



State of Kansas


## Office of Judicial Administration

Kansas Judicial Center  
301 SW 10<sup>th</sup> Avenue  
Topeka, Kansas 66612-1507

(785) 296-2256

August 23, 2016

To: District Court Administrators  
Chief Clerks  
Chief Court Services Officers  
Department Heads

From: Patricia Henshall 

Re: Employment Posters

The Office of Judicial Administration would like to remind you that the following posters should be posted. Both the FMLA and FLSA posters were recently updated. The updated FMLA poster does not have substantive changes, but the updated FLSA poster includes a new provision regarding nursing mothers. **Please note the revision dates on all of the posters to make sure you have the most recent version posted.** Please click on the links below to download and print the posters for free. If the hyperlink does not work, please copy and paste the web address into your browser window.

### I. POSTERS THAT SHOULD BE POSTED IN THE AREA WHERE EMPLOYEE NOTICES ARE CUSTOMARILY PLACED:

1. **FLSA/Federal Minimum Wage** (Fair Labor Standards Act) (Rev. 7/16)  
<https://www.dol.gov/whd/regs/compliance/posters/flsa.htm>
2. **USERRA** (Uniformed Services Employment and Reemployment Rights Act) (10/08)  
[http://www.dol.gov/vets/programs/userra/USERRA\\_Private.pdf](http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf)
3. **Unemployment Insurance** (11/12)  
<https://www.dol.ks.gov/Files/PDF/kcns405.pdf>
4. **Workers' Compensation**  
<https://www.dol.ks.gov/Files/PDF/KWC40-A.pdf> (Rev. 4/13)

**II. POSTERS THAT SHOULD BE POSTED PROMINENTLY IN A PUBLIC AREA WHERE EMPLOYEES AND APPLICANTS FOR EMPLOYMENT CAN SEE THEM AND IN THE AREA WHERE EMPLOYEE NOTICES ARE CUSTOMARILY PLACED:**

5. **Kansas Equal Opportunity** (no date)  
<http://www.khrc.net/pdf/ksemployposter.pdf>
6. **Child Labor** (Rev. 5/12) (must be posted in a conspicuous place near the principal entrance in an establishment where children under sixteen (16) years of age are employed).  
<https://www.dol.ks.gov/Files/PDF/clp.pdf>
7. **EEOC** (Rev. 11/09) (Equal Employment Opportunity, federal poster; includes GINA provision)  
<http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>
8. **FMLA** (Rev. 4/16) (Family and Medical Leave Act; includes military family leave provision)  
<https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

**III. NO SMOKING POSTERS** (no date)

Signs that display the international no smoking symbol and clearly state that smoking is prohibited by state law should be posted in conspicuous places within the court's control and be viewable by employees and the public. [http://www.kssmokefree.org/no\\_smoking\\_sign.html](http://www.kssmokefree.org/no_smoking_sign.html)

Your local ADA coordinator should also have posted an **ADA Notice to the Public** and a **Judicial Branch ADA Grievance Policy** in a public area. Your local language access coordinator should have posted a **Notice Regarding Court Interpreters** in a public area.

If you have any questions regarding the above, please contact Elizabeth Reimer at (785) 296-5309.

PH:am