

The Bulletin Board

The Prime Contractor must erect a bulletin board **on the construction site** for posting the notices required by the Federal and State laws.

Location:

- The bulletin board must be ***located in a conspicuous place*** and ***be available at all times*** to employees and applicants for employment;
- Do not post documents inside company trailers that are closed during non-work hours. You can, however, mount the bulletin board to the trailer siding as long as it is accessible; and
- The bulletin board may be erected behind chain fencing that may deter theft and vandalism, but must remain accessible for reading.

Construction and Maintenance of the Construction Site Bulletin Board:

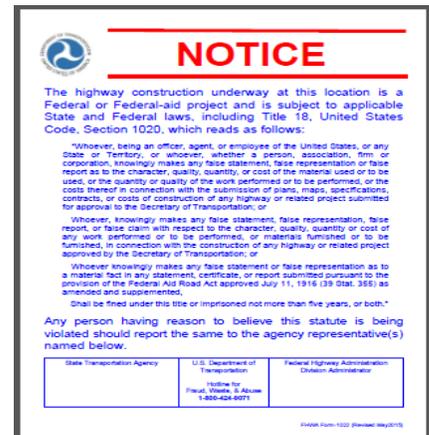
- The bulletin board should be constructed so that the posters are weatherproofed as much as possible;
- If the posters are vandalized, replace them; and
- When posters fade, replace them. Colors are especially susceptible to fading. These posters may need to be changed often during the Project's construction.
- Unreadable posters, in their entirety, are not in compliance.
- **Spanish versions of posters are encouraged but are not required.**

REQUIRED POSTERS:

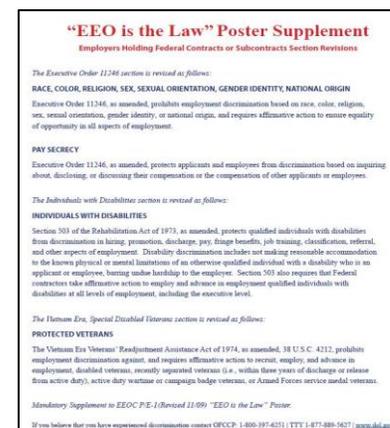
FEDERAL POSTERS

****FEDERAL POSTERS available at: www.fhwa.dot.gov/programadmin/contracts/poster.cfm & <http://www.dol.gov/compliance/topics/posters.htm>****

1. **Notice - Federal Aid Projects - Fraud Notice.** (Form FHWA 1022) Required by 18 C.F.R. 1020 AND 23 C.F.R. 635.119. Points out the consequences of impropriety on the part of any Contractor or Department employee working on Projects. The notice must have the information completed and/or stamped in the boxes. Ask the Area KDOT Construction Office for the information to type in the boxes. Additional copies available on FHWA website.



- 2a. **Equal Opportunity is the Law Poster.** (Form EEOC-P/E-1). Spanish version available. Required by 41 C.F.R. 60-1.4(b)(1). Points out that Title VII of the Civil Rights Act of 1964 and Executive Order 11246 prohibit discrimination. Available at USDOL website in English, Spanish, and Chinese, by telephone at 1-866-487-2365, or by email at OFCCP-Public@dol.gov.
- b. **Equal Opportunity is the Law Poster Supplement.** (Form Supplement to EEOC PE/E-1). Spanish version available. Mandatory supplement to "EEO is the Law" Poster.



3. **Contractor's EEO Policy Statement and Letter Appointing the company's EEO Officer for the Project.** Required by 41 C.F.R 60-741.44. The Contractor must post the EEO Policy Statement. Additionally, the EEO Policy should be filed annually with KDOT, Office Contract Compliance, Eisenhower State Office Building, Topeka, KS 66612. The Policy, at the minimum, will include all of the following:



