

Appendix 4

List of Required Postings In a Dental Office

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Listed below are posters that are required to be conspicuously displayed at dental offices. CDA offers, as a membership benefit, reproductions of most of these posters. Posters also can be printed, or ordered, from federal or state agency web sites.

Available from the U.S. Department of Labor, <http://www.dol.gov/osbp/sbrefa/poster/main.htm>

- EMPLOYEE POLYGRAPH PROTECTION ACT
<http://www.dol.gov/esa/regs/compliance/posters/eppa.htm>
- FEDERAL FAIR LABOR STANDARDS ACT (MINIMUM WAGE)
<http://www.dol.gov/esa/regs/compliance/posters/flsa.htm>
- YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT (50+ employees)
<http://www.dol.gov/esa/regs/compliance/posters/fmla.htm>
- EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW
<http://www.dol.gov/esa/regs/compliance/posters/eo.htm>
- YOUR RIGHTS UNDER USERRA (UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT)
http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf#Non-Federal

Available from the California Department of Fair Employment and Housing, (916) 227-0556, <http://www.dfeh.ca.gov/Publications/posters.asp>:

- HARASSMENT OR DISCRIMINATION IN EMPLOYMENT IS PROHIBITED BY LAW (DFEH-162)
<http://www.dfeh.ca.gov/Publications/DFEH%20162.pdf>
- “NOTICE A” PREGNANCY DISABILITY LEAVE (DFEH-100-20)
<http://www.dfeh.ca.gov/Publications/DFEH%20100-20.pdf>
- “NOTICE B” FAMILY CARE AND MEDICAL LEAVE (CFRA LEAVE) AND PREGNANCY DISABILITY LEAVE (for offices with 50+ employees) (DFEH-100-21)
<http://www.dfeh.ca.gov/Publications/DFEH%20100-21.pdf>
- SEXUAL HARASSMENT IS FORBIDDEN BY LAW (DFEH-185) – This is a brochure, not a poster. Employers are required to provide each employee with this brochure or an equivalent document.
<http://www.dfeh.ca.gov/Publications/DFEH%20185.pdf>

Available from a local office of the California Employment Development Department or at <http://www.wedd.cahwnet.gov/formpub.htm>. An internet order form can be found at <http://www.wedd.cahwnet.gov/taxrep/taxordn2.htm>.

- NOTICE TO EMPLOYEES OF UNEMPLOYMENT INSURANCE, STATE DISABILITY INSURANCE, AND PAID FAMILY LEAVE INSURANCE (DE 1857A)
<http://www.wedd.cahwnet.gov/uirep/de1857a.pdf>

- NOTICE TO EMPLOYEES OF UNEMPLOYMENT INSURANCE BENEFITS (DE 1857D)
<http://www.edd.ca.gov/uirep/de1857d.pdf>
- The following brochures must be provided to employees under situations stated in the above poster:
 - STATE DISABILITY INSURANCE PROVISIONS (DE 2515)
<http://www.edd.ca.gov/direp/de2515.pdf>
 - PAID FAMILY LEAVE (DE 2511)
<http://www.edd.ca.gov/direp/de2511i.pdf>

Available from the Industrial Welfare Commission, (916) 274-1016,
<http://www.dir.ca.gov/IWC/iwc.html>

- INDUSTRIAL WELFARE COMMISSION'S ORDERS REGULATING WAGES, HOURS, AND WORKING CONDITIONS IN PROFESSIONAL, TECHNICAL, CLERICAL, MECHANICAL, AND SIMILAR OCCUPATIONS (IWC Order 4-2001)
<http://www.dir.ca.gov/IWC/WageOrderIndustries.htm>
- MINIMUM WAGE ORDER 2007
<http://www.dir.ca.gov/IWC/Minwage2007.pdf>

Available from the California Department of Industrial Relations, (916) 574-2528,
<http://www.dir.ca.gov/DOSH/puborder.asp>:

- PAY DAY NOTICE
The day, time and place of the regular payday must be posted. As a convenience, the State provides a small form for this purpose. However, any employer may post this information in any understandable form.
- EMERGENCY INFORMATION
http://www.dir.ca.gov/dosh/dosh_publications/S500pstr.pdf
- WHISTLEBLOWER PROTECTION
http://www.cda.org/library/cda_member/policy/osha/whistleblowers_act_2004.pdf
- SAFETY & HEALTH PROTECTION ON THE JOB
http://www.dir.ca.gov/dosh/dosh_publications/shpstren012000.pdf
print on 11 X 17 paper only
- ACCESS TO MEDICAL AND EXPOSURE RECORDS
http://www.dir.ca.gov/dosh/dosh_publications/Access_En.pdf

Available from Elections Division of the California Secretary of State, (916) 657-2166:

- NOTICE TO EMPLOYEES: TIME OFF TO VOTE
http://www.ss.ca.gov/elections/elections_tov.htm

Available from the employer's workers' compensation insurance carrier:

- NOTICE OF WORKERS' COMPENSATION CARRIER

This notice states the name of the employer's current compensation insurance carrier, or the fact that the employer is self-insured. The notice can be obtained from the employer's workers' compensation insurance carrier. Alternatively, an employer may download and use the version posted on the Division of Workers' Compensation web site.

http://www.dir.ca.gov/dwc/DWCPropRegs/ClaimForm_Poster%20_Final.pdf

- WORKERS' COMPENSATION BROCHURE - Employers are required to provide each employee with this brochure or an equivalent document.

Available from the California Department of Health Services Radiologic Health Branch,
(916) 327-5106

- NOTICE TO EMPLOYEES: STANDARDS FOR PROTECTION AGAINST RADIATION
<http://www.dhs.ca.gov/publications/forms/pdf/rh2364.pdf>

Available from CDA Resource Center, (866) 232-6362

- DENTAL BOARD OF CALIFORNIA DENTAL AUXILIARY DUTIES
<http://www.comda.ca.gov/dutytable.pdf>
- DENTAL BOARD OF CALIFORNIA INFECTION CONTROL REGULATIONS
- PROPOSITION 65 NOTICE - for businesses with 10 or more employees
http://www.cda.org/cda_member/news/prop65_poster.pdf
- RADIATION SAFETY IN DENTAL PRACTICE - This fulfills the requirement for dental offices to "post" a copy of the state radiation regulations known as Title 17. Be sure to post the location where employees can find the document.
http://www.cda.org/library/cda_member/policy/osha/xrayosha.html
- RADIATION SAFETY INSTRUCTIONS - Must be available to employees.
http://www.cda.org/library/cda_member/policy/osha/dentalradiationsafetyinstructions.pdf