



## Appendix 4 List of Required Postings in a Dental Office

Listed below are posters that are required to be conspicuously displayed at dental offices. CDA offers members who are practice owners one no-cost, easy-to-display poster set.

Individual cities and counties across California have passed local ordinances relating to minimum wage and paid sick leave laws — with eligibility rules and posting requirements varying from city to city. Check with local city government as to whether any local ordinances and posting requirements apply to employees in your practice. **September 2018**

<p>Available from the <b>National Labor Relations Board</b>, <a href="https://www.nlr.gov/who-we-are">https://www.nlr.gov/who-we-are</a></p>	<ul style="list-style-type: none"><li>• Employee Rights Under the National Labor Relations Act — <i>published September 2011</i> <a href="https://www.nlr.gov/news-outreach/employee-rights-poster-0">https://www.nlr.gov/news-outreach/employee-rights-poster-0</a></li></ul> <p><b>Important Note:</b> The DC Circuit Court of Appeals have enjoined the NLRB’s rule requiring the posting of employee rights under the National Labor Relations Act. However, employers are free to voluntarily post the notice, if they wish.</p>
<p>Available from the <b>U.S. Department of Labor</b>, <a href="https://www.dol.gov/general/topics/posters">https://www.dol.gov/general/topics/posters</a></p>	<ul style="list-style-type: none"><li>• Employee Polygraph Protection Act – <i>revised August 2016</i> <a href="http://dol.gov/whd/regs/compliance/posters/eppa.htm">dol.gov/whd/regs/compliance/posters/eppa.htm</a></li><li>• Federal Fair Labor Standards Act (Minimum Wage) – <i>revised August 2016</i> <a href="http://dol.gov/whd/regs/compliance/posters/flsa.htm">dol.gov/whd/regs/compliance/posters/flsa.htm</a></li><li>• Employee Rights Under the Family Medical leave Act (50+ employees) – <i>revised April 2016</i> <a href="http://dol.gov/whd/regs/compliance/posters/fmlaen.pdf">dol.gov/whd/regs/compliance/posters/fmlaen.pdf</a></li><li>• Equal Employment Opportunity Is the Law – <i>revised November 2009</i> <a href="http://dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf">dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf</a></li><li>• Your Rights Under USERRA (Uniformed Services Employment and Reemployment Rights Act) – <i>published April 2017</i> <a href="http://dol.gov/vets/programs/userra/USERRA_Private.pdf">dol.gov/vets/programs/userra/USERRA_Private.pdf</a></li></ul>
<p>Available from the <b>California Department of Fair Employment and Housing</b>, 800.884.1684 (voice), 800.700.2320 (TTY), <a href="https://www.dfeh.ca.gov/resources/posters-and-brochures-and-fact-sheets/">https://www.dfeh.ca.gov/resources/posters-and-brochures-and-fact-sheets/</a></p>	<p>DFEH has recently made some design changes to the posters that do not change the posting obligation. You may post any version of the Workplace Discrimination poster (titled: California Law Prohibits Workplace Discrimination and Harassment / DFEH-E07P-ENG / formerly DFEH-162) from December 2014 to the present. You may post any version of the CFRA/ Pregnancy Disability Leave notice (DFEH-100-21) from July 2015 to the present. And you may post any version of the Rights and Obligations as a Pregnant Employee notice (DFEH-100-20) from April 2016 to the present.</p>

**California  
Department of  
Fair Employment  
and Housing**  
(continued)

- California Law Prohibits Workplace Discrimination and Harassment (DFEH-E07P-ENG) – revised May 2017  
[https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2017/06/DFEH\\_WorkPlaceDiscriminationHarassmentPoster-1.pdf](https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2017/06/DFEH_WorkPlaceDiscriminationHarassmentPoster-1.pdf)
- “Your Rights and Obligations as a Pregnant Employee” notice (DFEH-100-20) – revised June 2017  
[https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2018/01/RightsObligationsPregnantEe\\_ENG.pdf](https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2018/01/RightsObligationsPregnantEe_ENG.pdf)
- Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave” notice (DFEH-100-21). Employers with 50 or more employees – revised May 2017  
[dfeh.ca.gov/wp-content/uploads/sites/32/2017/06/CFRA\\_PregnancyLeave\\_English.pdf](https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2017/06/CFRA_PregnancyLeave_English.pdf)