- * The statement that it is company policy not to discriminate against any applicant for employment, or any employee because of race, color, religion, national origin, disability, age, sex, or veteran status. That the company will take Affirmative Action to insure that the Policy is implemented;
- * A statement that all applicants and employees will continue to be compensated, trained, advanced, demoted, terminated, hired, and transferred solely on the basis of the individual's merit;
- * The statement of encouraging minorities and women, special disabled veterans, veterans of the Vietnam Era and qualified disabled persons to make application for employment or to apply for training in an approved On-the-Job Training or Apprenticeship Program. And, that it is the Policy of the company to satisfy special accommodations for qualified disabled individuals;
- * A statement pertaining to a working environment free of harassment, intimidation, and coercion at all job-sites;
- The statement that it is company policy that all job-sites and facilities, including company activities are non-segregated, except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes;
- The name, address and telephone number of their EEO Officer;
- The document must be printed on company letterhead;
- The company's President must sign the document; and
- The Policy must be reviewed and dated for the current year.

- 4a. **Your Rights - Federal Minimum Wage (Form WH 1088)** Spanish version available and **Notice to Employees (Form WH 1313)** and **Notice to All Employees (Form WH 1321) Posters.** *Davis-Bacon wage rate poster required by 29 C.F.R. 5.5(a)(1).* Form WH 1088 - **Required** on Projects where Davis-Bacon wage rates are not established. Available at USDOL online or by telephone at 1-866-487-9243.
- b. **Actual wage rates are required by WH 1321.**

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT
THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

FEDERAL MINIMUM WAGE
\$7.25 PER HOUR
BEGINNING JULY 24, 2009

OVERTIME PAY
An employee must be paid at least 1 1/2 times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR
An employer must not employ a child under 18 years of age or allow a child under the age of 18 to perform hazardous work.

TIP CREDIT
An employer may not deduct more than \$5.12 per hour from the minimum wage to cover tips.

ENFORCEMENT
The Department of Labor may receive back wages after administration or through private suits or through state labor agencies.

ADDITIONAL INFORMATION
Contact, investigation and enforcement are provided through the minimum wage office.

1-866-4-USWAGE **WWW.WAGEHOUR.DOL.GOV**

EMPLOYEE RIGHTS UNDER THE DAVIS-BACON ACT
FOR LABORERS AND MECHANICS
EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

PREVAILING RATES
You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this Notice for the work you perform.

OVERTIME
You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions.

ENFORCEMENT
Contract payments can be withheld to ensure workers receive wages and overtime pay due. Use Resolution through this apply if contract payments are not met. Davis-Bacon contract allows oral testimony and settlement of contract before final federal contract for up to three years. A contractor who fails to file certified payroll records or submit wage schedules may be subject to civil or criminal prosecution, fines and/or imprisonment.

APPRENTICES
Apprentices receive wages in accordance with rates registered under approved Federal or State apprenticeship programs.

PROPER PAY
If you do not receive proper pay, or require further information on the applicable rates, contact the Contracting Officer listed below.

or contact the U.S. Department of Labor's Wage and Hour Division.

For additional information:
1-866-4-USWAGE **WWW.WAGEHOUR.DOL.GOV**
(1-866-487-9243) TTY: 1-877-889-5627

EMPLOYEE RIGHTS ON GOVERNMENT CONTRACTS
THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

MINIMUM WAGES
Your rate must be no less than the Federal minimum wage established by the Fair Labor Standards Act (FLSA).

FRINGE BENEFITS
SCA wage determinations may require fringe benefit payments for a cash equivalent. FLSA contracts do not require fringe benefits.

OVERTIME PAY
You must be paid 1 1/2 times your basic rate of pay for all hours worked over 40 in a week. There are some exceptions.

CHILD LABOR
No person under 18 years of age may be employed on a FLSA contract.

SAFETY & HEALTH
Work must be performed under conditions that are sanitary and not hazardous or dangerous to employees' health and safety.

ENFORCEMENT
Specific DOL agencies are responsible for the administration of these laws. To file a complaint or obtain information for Contract the Wage and Hour Division by calling its toll free help line at 1-866-4-USWAGE (1-866-487-9243), or visit its Web site at www.wagehour.dol.gov.

