	<ul style="list-style-type: none"> ➤ Workplace safety rules and regulations ➤ Applies to all employers 	<ul style="list-style-type: none"> ➤ Area frequented by employees where it may be easily read during the work day 	<ul style="list-style-type: none"> ➤ Must be posted at all times
<ul style="list-style-type: none"> ➤ No Smoking Signage 	<ul style="list-style-type: none"> ➤ Areas where smoking is allowed and not allowed ➤ Applies to employers with 6+ full-time or part-time employees ➤ Directions for employers with 5 or less employees 	<ul style="list-style-type: none"> ➤ At each entrance to the building or structure ➤ NOTE: State law may not be less stringent than federal law under the EPA* 	<ul style="list-style-type: none"> ➤ Must be posted at all times
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING (DFEH) – A division of the Department of Industrial Relations			
<ul style="list-style-type: none"> ➤ CA Family Rights Act (CFRA) ➤ Notice B 	<ul style="list-style-type: none"> ➤ Rights under CA Family Rights Act (CFRA) ➤ Applies to all employers 	<ul style="list-style-type: none"> ➤ Area frequented by employees where it may be easily read during the work day 	<ul style="list-style-type: none"> ➤ Must be posted at all times ➤ Must be included in handbook
<ul style="list-style-type: none"> ➤ Discrimination Is Against the Law 	<ul style="list-style-type: none"> ➤ Protection rights against discrimination in the workplace ➤ Applies to all employers 	<ul style="list-style-type: none"> ➤ Posted in hiring offices, on employee bulletin boards, and other places employees gather 	<ul style="list-style-type: none"> ➤ Must be posted at all times
<ul style="list-style-type: none"> ➤ Pregnancy Disability Leave (PDL) ➤ Notice A 	<ul style="list-style-type: none"> ➤ Provisions under pregnancy leave ➤ Employers w/5+ employees 	<ul style="list-style-type: none"> ➤ Posted in places employees tend to gather 	<ul style="list-style-type: none"> ➤ Must be posted at all times
<ul style="list-style-type: none"> ➤ Harassment 	<ul style="list-style-type: none"> ➤ Protection rights against harassment in the workplace ➤ Applies to all employers 	<ul style="list-style-type: none"> ➤ Area frequented by employees where it may be easily read during the work day 	<ul style="list-style-type: none"> ➤ Must be posted at all times
DIVISION OF LABOR STANDARD ENFORCEMENT (DLSE) – A division of the Department of Industrial Relations			
<ul style="list-style-type: none"> ➤ Farm Labor Contractor Statement of Pay Rate ➤ DLSE poster 445 	<ul style="list-style-type: none"> ➤ Applies to farm labor contractors licensed by the DLSE 	<ul style="list-style-type: none"> ➤ Displayed in work area and on all vehicles used to transport employees by licensee 	<ul style="list-style-type: none"> ➤ Must be posted at all times
<ul style="list-style-type: none"> ➤ Whistleblower Protection 	<ul style="list-style-type: none"> ➤ Employee rights under whistleblower laws ➤ Applies to all employers 	<ul style="list-style-type: none"> ➤ Area frequented by employees where it may be easily read during the work day 	<ul style="list-style-type: none"> ➤ 12" high by 10" wide poster must be posted at all times
DIVISION OF WORKER'S COMPENSATION (DWC) – A division of the Department of Industrial Relations			
<ul style="list-style-type: none"> ➤ Injuries Caused By Work ➤ DWC-7 	<ul style="list-style-type: none"> ➤ Employee Rights under WC ➤ Applies to all employers 	<ul style="list-style-type: none"> ➤ Area frequented by employees where it may be easily read during the work day 	<ul style="list-style-type: none"> ➤ Must be posted at all times
<ul style="list-style-type: none"> ➤ Notice of Worker's Compensation Carrier and Coverage 	<ul style="list-style-type: none"> ➤ Name of carrier ➤ Distinguishes self-insured plan ➤ Applies to all employers 	<ul style="list-style-type: none"> ➤ Displayed in lettering larger than 14 type 	<ul style="list-style-type: none"> ➤ Must be posted at all times ➤ NOTE: Notice may be obtained by insurance carrier
INDUSTRIAL WELFARE COMMISSION (IWC) – A division of the Department of Industrial Relations			
<ul style="list-style-type: none"> ➤ Payday Notice 	<ul style="list-style-type: none"> ➤ Regular payday(s) date, time, and location ➤ Applies to all employers 	<ul style="list-style-type: none"> ➤ Area frequented by employees where it may be easily read during the work day 	<ul style="list-style-type: none"> ➤ Must be posted at all times
<ul style="list-style-type: none"> ➤ Wage Orders 	<ul style="list-style-type: none"> ➤ Regulations for wage, hour and working conditions ➤ Minimum wage included ➤ Applies to all employers 	<ul style="list-style-type: none"> ➤ Area frequented by employees where it may be easily read during the work day 	<ul style="list-style-type: none"> ➤ Must be posted at all times
<ul style="list-style-type: none"> ➤ Prevailing Wage Rate Determinations 	<ul style="list-style-type: none"> ➤ Prevailing Wage guidelines ➤ Applies to all public works awarding bodies and contractors 	<ul style="list-style-type: none"> ➤ Posted at every job site 	<ul style="list-style-type: none"> ➤ Must be posted at all times