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

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.

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](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.**

7. **Polygraph Notice.** *(Form WH 1462) Spanish Version (Form 1462 Sp.); If employer is engaged in interstate commerce.*


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).
10. **Your Rights Under The Uniformed Services Employment And Reemployment Rights Act.** Protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service and prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

11. **Notice to Workers about Unemployment Insurance.** *Form K-CNS 405.*

To be posted by employers covered by Kansas’ Unemployment Insurance Statutes. Call: Kansas Department of Labor, Employment Standards at (785) 296-5000 to order posters.

12. **Your Employer is Subject to the Kansas Workers Compensation Law.** *Form K-WC 40* To be posted by all Kansas Employers. Informs employees of Workers Compensation benefits and where to get help or information. Call: Kansas Department of Labor, Employment Standards at (785) 296-5000 to order posters. The blanks at the bottom must be completed to be in compliance.
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.

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.