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| WS 20-03, Change 6 |
| Release Date: February 27, 2024 |
| Effective Date: Immediately |
| Required Posters |
| Expires: Continuing |

To: All Contractors

From: Juliet Stipeche
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Subject: Required Posters

Purpose

This issuance provides guidance on updated posters required throughout the Workforce Solutions system. This issuance replaces WS 20-03 Required Posters, Change 5.

Background

Various agencies including but not limited to the Department of Labor, Texas Workforce Commission, and Workforce Solutions, require workplace compliance posters to be displayed. We attempt to bring all these requirements together in one easy to access location. Please note that information may change on the original source site; this compilation is not intended to supersede any other requirements.

Policy

Workforce Solutions Offices must prominently display all posters required. Workforce offices do not need to purchase required posters from private vendors. Government-issued compliance posters do not have to be laminated to satisfy an employer's regulatory obligation.

The updated “ES and Employment-Related Law Complaint System” poster replaces the “Job Service Complaint System” poster.

The following [required posters](#) have been updated to reflect current revision dates consistent with TWC FDCM Letter 10-2023, Change 2:

- [Required Posters Checklist](#), revised 1/2024
- [Required Posters PowerPoint](#), revised 1/2024

- [Reporting Workplace Violence](#) (English and Spanish), issued 12/2023
- [USDA SNAP Justice For All Poster \(Form AD-475-C – Red\)](#), revised 9/2019
- [TWC Fraud, Waste, and Abuse Poster \(Spanish\)](#), revised 5/2023
- [Family Medical Leave Act Poster \(Spanish\)](#), revised 4/2023
- [SAO Report Fraud, Waste, and Abuse \(Spanish\)](#), revision date N/A
- [Fair Labor Standards Act \(Spanish\)](#), revised 4/2023
- [Earned Income Tax Credit Notice](#), revised 11/2023
- [Texas Payday Law \(Spanish\)](#), revised 08/23
- [Texas \(Blue Border\) Unemployment and Payday Law Poster \(Spanish\), revised 04/20](#)
- [ES and Employment Related Law Complaint System \(Spanish\) revised 01/24](#)

The I Am Workforce Solutions staff recognition headshot posters are no longer required to be displayed in full-time career offices. Alternate methods of staff recognition will be utilized and shared via SharePoint. The “I Am Workforce Solutions” main poster remains unchanged.

Action

1. Review the Required Posters Checklist and refer to each program tab for posting requirements and location; updated posters are in bold.
2. Ensure the most recent version of the listed posters are made available and replace posters with previous revision dates.
3. New Poster - Reporting Workplace Violence is required by Texas employers to post notice that employees can anonymously report workplace violence or suspicious activities to the Department of Public Safety in accordance with House Bill 915, 88th Texas Legislature, Regular Session (2023), and 40 Texas Administrative Code § 800.600. The notice must be posted in English and Spanish in a conspicuous place that is convenient to all employees.
4. USDA SNAP Justice for All Poster to be printed in color as an 11x17.
5. *New Poster – ES and Employment-Related Law Complaint System poster is required by Training and Employment Notice (TEN) 08-23 described at 20 CFR 658.410(d).*

Questions

Staff should first ask questions of their managers or supervisors. Direct questions to the Board staff through workforcepolicy@wrksolutions.net.