



Attention Burlingame Employers

We would like to make you aware that there are **other requirements** your company is subject to in addition to posting your Burlingame poster in a conspicuous location.

- 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 www.postercompliance.com/labor-law-posters/california/ to order, or call us at 800-322-3636.
- In addition to hanging the Burlingame poster in a conspicuous location, employers must also provide written notification to all current employees, and to all new employees at the time of hire, of their rights under the ordinance. Employers must provide a written copy of the employer's name, address, and telephone number at the time of hire.

For more information about this written requirement and other details of the minimum wage, https://www.burlingame.org/departments/economic_development/minimum_wage_information.php or call (650) 558-7264.

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.