

### Mandatory Workplace Postings

Date: \_\_\_\_\_

Government regulations require employers to post mandatory labor law notices in locations accessible to both current employees and potential applicants for employment. At UCR, organizational units are responsible for posting mandatory employment notices and posters in a place where employees can view them in the normal course of business.

Completion of this form certifies that your department posted the required mandatory workplace postings; and that all faculty and staff in the department have reasonable access to the posters.

Please enter the contact information of the person who is responsible for verifying that your department has posted the required mandatory posting.

Contact Information	
Organizational Unit Name	Org Unit #
Department Name	Department #
Contact Name	
Title	
Phone	Email

Please provide the Building(s) and Room Number(s) where the posters are displayed (please attach additional sheets, if needed):

Building(s)	Room Number(s)

**Please complete and return this form via e-mail, to the individual in your organizational unit who will certify compliance for the entire unit.**