

Office of Human Resources
109 Required Workplace Posters

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**Georgia Department of Human Services
Human Resources Policy #109**

Required Workplace Posters

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References: U.S. Department of Labor
Georgia Department of Administrative Services

The Department of Human Services is required by Federal and State laws, Governor's mandate, Rules of the State Personnel Board and department policies to post certain notices in areas conspicuous to employees and applicants at each work location. DHS organizational units are responsible for posting and maintaining required notices at their locations.

Section A: Required Workplace Posters

1. All the required workplace posters can be found on the Georgia Department of Administrative Services website.
2. Workplace posters required by Federal Law include:
 - a. Employee Rights Under the Fair Labor Standards Act,
 - b. Employee Rights Under the Family and Medical Leave Act,
 - c. Employee Rights Under the Uniformed Services Employment & Reemployment Rights Act (USERRA),
 - d. Equal Employment Opportunity (EEO) is the Law,
 - e. EEO is the Law Supplement Poster,
 - f. E-Verify Participation Poster, and
 - g. Right to Work Notice.
3. Workplace posters required by State Law include:
 - a. Equal Pay for Equal Work Act Notice,
 - b. Human Trafficking,
 - c. Georgia Worker's Compensation Bill of Rights for the Injured Worker,
 - d. Georgia Worker's Compensation Bill of Rights,
 - e. Georgia Worker's Compensation Fraud Notice,
 - f. Georgia Worker's Compensation Official Notice,
 - g. No Smoking Poster,

- h. Public Employee's Hazardous Chemical Protection and Right to Know,
- i. Unemployment Insurance Notice, and
- j. Unemployment Insurance is not Payable during Vacation.

Section B: Official Posting Areas

1. DHS organizational units should designate "official" posting areas (e.g. bulletin boards, wall space, etc.) that is used solely for official, work-related purposes. Postings in "official" posting areas should include required notices, program and service-related announcements, employment opportunities, and other employment-related matters.

Section C: Employee Posting Areas

1. DHS organizational units should designate "employee" posting areas (e.g., bulletin boards, wall space, etc.), if available, for professional associations and employee general interest purposes.
 - a. Items posted should be restricted in size and duration of posting.
 - b. Items should not promote a particular political, moral, religious, personal or other opinion.
 - c. Items that are obscene, vulgar, offensive or inflammatory are prohibited.
 - d. Management reserves the right not to post and the right to remove any item that contains false, misleading or inappropriate information.

Section D: Compliance

1. Staff should be assigned to monitor official and employee posting areas to ensure compliance with this policy.

For additional information or assistance, please contact your local Human Resource Office, or email DHS-Policies@dhs.ga.gov.

109 A1 Workplace Posters

This is an external link.

doas.ga.gov/human-resources-administration/workplace-posters