

Employment Labor Law Posters Administration Policy

Notification Frequency

- Annually in February – Updated 02/21/24
- Updates that require new notification

Notification Method

- Via email to all active employees (benefited, contracted, and student)
- Email addresses are extracted from the HR/CMS Employee Self Service database
- University website at [Guides and Forms](#)

Poster Physical Locations - Updated 02/07/2024

- Horace Mann Center: Ground Level on bulletin board.
- Woodward Center: 2nd Floor Rear near Administrative Office/Awards Wall.
- Wilson Hall: First floor near the Emergency Evacuation Plan.
- Parenzo Hall: First floor near the Admissions Office.
- Scanlon Hall: First Floor near Facilities and Operations.
- Tim and Jeanne's Dining Commons: Near the punch clock.
- Ely Campus Center: Lower Level near Dunkin Donuts on the bulletin board.
- Catherine Dower Performing & Fine Arts Center: 1st floor bulletin board.