



Attention San Diego 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 San Diego poster in a conspicuous location.

- Under the Earned Sick Leave and Minimum Wage Ordinance, in addition to the posting requirement, the employer must provide each employee, at the time of hire, written notice of the employer's legal name, any fictitious business name, address, and telephone number, as well as the employer's requirements under the Ordinance. To satisfy the written notice requirement, employers may use the Employer to Employee Notice template, which can be found at the following location:
https://www.sandiego.gov/sites/default/files/employer_to_employee_notice_english.pdf

- 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.

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.