

State Posting Requirements for WI, MN, IL and IA Employers



This listing indicates state requirements for workplace posting notices for the states of Wisconsin, Minnesota, Illinois, and Iowa. All required posters should be displayed in a prominent location on company premises and must be provided to employees who do not work at employer's business location. *Updated 12/15/20*

In addition, MRA has a partnership with [GovDocs](#) so members can access a cost-effective provider of labor law posters to help stay up-to-date.

WISCONSIN

Mandatory posters for Wisconsin employers may be found at the [Wisconsin Department of Workforce Development website](#). Some of these posters are available in languages other than English. If you need multiple language posters, please contact the agency directly.

Poster	Wisconsin Posting Requirements
Notice to Employees About Claiming Unemployment Benefits UCB-7-P (Rev. 9/19)	Each employer covered by the Wisconsin Unemployment Compensation Law must post this notice .
Wisconsin Fair Employment Law ERD-4531-P (Rev. 6/20)	All employers must display this poster .
Hours & Times of Day Minors May Work In Wisconsin ERD-9212-P (Rev. 6/20)	All employers who hire minors, except agriculture and domestic service, must display this notice . Posting is optional for employers who do not hire minors.
Wisconsin Family and Medical Leave Law ERD-7983-P (Rev. 6/20)	Employers having 50 or more employees must display this poster . Employers with 25 to 50 employees are required to post the family & medical leave policy they have established.
Employee Rights Under Wisconsin's Business Closing/Mass Layoff Law ERD-9006-P (Rev. 6/20)	Employers having 50 or more people, with certain exceptions, must display this poster . Employees may be excluded if they work fewer than 20 hours a week, or if they have worked less than 6 months.
Notification Required for Cessation of Health Care Benefits ERD-11054-P (Rev. 6/20)	Employers with 50 or more employees in WI must display this notice in one or more places where notices are normally displayed for employees at that work location.
Bone Marrow and Organ Donation Leave ERD-18114-E-P (6/20)	Wisconsin employers with 50 or more employees must display this poster . Employers with 25 to 50 employees must post a notice describing their own policies with respect to leave for bone marrow and organ donation.

Poster	Wisconsin Posting Requirements
Wisconsin Contract Compliance Law DOA-3031P (Rev. 3/13)	Required of every contractor with the state of Wisconsin. Notices must be posted in conspicuous places available to employees and applicants that explain the Wisconsin Contract Compliance Law (s. 16.765, Wis. Stat).
Wisconsin Minimum Wage Rates ERD-9247-P (Rev. 6/20)	Posting of this wage notice is optional. Second page of poster shows maximum allowances for board and lodging.
Employee Protections Against Use of Honesty Testing Devices ERD-10861-P (Rev. 6/20)	Required only for Wisconsin employers who use honesty testing. Must display poster in conspicuous places where other notices to employees are posted.
Notice to Wisconsin Workers with Disabilities Paid at Special Minimum Wage ERD-9116-P (Rev. 6/20)	Required to post only by employers with a special minimum wage license issued by DWD.
Retaliation Protection For Health Care Workers ERD-12210-P (Rev. 6/20)	Required to post only by Wisconsin health care providers or employers who own or manage a health care facility.
Public Employee Safety and Health Poster 9301 (Rev. 4/17)	Required to post by public employers. Must be displayed where notices to employees are usually posted.
Hazardous Chemicals in the Workplace SBO 6894 (Rev. 1/17)	Required to post by Wisconsin public employers. Must be displayed where notices to employees are usually posted.
Wisconsin No Smoking Wis Stats 101.123 (10/10)	Required of Wisconsin employers in public buildings and places of employment. Sample No Smoking Sign
Concealed Carry	Employers may choose to post signage. The sign must be at least 5 inches by 7 inches and indicate that weapons are prohibited on the property. Signs must be posted near all building entrances where the restriction applies. Signs may include any language that reasonably notifies the public of the prohibition. Sample MRA Concealed Carry Notice (English) (Spanish)

MINNESOTA

Mandatory posters for Minnesota employers may be found at the [Minnesota Department of Labor and Industry website](#). Some of these posters are available in languages other than English. If you need multiple language posters, please contact the agency directly.

