

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.

Purchased an All-in-One California/Federal Poster

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 CRRRA – 50 or More Employees (if a check box is provided)
Contact: Jodi Rosenbaum (Phone: 530-750-1315; email: ANRStaffPersonnel@ucanr.edu)
Check box Federal Notice – 50 or More Employees (if a check box is provided)

Individual Downloaded/Printed Postings

If you decided to download/print individual postings, the following require additional information to be filled in by the location:

- **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.

ADDITIONAL POSTINGS – required alongside purchased All-in-One posters

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 for printing/downloading:

- [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.)