

The Bulletin Board

The Prime Contractor must erect a bulletin board on the construction site for posting the notices required by the Federal and State laws.

Location:

- The bulletin board must be *located in a conspicuous place* and be available at all times to employees and applicants for employment;
- Do not post documents inside company trailers that are closed during non-work hours. You can, however, mount the bulletin board to the trailer siding as long as it is accessible; and
- The bulletin board may be erected behind chain fencing that may deter theft and vandalism, but must remain accessible for reading.

Construction and Maintenance of the Construction Site Bulletin Board:

- The bulletin board should be constructed so that the posters are weatherproofed as much as possible;
- If the posters are vandalized, replace them; and
- When posters fade, replace them. Colors are especially susceptible to fading. These posters may need to be changed often during the Project's construction.
- Unreadable posters, in their entirety, are not in compliance.

REQUIRED POSTERS:

FEDERAL POSTERS

NOTICE

The highway construction underway at this location is a Federal or Federal-aid project and is subject to applicable State and Federal laws, including Title 18, United States Code, Section 1025, which reads as follows:

"Whoever, being an officer, agent, or employee of the United States, or of any State or Territory, or whoever, whether a person, association, firm, or corporation, knowingly makes any false statement, false representation, or false report as to the character, quality, quantity, or the cost of the material used or to be used, or the quantity or quality of the work performed or to be performed, or the cost thereof in connection with the submission of plans, maps, specifications, contracts, or bills of construction of any highway or related project submitted for approval to the Secretary of Transportation, or

Whoever knowingly makes any false statement, false representation, false report, or false claim subject to the character, quality, quantity, or cost of any work performed or to be performed, or furnished or to be furnished, in connection with the construction of any highway or related project by the Secretary of Transportation, or

Whoever knowingly makes any false statement or false representation as to a material fact in statement, certificate, or report submitted pursuant to the provisions of the Federal-Aid Road Act, July 11, 1916 (39 Stat. 355), as amended and supplemented.

Should be filled under this title or implemented not more than five years, or both."

Any person having reasons to believe this statute is being violated should report the same to the agency representative(s) named below.

Ask Federal and State/State Department of Transportation Office of Inspector General Toll Free Hotline 1-800-654-6971

Form FHWA 1022-1-90

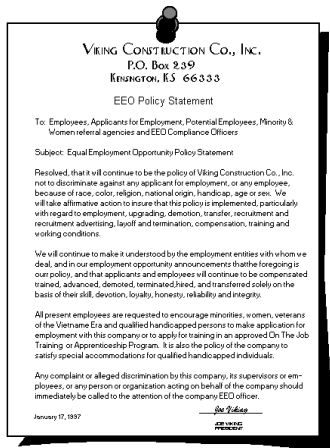
1. **Notice - Federal Aid Projects - Fraud Notice.** (Form FHWA 1022) *Required by 18 C.F.R. 1020 AND 23 C.F.R. 635.119.* Points out the consequences of impropriety on the part of any Contractor or Department employee working on Projects. **Send FAX order to: (301) 386-5394** with requestor's name, shipping address, and the number of posters requested. For additional information, call **(301) 322-5377**. The notice must have the information completed and/or stamped in the boxes. Ask the Area KDOT Construction Office for the information to type in the boxes.

2. **Wage Rate Information.** (Form FHWA 1495) Spanish Version (1495a) *Required by FHWA 1273.* May be substituted for Form USDOL-1313. Points out that the Project is subject to the minimum wage rate provisions of Section 113, United States Code and the overtime Rate Provisions of the Work Hours Act of 1962. Attached to this poster will be an approved list of wage rates and job classifications, as modified or amended, that appears in the contract. **Send FAX order to: (301) 386-5394** with requestor's name, shipping address, and the number of posters requested. For additional information, call **(301) 322-5377.** (Copy the wage rates from the contract and attach with the poster). The document must have the information completed and stamped in the boxes. Ask the Area KDOT Construction Office for the information to type in the box. **Both FHWA-1495 and USDOL-1313 require actual wage rates.**

The poster features the U.S. Department of Transportation logo on the left and a circular seal on the right. The main heading is "Important Wage Rate Information Federal-Aid Highway Project". Below this, it states that construction work is subject to minimum wage and overtime provisions. It informs employees of their right to be paid at least the hourly rate for their job classification as defined in the attached schedule. It lists two categories of employees: apprentices and those in approved skill training programs. It provides instructions on how to report wage rate issues to the contracting agency or the nearest Federal Highway Administration representative. A box is provided for the contractor's representative. At the bottom, it provides contact information for the Federal Highway Administration and a note about attaching the Secretary of Labor's minimum wage rate schedule.