Poster	Minnesota Posting Requirements
Minimum Wage Rates (Rev. 10/20)	All employers are required to post this notice .
Workers Compensation – Employee Rights and Responsibilities (Rev. 8/17)	All employers are required to post this notice .
Age Discrimination – Human Rights Act (Rev. 9/17)	All employers are required to post this notice .
Unemployment Insurance Benefits (Rev. 9/15)	All employers are required to post this notice .
Safety and Health Protection on the Job – Minnesota OSHA (Rev. 8/17)	All employers are required to post this notice .
City of Minneapolis Labor and Employment Rights (Wage Theft, Minimum Wage and Paid Sick and Safe Time) (Rev. 11/19)	<p>Employers with employees working in the City of Minneapolis are required to display an 8 ½" x 11" poster notifying employees of their rights under the City's ordinances. The poster must be displayed where employees can easily read it in any/all languages needed by 5% or more of employees.</p> <p>City of Minneapolis employers must display a workplace notice poster within each of their facilities in Minneapolis in a visible and accessible location. Employers must display the poster in English and in each of the primary language(s) spoken by employees at the particular workplace.</p> <p>"Non-resident" employers are recommended to distribute the poster to all covered employees who are entitled to accrue sick and safe time by working in the City of Minneapolis for 80 or more hours per year.</p>
City of St. Paul Earned Sick and Safe Time (3/17)	<p>Required of any employer with employees working within the city limits of St. Paul, with an employee who works 80 or more hours per year. This poster must be displayed in a conspicuous and accessible place, and is available in multiple languages.</p> <p>NOTE: Any employer that provides an employee handbook to its employees must also include a notice of employee rights and remedies in the handbook.</p>
City of Duluth Earned Sick and Safe Time (8/19)	Required of any employer of five or more employees nationwide with employees working within the city limits of Duluth. Employers are required to display this poster where employees can easily see it.

Poster	Minnesota Posting Requirements
Contractor Non-Discrimination Poster	<p>Under the Minnesota Human Rights Act, Section 363A.36, organizations who have more than 40 full-time employees in Minnesota on a single working day during the previous 12 months, must have a certificate of compliance issued by the Commissioner of the Department of Human Rights before a state contract or agreement for goods or services in excess of \$100,000 can be executed.</p> <p>When a certificate of compliance is issued, the Department provides a poster for contractors to display.</p>
No Firearms Allowed Sign	<p>Per MN statute 624.714, employers can post a sign banning firearms from the buildings. The sign must: contain the following language: “(INDICATE IDENTITY OF OPERATOR) BANS GUNS IN THESE PREMISES,” be readily visible and within four feet laterally of the entrance with the bottom of the sign at a height of four to six feet above the floor, and use lettering in black Arial typeface at least 1-1/2 inches in height against a bright contrasting background that is at least 187 square inches in area.</p>
Pregnancy Leave, Nursing Mothers (Rev. 7/14)	<p>This is an optional flier intended as a guide and is not to be considered a substitute for Minnesota Statutes relating to pregnancy and nursing.</p>
Parental Leave Law (Rev. 1/20)	<p>This is an optional flier intended as a guide and is not to be considered a substitute for Minnesota Statutes regarding parental leave law.</p>
Sick and Safe Leave (Rev. 7/14)	<p>This is an optional flier and is not to be considered a substitute for Minnesota Statutes regarding sick and safe leave.</p>
Minnesota Clean Indoor Air Act Statute 144.411 – 144.417	<p>Minnesota employers are required to display a sign in public buildings and places of employment.</p>

ILLINOIS

Mandatory posters for Illinois employers may be found at the [Illinois Department of Labor website](#). Some state posters are available in languages other than English.

Poster	Illinois Posting Requirements
<p>Your Rights Under Illinois Employment Laws (Minimum Wages & Overtime, Unpaid Wages, Equal Pay, Domestic Violence, Rest and Meal Periods, Child Labor) IL-452 (Rev. 12/20)</p>	All Illinois employers must post this notice .
<p>You Have the Right to be Free from Job Discrimination and Sexual Harassment (Rev. 9/18)</p>	All Illinois employers must post this notice . NOTE: An employer that provides an employee handbook to its employees must also include a notice of employee rights and remedies in the handbook.
<p>Illinois Human Rights Act – Employer Notice (Rev. 10/18)</p>	This is a recommended, but not required, notice for Illinois employers regarding unlawful discrimination and sexual harassment and the right to reasonable accommodations. This is intended as an additional poster (not a replacement) to the mandatory poster “You Have the Right to be Free from Job Discrimination and Sexual Harassment.”
<p>Your Rights Under the Illinois Service Member Employment and Reemployment Rights Act (330 ILCS 61) (11/20)</p>	All Illinois employers must post this notice .
<p>Victims’ Economic Security and Safety Act (VESSA) (7/20)</p>	All Illinois employers must post this notice .
<p>Notice to Employees Workers’ Compensation (Rev. 10/11)</p>	All Illinois employers must post this notice .
<p>Notice to Workers About Unemployment Insurance Benefits (Rev. 8/12)</p>	All Illinois employers must post this notice . NOTE: If an employee is separated from employment for seven or more days through layoff or termination, employers must give the employee, in person or by mail, the pamphlet entitled, “ What Every Worker Should Know About Unemployment Insurance ,” within five days after the date of separation. The pamphlet is available from the Illinois Department of Employment Security. A Spanish version can be found here .
<p>No Smoking Sign Smoke Free Illinois Act (Rev. 1/08)</p>	All Illinois employers are required to post this sign.

