



Attention San Mateo 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 Mateo poster in a conspicuous location.

- In addition to the notice on the enclosed poster, employers must provide written notification to each current employee and new employees (at the time of hire) detailing their rights under the Minimum Wage Ordinance.
- 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.cityofsanmateo.org/3278/Minimum-Wage> or call 650-522-7277.

- 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.