

Employment Posters Information

In response to your request for required employment posters, we are pleased to send the following, which are within the jurisdiction of the Division of Labor Standards and are mandated by New York State Labor Law:

- Minimum Wage Poster**
- Working Hours for Minors:** Prepare and conspicuously display your own notice showing the daily starting and ending times, including meal periods, for every day each minor is scheduled to work. A copy of "Permitted Working Hours for Minors Under 18 Years of Age" (LS-171) is enclosed.
- Notice of Fringe Benefits and Hours Posting:** Either prepare and conspicuously display your own notice delineating your company's policy concerning fringe benefits and working hours or distribute a copy of your policy to each employee. "Notice Requirements for Fringe Benefits and Hours" (LS-606) is enclosed.
- Prohibited Wage Deductions and Tip Appropriation Posting:** Employers engaged in the sale or service of food or beverages are required to post a copy of Labor Law Sections 193 (prohibited deductions from wages) and 196-d (appropriation of tips). A copy of each Section is enclosed.

For additional information or assistance, contact any of the Division of Labor Standards offices listed on the reverse side.

Other Posters

These required posters are available from the New York State Department of Labor Unemployment Insurance Division and other agencies:

Unemployment Insurance Poster: Issued by the New York State Department of Labor, Unemployment Insurance Division, Registration Section, Room 363, Gov. W. Averell Harriman State Office Building Campus, Albany, NY 12240, (518) 485-8589, following your registration.

Workers Compensation and Disability Benefits Posters: Obtain from your insurance carrier.

Human Rights Poster (Anti-Discrimination Laws): Obtain from the New York State Division of Human Rights, Public Information, 1 Fordham Plaza, 4th Floor, Bronx, NY 10458, (718) 741-8400.

Federal Posters: Obtain from the United States Department of Labor and the Equal Opportunity Commission. To locate the offices nearest you, consult the blue pages of your telephone directory under, "United States Government Offices."

District Offices:

Albany District

State Office Campus
Bldg. 12 Room 185A
Albany, NY 12240
(518) 457-2730

New York City District

75 Varick Street
7th Floor
New York, NY 10013
(212) 775-3880

Garden City District

400 Oak Street
Suite 101
Garden City, NY 11530
(516) 794-8195

White Plains District

120 Bloomingdale Road
White Plains, NY 10605
(914) 997-9521

Buffalo District

290 Main Street
Room 226
Buffalo, NY 14202
(716) 847-7141

Rochester

Sub-District
276 Waring Road
Room 104
Rochester, NY 14609
(585) 258-4550

Syracuse District

333 East Washington Street
Room 121
Syracuse, NY 13202
(315) 428-4057