Contact the Occupational Safety and Health Administration (OSHA) by calling 1-800-321-OSHA (1-800-321-6742), or visit its Web site at www.osha.gov.

For additional information:
1-866-4-USWAGE **WWW.WAGEHOUR.DOL.GOV**
(1-866-487-9243) TTY: 1-877-889-5627

5. **Safe Workplace Poster. (OSHA Form 3165); Spanish Version (Form 3167).** *Required by 29 C.F.R. 1903.2(a)(1).* The Contractor is required under the provisions of OSHA to post this poster in a conspicuous place. Available online at USDOL or by telephone at 1-800-321-6742.

Job Safety and Health IT'S THE LAW

All workers have the right to:

- A safe workplace.
- Receive a copy of a health and safety manual.
- Receive training and information.
- Participate in safety and health programs.
- File a complaint with OSHA.

Employers must:

- Provide employees a workplace that is free from recognized hazards.
- Comply with all applicable OSHA standards.
- Provide employees with training and information.
- Provide employees with a copy of the OSHA standards that apply to their workplace.

FREE ASSISTANCE to identify and correct workplace hazards, without cost or penalty through OSHA-approved consultation programs in every state.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

Seguridad y Salud en el Trabajo ¡ES LA LEY!

Los trabajadores tienen el derecho a:

- Un lugar de trabajo seguro.
- Recibir una copia de un manual de salud y seguridad.
- Recibir capacitación e información.
- Participar en programas de seguridad y salud.
- Presentar una queja a OSHA.

Los empleadores deben:

- Proveer a los trabajadores un lugar de trabajo libre de peligros reconocidos.
- Completar y cumplir con todas las normas aplicables de OSHA.
- Proveer a los trabajadores capacitación e información.
- Proveer a los trabajadores una copia de las normas aplicables de OSHA.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov/espanol

6. **Polygraph Notice. (Form WH 1462) Spanish Version (Form 1462 Sp.);** If employer is engaged in interstate commerce. Required by 29 C.F.R. 801.6. Available online at USDOL or by telephone at 1-866-487-9243.

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT
THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests on their present or future employees.

PROHIBITIONS
An employer may not use a lie detector test on an employee or require an employee to take a lie detector test as a condition of employment.

EXCEPTIONS
The Act does not prohibit the use of lie detector tests on:

- Employees in the security industry.
- Employees in the transportation industry.
- Employees in the financial industry.
- Employees in the insurance industry.
- Employees in the gambling industry.
- Employees in the alcohol and drug testing industry.
- Employees in the pharmaceutical industry.
- Employees in the food and drug administration industry.
- Employees in the health care industry.
- Employees in the law enforcement industry.
- Employees in the military industry.
- Employees in the intelligence industry.
- Employees in the nuclear energy industry.
- Employees in the space industry.
- Employees in the telecommunications industry.
- Employees in the utility industry.
- Employees in the waste management industry.
- Employees in the water supply industry.
- Employees in the energy industry.
- Employees in the information technology industry.
- Employees in the media industry.
- Employees in the entertainment industry.
- Employees in the advertising industry.
- Employees in the public relations industry.
- Employees in the consulting industry.
- Employees in the engineering industry.
- Employees in the architecture industry.
- Employees in the design industry.
- Employees in the construction industry.
- Employees in the manufacturing industry.
- Employees in the retail industry.
- Employees in the food service industry.
- Employees in the health care industry.
- Employees in the education industry.
- Employees in the social services industry.
- Employees in the non-profit industry.
- Employees in the government industry.

1-866-4-USWAGE **WWW.WAGEHOUR.DOL.GOV**

DERECHOS DEL EMPLEADO LEY PARA LA PROTECCIÓN DEL EMPLEADO CONTRA LA PRUEBA DEL POLÍGRAFO
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La Ley Para la Protección del Empleado contra la Prueba del Polígrafo prohíbe a la mayoría de los empleadores privados el uso de pruebas de polígrafo en sus empleados.

PROHIBICIONES
Un empleador no puede usar una prueba de polígrafo en un empleado o requerir que un empleado tome una prueba de polígrafo como condición de empleo.

