



REQUIRED WORKPLACE POSTERS - FEDERAL AND STATE

For compliance purposes, the university is required to post notices describing Federal and State laws pertaining to the workplace. The employment posters must be prominently displayed in conspicuous locations and accessible to all employees and applicants.

Posters can be viewed online or in person at any one of the UCF public posting locations around the university. Each location has an appointed staff member who ensures the postings are current and appropriately displayed. The Office of Human Resources sends annual reminders for proper posting to ensure compliance. Failure to keep these notices up-to-date can result in substantial fines to the university.

Federal and State posting requirements are included in all-in-one posters. HR secured a discount on all orders placed at <http://www.stateandfederalposter.com> using our **Coupon Code UCF**.

Please note, for an additional cost, State & Federal Poster also offers two compliance subscriptions that provide updated posters for mid-year changes. Detailed information regarding these subscriptions can be found on the vendor's website under "Compliance Shield Plans".

Display Requirements

- Each poster must be clearly visible.
- In buildings with more than one department, a single posting in an area used by all employees (e.g. main lobby) is sufficient.
- Posters may not be bound, clipped, stacked or filed together as a set.

Examples of Conspicuous Locations

- Lobby or reception area;
- Locations where notices to employees are customarily posted;
- Locations where employees congregate;
- Lunch or break room.