Either the poster or the brochure can be distributed to employees to meet legal requirements:

- The Facts About Sexual Harassment (DFEH-185-ENG) – revised April 2017  
This is a brochure, not a poster. Employers are required to provide each employee with this brochure or an equivalent document.  
[https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2017/06/DFEH\\_SexualHarassmentPamphlet.pdf](https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2017/06/DFEH_SexualHarassmentPamphlet.pdf)
- The Facts About Sexual Harassment (DFEH-185P-ENG) – new April 2017  
<https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2017/06/DFEH-185P-ENG.pdf>

Available from a local office of the **California Employment Development Department** or online at [edd.ca.gov/Forms](http://edd.ca.gov/Forms)

- Notice to Employees of Unemployment Insurance, State Disability Insurance, and Paid Family Leave Insurance (DE 1857A) – revised May 2018  
[edd.ca.gov/pdf\\_pub\\_ctr/de1857a.pdf](http://edd.ca.gov/pdf_pub_ctr/de1857a.pdf)
- Notice to Employees of Unemployment Insurance Benefits (DE 1857D) – revised July 2018  
[edd.ca.gov/pdf\\_pub\\_ctr/de1857d.pdf](http://edd.ca.gov/pdf_pub_ctr/de1857d.pdf)

The following pamphlets must be provided to employees under situations stated in the above poster:

- State Disability Insurance Provisions (DE 2515) – revised May 2017  
[edd.ca.gov/pdf\\_pub\\_ctr/de2515.pdf](http://edd.ca.gov/pdf_pub_ctr/de2515.pdf)
- Paid Family Leave (DE 2511) – revised January 2018  
[edd.ca.gov/pdf\\_pub\\_ctr/de2511.pdf](http://edd.ca.gov/pdf_pub_ctr/de2511.pdf)
- Provide Notice to Employee Labor Code section 2810.5 notice – revised September 2014  
[dir.ca.gov/dlse/LC\\_2810.5\\_Notice.pdf](http://dir.ca.gov/dlse/LC_2810.5_Notice.pdf)

Available from the  
**Industrial Welfare Commission,**  
916.274.1016, [dir.ca.gov/iwc/wageorderindustries.htm](http://dir.ca.gov/iwc/wageorderindustries.htm)

- Industrial Welfare Commission's Orders Regulating Wages, Hours and Working Conditions in Professional, Technical, Clerical, Mechanical and Similar Occupations (IWC Order 4-2001) – revised December 2016, *released May 2017*  
[dir.ca.gov/IWC/IWCArticle4.pdf](http://dir.ca.gov/IWC/IWCArticle4.pdf)
- Minimum Wage Order 2017  
[dir.ca.gov/iwc/MW-2017.pdf](http://dir.ca.gov/iwc/MW-2017.pdf)

Available from the  
**California Division of Labor Standards Enforcement,**  
[dir.ca.gov/dlse](http://dir.ca.gov/dlse)

- Health Workplaces/Healthy Families Act of 2014: Paid Sick Leave – *published November 2014*  
[dir.ca.gov/DLSE/Publications/Paid\\_Sick\\_Days\\_Poster\\_Template\\_\(11\\_2014\).pdf](http://dir.ca.gov/DLSE/Publications/Paid_Sick_Days_Poster_Template_(11_2014).pdf)

Available from the  
**California Department of Industrial Relations,**  
916.574.2528  
<https://www.dir.ca.gov/wpnodb.html>

- Pay Day Notice  
The day, time and place of the regular pay date must be posted. As a convenience, the state provides a **small form** for this purpose. However, any employer may post this information in any understandable form.
- Emergency Information  
[dir.ca.gov/dosh/dosh\\_publications/S500pstr.pdf](http://dir.ca.gov/dosh/dosh_publications/S500pstr.pdf)
- Whistleblower Protection — *revised January 2016*  
[dir.ca.gov/dlse/WhistleblowersNotice.pdf](http://dir.ca.gov/dlse/WhistleblowersNotice.pdf)  
Print on 8.5 x 14 paper only
- Safety and Health Protection on the Job – *revised October 2017*  
[dir.ca.gov/dosh/dosh\\_publications/shpstreng012000.pdf](http://dir.ca.gov/dosh/dosh_publications/shpstreng012000.pdf)  
Print on 11 X 17 paper only
- Access to Medical and Exposure Records – *revised January 2015*  
[dir.ca.gov/dosh/dosh\\_publications/Access\\_En.pdf](http://dir.ca.gov/dosh/dosh_publications/Access_En.pdf)
- Smoking Prohibited in the Workplace  
Labor Code section 6404.5 and Title 8 section 5148 of the California Code of Regulations prohibits smoking in an enclosed space at the workplace. Employers must notify workplace visitors of the prohibition by posting clear and prominent signs stating, "No smoking," at the building entrances. Signs stating, "Smoking is prohibited except in designated areas," also may be posted at building entrances if smoking is permitted in designated areas.
- Employers may purchase already made signs or create their own signs. The Department of Industrial Relations does not provide No Smoking signs. The law is enforced by local enforcement agencies.

