

## 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, 1220 Washington Ave., Room 363, Albany, NY 12226, (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**

1220 Washington Ave.  
Bldg. 12 Room 185A  
Albany, NY 12226  
(518) 457-2730

### **Buffalo District**

295 Main Street  
Suite 914  
Buffalo, NY 14203  
(716) 847-7141

### **New York City District**

55 Hanson Place  
11th Floor  
Brooklyn, NY 11217  
(212) 775-3880

### **Syracuse District**

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

### **Bronx District**

55 Hanson Place  
11th Floor  
Brooklyn, NY 11217  
(212) 775-3597

### **Garden City District**

400 Oak Street  
Suite 102  
Garden City, NY 11530  
(516) 794-8195

### **Rochester District**

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

### **White Plains District**

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