



## Attention Tacoma 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 Tacoma 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/washington/](http://www.postercompliance.com/labor-law-posters/washington/)** to order, or call us at 800-322-3636.
- Employers may comply with the Tacoma Paid Sick Leave Ordinance notification requirement by posting the notice, provided here for your convenience, OR by including it in an employee handbook or in other written guidance to employees about benefits, OR by distributing a copy of the notice to each new employee upon hiring. Distribution may be accomplished electronically.

For further information about the written notification requirement, contact the City of Tacoma at **<http://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=87935>** or call 253-591-5306.

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.