Required Workplace Postings

- What to Fill In -

* Some postings require that additional information be filled in by the location.

* You will need to ensure all UC information is present, as well as local information such as phone numbers or the location of certain documents or records.

* Follow the instructions below, depending on whether you Downloaded/Printed your postings, or Purchased an all-in-one poster.

**Downloaded/Printed Postings**

The following require additional information to be filled in by the site:

- **Cal/OSHA Access to Medical and Exposure Records**
  Location of Safety Records, Safety Coordinator name, Safety Coordinator name and/or UC ANR EH&S (530) 750-1262
- **Emergency Phone Numbers List**
  Fill in the local numbers for each blank if known, or place in 911
- **Family and Medical Leave – California**
  Jodi Rosenbaum (Phone: 530-750-1315; email: ANRStaffPersonnel@ucanr.edu)
- **Pay Day Notice**
  Check the frequency of pay and enter information on frequency and weekly/monthly payday
- **Workers’ Compensation**
  For Current MPN number, website, date, and phone number, write in N/A
  Claims Administrator: Sedgwick CMS; Phone: (916) 771-2900
  Workers’ Compensation Insurer: Self Insured
  Nearest Information & Assistance Officer Location: find your nearest office at this website: https://www.dir.ca.gov/dwc/landA.html and fill in the address.

**Purchased**

If your location purchased an all-in-one CA Labor Law Poster, the following sections require additional information to be filled in:

- **Notice to Employees – Injuries Caused by Work (Bottom Left Corner)**
  For Current MPN number, website, date, and phone number, write in N/A
Claims Administrator: Sedgwick CMS; Phone: (916) 771-2900
Workers’ Compensation Insurer: Self Insured
Nearest Information & Assistance Officer Location: find the nearest office on this website: https://www.dir.ca.gov/dwc/landA.html and fill in the address.

- All Employees (Top Middle)
  - Emergency: Local police/fire/medical numbers and 911. For the Cal/OSHA number find the nearest office number which is listed at the bottom of the poster, under the heading Division of Occupational Safety and Health: District/Regional/Field offices.
  - Pay Day Notice: Check the frequency of pay and enter information on frequency and weekly/monthly payday; or post the UC information provided by payroll and list See UC Payroll Posting.

- Pregnancy Disability Leave (Middle Right Side)
  Check box PDL-5 or more Employees

- Family & Medical Leave (Middle Right Side)
  Check box CRRA – 50 or More Employees
  Contact: Jodi Rosenbaum (Phone: 530-750-1315; email: ANRStaffPersonnel@ucanr.edu)
  Check box Federal Notice – 50 or More Employees

**Purchased - Additional Postings**
If your location purchased an all-in-one CA Labor Law Poster, the following *additional postings* are required by UC and must be printed/posted. These document links are also found in the “Links to Required Postings” chart:

- **Employment Verification “E-Verify Notice”**
- **Smoke and Tobacco Free UC**
- **Whistleblowing – State**
- **Whistleblowing – UC**
- **And Justice for All – USDA** (County CE offices are required to post. Green version is the most commonly used. Blue version is for nutrition programs conducting SNAP-Ed (CalFresh). The room where the public meets for CE programs needs to have the poster displayed. Contact UC ANR Affirmative Action office for more detail (530) 750-1286.)