



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Mandatory Posting of Regulatory Notices

NUMBER: BUL-4991.6

ISSUER: Janice Sawyer, Chief Risk Officer
Division of Risk Management and Insurance Services

ROUTING

School Site Admin
Local District Admin
Central Office Admin
All Locations

DATE: September 16, 2016

PURPOSE: The purpose of this Bulletin is to set forth the policy and procedures for posting required State and Federal notices regarding employee rights.

MAJOR CHANGES: This Bulletin replaces 4991.5 of the same title, dated May 12, 2016.

California employers are required to replace mandatory workplace notices when the content of a notice changes.

The United States Department of Labor (DOL) has revised two workplace notices:

1. Employee Rights Under the Fair Labor Standards Act
 - a. Added a section which advises that nursing mothers, who are subject to the overtime requirements of FLSA, are provided with reasonable break time to express breast milk, and a place to do so that is shielded from view and free from intrusion by coworkers or the public. Public restrooms are prohibited;
 - b. Revised enforcement provisions explaining additional penalties for violations of the law; and,
 - c. Addressed misclassification of workers as “independent contractors” when they should be considered “employees” under the law.
2. Employee Polygraph Protection Act
 - a. Contains a new QR code (two-dimensional barcode)
 - b. Contains new contact information

Due to the frequency of updates and revisions to employment notices issued by regulatory agencies, District printing and distribution of the “Mandatory Employment Notices 1-3” (mega-posters) has been discontinued. “Mandatory Employment Notices 1-3”, which contained 19 individual notices, have been compiled into seven (7) legal-sized (8.5 x 14) posters that each site must



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download, print and post. There are a total of ten (10) documents that must be posted; the seven (7) newly compiled notices (Attachment A) and the three (3) notices (Attachments B, C and D) that were previously posted.

GUIDELINES: The law requires that all mandatory State and Federal employment notices/posters are placed in highly-visible areas that are frequented by employees, and may be easily read during the workday.

Federal law requires that worksites with workforces comprised of a significant portion of employees who cannot read English, but are able to read a particular foreign language, must post available versions of these notices/posters in said language. To help ensure compliance, the State of California has mandatory posters in foreign languages available on the Department of Industrial Relations website at <http://www.dir.ca.gov>.

The document, “Mandatory Posting of Regulatory Notices Relating to Federal and State Employment Laws” lists all mandatory notices/posters and the issuing State and Federal agencies, as well as provides a link to the notice and webpage of the issuing agency. This document is available on the Integrated Disability Management (IDM) website located at <http://achieve.lausd.net/idm>.

The notices/posters below must be posted at all times to maintain compliance with State and Federal statutes, and District policy. Please take down old notices/posters prior to posting new ones.

1. “Mandatory Employment Notices 1-7” (revised August 2016), are included as Attachment A in this Bulletin. You must enter the following information on the “Emergency (Cal/Osha S-500)” form on Notice 1:

In the spaces following “Hospital” and “Physician”, print the name and telephone number of the closest clinic from the Medical Provider Network Referral Panel list of clinics, which are approved for the treatment of Workers’ Compensation injuries/illnesses. The referral panel can be accessed on the Integrated Disability Management (IDM) website at <http://achieve.lausd.net/idm> by clicking on “Resources/Forms”, then “Workers’ Compensation” and “LAUSD MPN Referral Panel”.

In the space following “Alternate”, print the name and telephone number of another clinic near the work site from the Medical Provider Network Referral Panel.

2. “Notice to Employees - Injuries Caused by Work” (DWC 7, revised February 1, 2016) are included as Attachments B & C in this Bulletin. The State requires that both English and Spanish versions are posted. Additional copies



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are available on the Integrated Disability Management (IDM) website at:
<http://achieve.lausd.net/idm>.

You must enter the “Information and Assistance Officer” in the space provided on the Notice by selecting the location nearest your worksite from the list below:

- a. Long Beach 300 Oceangate Drive #200 562-590-5240
 - b. Los Angeles 320 W. 4th Street, 9th Fl 213-576-7389
 - c. Marina del Rey 4720 Lincoln Blvd., 2nd Fl 310-482-3820
 - d. Van Nuys 6150 Van Nuys Blvd., #105 818-901-5367
3. “Professional, Technical, Clerical, Mechanical and Similar Occupations”, State of California-Industrial Welfare Commission Order 4-2001 (Revised July 2014) is included as Attachment D in this Bulletin. Additional copies are available at the Department of Industrial Relations website at <https://www.dir.ca.gov/IWC/IWCArticle4.pdf>.

AUTHORITY: This is a policy of the Los Angeles Unified School District.

**RELATED
RESOURCES:**

California Department of Industrial Relations, Workplace Postings,
<http://www.dir.ca.gov/wpnodb.html>.

Family and Medical Leave Act/California Family Rights Act Policy,
BUL-1205.3, October 05, 2015, Office of the General Counsel.

Workers’ Compensation Procedures, REF-1279.2, January 19, 2016, Division
of Risk Management and Insurance Services.

ASSISTANCE: For assistance or further information, please contact the Division of Risk Management and Insurance Services, Integrated Disability Management Branch by email at absencemanagement@lausd.net or call (213) 241-3138.

ATTACHMENTS: Attachment A – Mandatory Employment Notices 1 - 7. Additional copies are available on the Integrated Disability Management (IDM) website at:
<http://achieve.lausd.net/idm>.

Attachment B – Notice to Employees – Injuries Caused By Work
(DWC 7, 2/1/2016) – English

Attachment C – Notice to Employees – Injuries Caused By Work
(DWC 7, 2/1/2016) – Spanish

Attachment D - “Professional, Technical, Clerical, Mechanical and Similar Occupations”, State of California-Industrial Welfare Commission Order 4-2001 (Revised July 2014)