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Department
of Labor

2024 Checklist of Required Notifications for Agricultural Employers

Article 7 § 201 - Required Posters and Notifications shall be kept posted in a conspicuous place (where they are clearly visible to all workers). Digital versions shall also be made available to employees through the employer's website or by e-mail. Employers shall provide notice that documents required for physical posting are also available electronically.

***Disclaimer:** *This may not be a complete list for every business. Employers should contact the New York State Department of Labor and US Department of Labor for a complete list of required notifications. For more information, visit: <https://dol.ny.gov/posting-requirements-0>*

New York State Requirements

Farm Minimum Wage Poster (English) – Provides current minimum wage information for farm workers:

<https://dol.ny.gov/farm-industry-minimum-wage-poster-ls110> (English)

<https://dol.ny.gov/l110s-spanish> (Spanish)

Minimum Wage Order Summary for Farm Workers:

<https://dol.ny.gov/summary-wage-order-rates-and-allowances-farm-workers-part-190> (English)

<https://dol.ny.gov/summary-wage-order-rates-and-allowances-farm-workers-part-190-spanish> (Spanish)

Pay Notice and Work Acknowledgement for Farmworkers (General): The online template for the LS309 is available in English <https://dol.ny.gov/pay-notice-and-acknowledgement-farm-workers-ls309-english>, Spanish <https://dol.ny.gov/pay-notice-and-acknowledgement-farm-workers-ls309s-spanish> and several other non-English languages.

Requirements to Notify Employees about Time Off and Work Hours (if applicable) – Every employer shall notify its employees in writing or by publicly posting the employer's policy on sick leave, vacation, personal leave, holidays and hours. See guidelines:

<https://dol.ny.gov/l1606-guidelines-employers-requirements-notify-employees-about-time-and-work-hours>

Equal Pay Provision of the New York State Labor Law Article 6, Section 194:

<https://dol.ny.gov/equal-pay-provision-new-york-state-labor-law-ls603-english>

Notification on the Rights of Nursing Mothers to Express Breast Milk in the Workplace:

<https://dol.ny.gov/guidelines-regarding-rights-nursing-mothers-express-breast-milk-work-place-ls702>

(English) and <https://dol.ny.gov/guidelines-regarding-rights-nursing-mothers-express-breast-milk-work-place-ls702s-spanish> (Spanish).

A copy of your sexual harassment policy:

<https://www.ny.gov/combating-sexual-harassment-workplace/employers>

Veteran Benefits and Services:

<https://dol.ny.gov/veterans-benefits-and-services-p37>

Criminal Convictions Records Poster - NYS Corrections Law Article 23-A – Relates to the employment of people with a criminal conviction: <https://dol.ny.gov/correction-law-article-23>

Safety & Health Right to Know Poster:

https://www.health.ny.gov/environmental/workplace/right_to_know/docs/rtk.pdf

Prohibited Retaliatory Personnel Action by Employers (LS 740):

<https://dol.ny.gov/notice-employee-rights-protections-and-obligations-under-labor-law-section-740-ls-740>

A copy of your HERO Act plan: <https://dol.ny.gov/ny-hero-act>

Notice of Workers' Compensation Coverage: Employers are required to post the mandatory workers' compensation notice of compliance poster in both English and Spanish. Employers get these posters from their insurance carrier, or, if self-insured, from the Workers' Compensation Board by emailing Certificates@wcb.ny.gov.

Unemployment Insurance Notice to Employees Poster IA 133: To create an account, complete the fillable form available at <https://dol.ny.gov/employer-registration-form-unemployment-insurance-withholding-and-wage-reporting-agricultural>, which can be faxed to (518)-485-8010.

Notice of Compliance for Disability Benefits and Paid Family Leave: the DB Notice of Compliance (Form DB-120) and PFL Notice of Compliance (Form PFL-120) from your insurance carrier, or from the Board if you are self-insured.

Discrimination Poster (English/Spanish) - NYS Human Rights Law (Executive Law, Article 15) - Prohibits Discrimination based on race, creed, age, color, disability, national origin, sex, or marital status: <https://dhr.ny.gov/system/files/documents/2022/05/poster.pdf>

Schedule of hours for Minors ages 14-17 years old (if applicable): Created by employer

No Smoking – Employers must post “No Smoking” signs or the international “No Smoking” symbol in all workplaces. For more information on the Clean Indoor Air Act, visit the NYS Department of Health website or call 518-402-7600 or 1-800-458-1158.

Employers with Migrant Workers

Migrant Labor Camp Permit (issued by Health Department): Required for migrant farmworker housing facilities occupied by five or more persons, one or more of whom are employed to perform farm activities. For more information, visit:

<https://regs.health.ny.gov/content/part-15-migrant-farmworker-housing>

Grower/Processor Registration – Every grower or processor who, without using a farm labor contractor, brings in to the state five or more out-of-state non-H-2A migrant farm or food processing workers, must obtain a certificate of registration. For more information, visit:

<https://dol.ny.gov/farm-labor-contractors>

Commissary Permit (where applicable)

Commissary Price List (where applicable)

Federal Requirements

Visit the U.S. Department of Labor website: <https://webapps.dol.gov/elaws/posters.html>

**Provided by: NYS Department of Labor, Division of Compliance and Education
(formerly known as Division of Immigrant Policies and Affairs)**

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