3. **Equal Opportunity is the Law Poster.** (Form EEOC-P/E-1). Spanish version available. *Required by 41 C.F.R. 60-1.4(b)(1).* Points out that Title VII of the Civil Rights Act of 1964 and Executive Order 11246 prohibit discrimination. To order: US Dept. of Labor, Wage and Hour Div., 200 Constitution Ave. NW, Room S-3502, Washington, DC. 20210. Also available at <http://www1.eeoc.gov/employers/poster.cfm>.



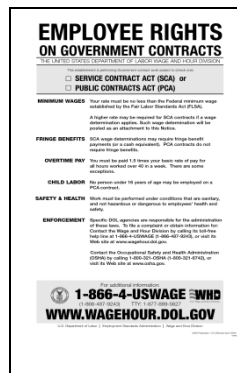
4. **Contractor's EEO Policy Statement and Letter Appointing the company's EEO Officer for the Project.** *Required by 41 C.F.R 60-741.44.* The Contractor must post the EEO Policy Statement. Additionally, the EEO Policy should be filed annually with KDOT, Office of Civil Rights, Eisenhower State Office Building, Topeka, KS 66612. The Policy, at the minimum, will include all of the following:

- * The statement that it is company policy not to discriminate against any applicant for employment, or any employee because of race, color, religion, national origin, disability, age, sex, or veteran status. That the company will take Affirmative Action to insure that the Policy is implemented;
- * A statement that all applicants and employees will continue to be compensated, trained, advanced, demoted, terminated, hired, and transferred solely on the basis of the individual's merit;
- * The statement of encouraging minorities and women, special disabled veterans, veterans of the Vietnam Era and qualified disabled persons to make application for employment or to apply for training in an approved On-the-Job Training or Apprenticeship Program. And, that it is the Policy of the company to satisfy special accommodations for qualified disabled individuals;
- * A statement pertaining to a working environment free of harassment, intimidation, and coercion at all job-sites;
- The statement that it is company policy that all job-sites and facilities, including company activities are non-segregated, except that separate or single-user toilet

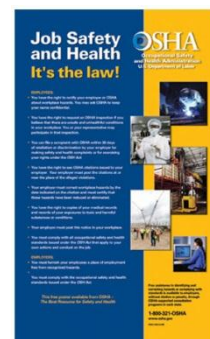
and necessary changing facilities shall be provided to assure privacy between the sexes;

- The name, address and telephone number of their EEO Officer;
- The document must be printed on company letterhead;
- The company's President must sign the document; and
- The Policy must be reviewed and dated for the current year.

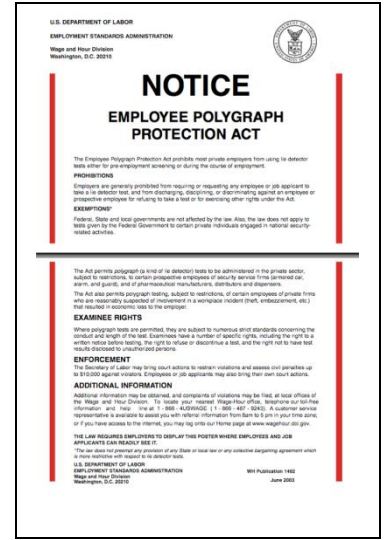
- 5a. **Your Rights - Federal Minimum Wage (Form WH 1088)** Spanish version available and **Notice to Employees (Form WH 1313)** and **Notice to All Employees (Form WH 1321) Posters.** *Davis-Bacon wage rate poster required by 29 C.F.R. 5.5(a)(1).* Form WH 1088 - **Required** on Projects where Davis-Bacon wage rates are not established. Available at <http://www.dol.gov/dol/osbp/public/sbrefa/poster/main.htm> or write to: US Dept of Labor, Wage and Hour Div., 200 Constitution Drive NW Rm. S-3502, Washington, D.C. 20210
- b. **Actual wage rates are required by both FHWA 1495 and WH 1321.**



6. **Safe Workplace Poster. (OSHA Form 3165); Spanish Version (Form 3167).** *Required by 29 C.F.R. 1903.2(a)(1).* The Contractor is required under the provisions of OSHA to post this poster in a conspicuous place. Available at <http://www.dol.gov/dol/osbp/public/sbrefa/poster/main.htm>. To order posters write: US Dept of Labor, Wage and Hour Div., 200 Constitution Drive NW Rm. S-3502, Washington, D.C. 20210 or call (800) 362-2896 - within KS or (202) 693-1888 - if requesting small number of posters.