Poster	Illinois Posting Requirements
Pregnancy and Your Rights in the Workplace (2/17)	All Illinois employers must post the English version of this notice in a conspicuous location on the employer’s premises where notices to employees are customarily posted. An employer may also post an additional Spanish version, but only to supplement, not replace, the English version.
Concealed Carry	If an Illinois employer prohibits firearms in the workplace, signage meeting Illinois State Police standards must be clearly and conspicuously posted at the entrance of the building. Additional information on the signage requirements can be found on the state police website .
City of Chicago Labor Standards (Minimum Wage, Paid Sick Leave and Human Trafficking) (Rev. 9/20)	Required for employers who maintain a facility within the city of Chicago are required to display this poster . If an employee works at least 2 hours in any 2-week period for an employer in Chicago, they are covered by the minimum wage and paid sick leave ordinance. NOTE: In addition to the posting requirement, covered employers must also provide new employees with a copy of this poster with their first paycheck.
Cook County Earned Sick Leave Ordinance (Rev. 12/20)	Required for employers with one or more employees and one location within Cook County, provided the place of business is not located in a municipality that has “opted out” of the county ordinance by passing their own municipal ordinance (e.g., City of Chicago). Employers are required to display a poster notifying employees of their rights in a conspicuous place at each location where any covered employee works within the county. NOTE: In addition to the posting requirement, covered employers must also provide new employees with written notice upon commencement of employment.
Cook County Minimum Wage Ordinance (6/20)	Required for an employer with four or more employees who either maintains a business facility within Cook County or has a license issued by Cook County, provided their place of business is not located in a municipality that has “opted out” of the county ordinance by passing their own municipal ordinance (e.g., City of Chicago). This poster must be displayed in a conspicuous place.
Emergency Care for Choking	Illinois employers are required to display this poster in every food service facility, including those on employer’s premises if employees eat on premises.
Job Safety and Health – It’s the Law! (Rev. 7/20)	Required poster for Illinois public sector/local government employers.
Required Posting of Day and Temporary Labor Service Agencies (Rev. 7/20)	Every day and temporary labor service agency in Illinois must post in the public access area of each work location or branch office this notice , along with the toll-free number for reporting violations and complaints. This notice must be in English or any other language generally understood in the locale of the agency.
Notice to Individuals Performing Services for Construction Contractors Employee Classification Act of 2008 (Rev. 1/08)	Illinois contractors with one or more individuals not classified as employees must post this notice in a conspicuous place at each job site where independent contractors perform services and in each of the contractor’s offices.
Victims of Slavery and Human Trafficking (Rev. 7/20)	Certain Illinois businesses must post this notice in a conspicuous place near the public entrance or in clear view of the public and employees. More information is available at the IL Department of Human Services informational webpage for the Human Trafficking Resource Center Notice Act . For businesses located in specific counties, other language postings may be required.

Poster	Iowa Posting Requirements
Unemployment Insurance (Rev. 8/18)	All Iowa employers are required to display this poster where it can easily be seen by all employees.
Safety & Health Protection on the Job (9/15)	All Iowa employers are required to display this poster . The law requires the poster to be at least 8-1/2" x 14"
Your Rights Under the Iowa Minimum Wage Law (Rev. 1/09)	All Iowa employers are required to display this poster .
Equal Employment Opportunity (5/11)	All Iowa employers are required to display this poster .
No Smoking Iowa Smokefree Air Act	Recommended signage for Iowa employers. Additional free signs and stickers can be ordered through the Iowa Department of Public Health .

This sample document is only an example and is based on the laws in effect at the time it was written. MRA-The Management Association, Inc. does not make any representations or warranties regarding the appropriateness or prudence of using this information for any particular individual or situation. Your company should add, delete, or modify the content of this document as needed to suit your purposes. This material is for your information only and should not be construed as legal advice. In some circumstances it may be advisable to have legal counsel review final documents prior to implementation.

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IOWA


Mandatory posters for Iowa employers may be found at the [Iowa Workforce Development website](#). Some state posters are available in languages other than English.

A set of federal labor law posters can be printed from the [DOL website](#).

NOTE: Other posters as ordered by fire, factory, and safety inspectors such as floor capacity, etc. may be required.

Have questions about required posters for your workplace?

MRA's HR Hotline can help you!

 **866-HR-Hotline | 866.474.6854**

 **InfoNow@mranet.org**

 **mranet.org/24-7/hr-hotline**

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