EXCEPCIONES
La Ley no prohíbe el uso de pruebas de polígrafo en:

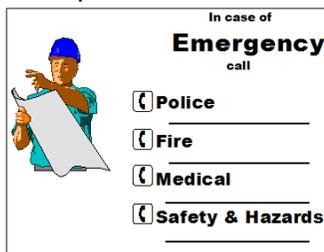
- Empleados en la industria de seguridad.
- Empleados en la industria de transporte.
- Empleados en la industria financiera.
- Empleados en la industria de seguros.
- Empleados en la industria de juego de azar.
- Empleados en la industria de pruebas de alcohol y drogas.
- Empleados en la industria farmacéutica.
- Empleados en la industria de alimentos y medicamentos.
- Empleados en la industria de salud.
- Empleados en la industria de la ley y el orden.
- Empleados en la industria de la energía nuclear.
- Empleados en la industria espacial.
- Empleados en la industria de telecomunicaciones.
- Empleados en la industria de servicios públicos.
- Empleados en la industria de energía.
- Empleados en la industria de tecnología de la información.
- Empleados en la industria de medios.
- Empleados en la industria de entretenimiento.
- Empleados en la industria de relaciones públicas.
- Empleados en la industria de consultoría.
- Empleados en la industria de ingeniería.
- Empleados en la industria de arquitectura.
- Empleados en la industria de diseño.
- Empleados en la industria de construcción.
- Empleados en la industria manufacturera.
- Empleados en la industria minorista.
- Empleados en la industria de servicios de alimentos.
- Empleados en la industria de atención médica.
- Empleados en la industria educativa.
- Empleados en la industria de servicios sociales.
- Empleados en la industria sin fines de lucro.
- Empleados en el gobierno.

1-866-4-USWAGE **WWW.WAGEHOUR.DOL.GOV**

7. **Your Rights Under the Family and Medical Leave Act of 1993. (Form WH 1420)**
Spanish version (Form WH-1420 sp.); Required by 29 C.F.R. 825.300(a). For employers of more than fifty employees. Available online at USDOL or by telephone at 1-866-487-9243.



8. **24-Hour Emergency Numbers.** Post numbers to call in the event of any emergency. The company's name and emergency number or 911 should be included to report any safety or hazard problem that occurs on the job-site. Required by 29 C.F.R. 1926.50(f).



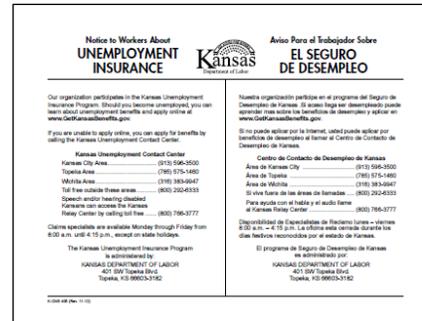
9. **Your Rights Under The Uniformed Services Employment And Reemployment Rights Act.** Protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service and prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. Available online at <http://www.dol.gov/vets/programs/userra/poster.htm>.



KANSAS POSTERS

****KANSAS POSTERS available at: <https://www.dol.ks.gov/Laws/posters.aspx>****

10. **Notice to Workers about Unemployment Insurance.** *Form K-CNS 405.* To be posted by employers covered by Kansas' Unemployment Insurance Statutes. Available online.



11. **Your Employer is Subject to the Kansas Workers Compensation Law.** *Form K-WC 40* To be posted by all Kansas Employers. Informs employees of Workers Compensation benefits and where to get help or information. The blanks at the bottom must be completed to be in compliance. Available online.



12. **Kansas Law Provides Equal Opportunity.** To be posted by all Kansas Employers. Informs employees where to report discrimination. Available online.



13. **Notice of Hours (Child Labor).** *Form K-ESLR 100.* Informs employees that a child under 18 years of age is prohibited from working in a vocation that has been declared to be dangerous or injurious to life, health, morals or welfare of a minor. Available online.