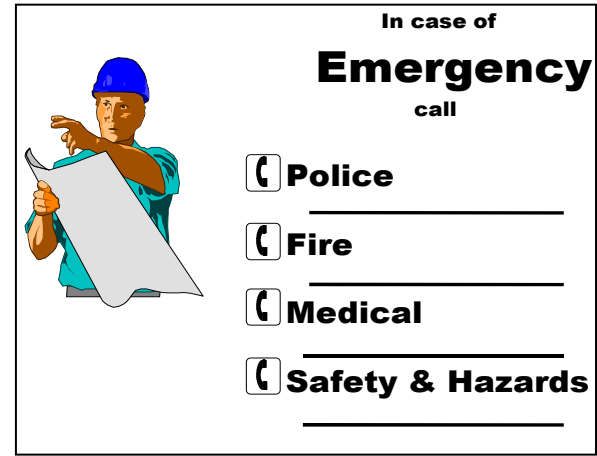
7. **Polygraph Notice.** (Form WH 1462) Spanish Version (Form 1462 Sp.); If employer is engaged in interstate commerce. Required by 29 C.F.R. 801.6. Available at <http://www.dol.gov/dol/osbp/public/sbrefa/poster/main.htm> or write: US Dept of Labor, Wage and Hour Div., 200 Constitution Drive NW Rm. S-3502, Washington, D.C. 20210.



8. **Your Rights Under the Family and Medical Leave Act of 1993.** (Form WH1420) Spanish version (Form WH-1420 sp.); Required by 29 C.F.R. 825.300(a). For employers of more than fifty employees. You may obtain this poster by contacting <http://www.dol.gov/dol/osbp/public/sbrefa/poster/main.htm> or write US Dept of Labor, Wage and Hour Div., 200 Constitution Drive NW Rm. S-3502, Washington, D.C. 20210



9. **24 - Hour Emergency Numbers.** Post numbers to call in the event of any emergency. The company's name and emergency number or 911 should be included to report any safety or hazard problem that occurs on the job-site. Required by 29 C.F.R. 1926.50(f).



Kansas Law Provides
 Equal opportunity in employment without regard to race, religion, color, sex, disability, national origin, ancestry, or age. Genetic testing and Screening is also prohibited.

If you have suffered discrimination in recruitment, hiring, placement, promotion, transfer, training, compensation, layoff, or termination contact...

KANSAS HUMAN RIGHTS COMMISSION
AREA OFFICES:

MAIN OFFICE, TOPEKA: 801 S. 10TH AVE. SUITE 401-2007B TOPEKA, KANSAS 66603 Voice: (785) 296-5000 Fax: (785) 296-4999 TTY: (785) 296-4507 Toll Free: (800) 795-6874	DOUGLAS CITY OFFICE: 1011 WEST FLA. AVE. OFFICE SUITE 224 DOUGLAS CITY, KS 67801 (316) 235-8988
WICHITA OFFICE: 101 S. MARKET SUITE 500 WICHITA, KS 67202 Voice: (316) 272-6779 Fax: (316) 277-0776	INDEPENDENCE OFFICE: 1000 W. 12TH ST. SUITE 100 INDEPENDENCE, KS 67301 (316) 331-5903

13. **Kansas Law Provides Equal Opportunity.** To be posted by all Kansas Employers. Informs employees where to report discrimination. Write: Kansas Human Rights Commission, Landon State Office Bldg., 8th Floor, Suite 851 South, 900 SW Jackson St., Topeka, KS 66612-1258 or call (785) 296-3206 to order posters.

**EMPLOYMENT STANDARDS
 KANSAS DEPARTMENT OF LABOR**
 101 S. 10TH AVE.
 TOPEKA, KS 66603-1002
 Telephone: 785-296-5000

**Notice of Hours
 (CHILD LABOR)**

IT SHALL BE A VIOLATION OF LAW for any child under sixteen (16) years of age to be employed, permitted or suffered to work in this business establishment before 7 a.m., or after 10 p.m., on days preceding a school day or for more than eight (8) hours per day or forty (40) hours per week when school is not in session.


FURTHER, IT SHALL BE A VIOLATION OF LAW to employ, permit, or suffer to work any child under eighteen (18) years of age in any vocation which has been declared by Rule or Regulation of the Secretary of Labor to be dangerous or injurious to the life, health, morals or welfare of a minor.

WORK PERMITS SHALL BE REQUIRED when the minor is under sixteen (16) years of age and ONLY when such minor is NOT enrolled in or attending any secondary school.

NOTICE OF HOURS (KSA 98-689) that every employer shall keep this notice posted in a conspicuous place near the principal entrance to an establishment where children under sixteen (16) years of age are employed, permitted, or suffered to work. This notice shall state the maximum number of hours each child may be employed, or permitted to work, on each day of the week, the hours of commencing and stopping work, and the hours allowed for dinner and other meals.

This notice is not required and should not be posted if you are covered under the Federal Child Labor Law. If you are unsure, it is suggested that you contact the KS Department of Labor for information. To view copies of this notice, please contact:

Wage and Hour Division
 Kansas Dept. of Labor
 401 S. 10th St.
 Topeka, KS 66603
 785-296-5000



14. **Notice of Hours (Child Labor).** Form K-ESLR 100. Informs employees that a child under 18 years of age is prohibited from working in a vocation that has been declared to be dangerous or injurious to life, health, morals or welfare of a minor. Call: Kansas Department of Labor, Employment Standards at (785) 296-5000 to order posters.