Available from  
**Elections Division  
 of the California  
 Secretary of State,**  
 916.657.2166:

- Notice To Employees: Time Off to Vote  
[elections.cdn.sos.ca.gov/pdfs/tov-english.pdf](https://elections.cdn.sos.ca.gov/pdfs/tov-english.pdf)

Available from the  
**employer's work-  
 ers' compensation  
 insurance carrier  
 or the Division of  
 Workers'  
 Compensation:**

- Notice to Employees – Injuries Caused by Work - *revised January 2016*  
 This notice states the name of the employer's current compensation insurance carrier or the fact that the employer is self-insured. An employer may post the notice provided by the employer's insurance carrier or complete and poste this notice available from the state. Both English and Spanish language versions of the notice must be posted if there are Spanish-speaking employees.  
[dir.ca.gov/dwc/NoticePoster.pdf](https://dir.ca.gov/dwc/NoticePoster.pdf)
- Medical Provider Network (MPN) Notice – *published June 2010*  
 Employers who use a medical provider network for workers' compensation claims must post a separate MPN Notice near the Notice to Employees. Obtain the notice from the employer's workers' compensation carrier or complete and post the notice provided by the state. A Spanish language version of the notice must be provided to Spanish speaking employees.  
[dir.ca.gov/dwc/FORMS/MPN\\_MaterialModification\\_oct2010.pdf](https://dir.ca.gov/dwc/FORMS/MPN_MaterialModification_oct2010.pdf)
- Your Rights to Workers Compensation Benefits - *published June 2010*  
 Employers must provide this updated pamphlet to each new employee starting work on or after Oct. 8, 2010. Obtain pamphlet from employer's workers' compensation carrier.

Available from the  
**California Depart-  
 ment of Health  
 Services Radio-  
 logic Health Branch,**  
 916.327.5106

- Notice to Employees: Standards for Protection Against Radiation – *revised February 2015*  
[ehs.ucsc.edu/programs/research-safety/radiation/documents/rad-reg-notice.pdf](https://ehs.ucsc.edu/programs/research-safety/radiation/documents/rad-reg-notice.pdf)

Available from **CDA**  
**Practice Support**,  
800.232.7645

- Dental Board of California Table of Allowed Duties  
[cda.org/LinkClick.aspx?fileticket=TJRORpHqMnw=&portalid=0](https://www.cda.org/LinkClick.aspx?fileticket=TJRORpHqMnw=&portalid=0)
- Dental Board of California Infection Control Regulations – revised August 2011  
[cda.org/LinkClick.aspx?fileticket=Nbijr-kXfrk%3d&portalid=0](https://www.cda.org/LinkClick.aspx?fileticket=Nbijr-kXfrk%3d&portalid=0)
- Proposition 65 Notices – for businesses with 10 or more employees  
<https://www.cda.org/LinkClick.aspx?fileticket=SFNkNZSgbM8%3d&portalid=0>
- Radiation Safety in Dental Practice – This fulfills the requirement for dental offices to “post” a copy of the state radiation regulations known as Title 17. Be sure to post the location where employees can find the document.  
[https://www.cda.org/Portals/0/pdfs/practice\\_support/radiation\\_safety\\_in\\_dental\\_practice.pdf](https://www.cda.org/Portals/0/pdfs/practice_support/radiation_safety_in_dental_practice.pdf)
- Radiation Safety Instructions – Must be available to employees.  
[cda.org/LinkClick.aspx?fileticket=qNRAQ8\\_tWuY%3d&portalid=0](https://www.cda.org/LinkClick.aspx?fileticket=qNRAQ8_tWuY%3d&portalid=0)