



Attention Berkeley Employers

We would like to make you aware that there are **other requirements** your company is subject to in addition to posting your City of Berkeley poster (Minimum Wage, Paid Sick Leave, & Family Friendly and Environment Friendly Workplace Ordinance) in a conspicuous location.

- Per the Minimum Wage law, all employers must also provide each employee written notice of the employer's name, address, and telephone number at the time of hire.

For further information about the written notification requirement, go to <https://www.cityofberkeley.info/MWO/> or call (510) 981-2489.

- Per the Paid Sick Leave & Family Friendly and Environment Friendly Workplace laws, if employers do not have a regular physical location where they perform their work, the employers must provide a copy of the workplace notice to each employee when they are hired or assigned to complete work within the city. The notice must be provided before the employee begins work within the city limits, in the language most easily comprehended by the employee.

For further information about this requirement, go to <https://www.cityofberkeley.info/MWO/> or call (510) 981-2489.

- All employers are also required by law to post state and federal labor law posters, and Poster Compliance Center publishes state and federal posters in multiple formats. If you need these posters, please go to <https://www.postercompliance.com/labor-law-posters/federal-state-onesystem/> to order, or call us at 800-322-3636.

Depending on a company's industry, type of commerce, sector, location, or workforce, additional specialized notices may be required by federal, state, or local governments or agencies. Examples could include notices for federal contractors, notices that must be posted for the public or job applicants (in addition to those posted for employees), a labor law notice required in another language for employees who do not speak English, public sector notices, signage that must be posted at a specific location in your business such as the entrance, or a notice that can only be obtained through an insurance company.