

# 2016 Employment Posters It's the Law!

## **2016 California & Federal Employment Poster**

You **MUST** post a compliant *Employment Poster* in a conspicuous place in the workplace where all employees and applicants can see it. The poster also must include information about your workers' compensation benefits, payday schedule and emergency contacts. You may need to order several to ensure that your business, branches and satellite offices are displaying the poster according to the law.

**Failure to comply can result in severe penalties and fines (up to \$17,000!) by the state of California. If any of your company's workers are Spanish-speaking, you will need to order the Spanish version.**

## **2016 HR Handbook for California Employers**

**Includes color-coded easy reference sections.** Required and recommended forms for California businesses available to download using a special URL provided in the book.

## **2016 Five Required HR Pamphlets**

**Harassment Pamphlet:** Employers must inform workers upon hire of their right to a harassment-free workplace, and provide a harassment complaint procedure. Distributing these harassment pamphlets could protect you from a devastating lawsuit.

**Workers' Compensation Rights & Benefits Pamphlet** Employers are required to give a Workers' Compensation pamphlet to all new employees. It should be readily available without them asking you or another supervisor for the pamphlet.

**State Disability Insurance Pamphlet** The State Disability Insurance (SDI) pamphlet notifies employees of their right to disability insurance benefits should they sustain a non-work related injury. Including these disability insurance pamphlets in your orientation kits and making sure one is available to every employee taking a leave for a covered reason fulfills an important legal obligation. Employers are required to provide information about State Disability Insurance (SDI) to all new employees and again to those about to take a leave of absence for a covered reason.

**Paid Family Leave Pamphlet:** Information in the Paid Family Leave (PFL) pamphlet is required by state law mandates and must be provided to all new employees AND employees taking a leave of absence for a reason that is covered.

**Unemployment Insurance Pamphlet:** The Unemployment Insurance (UI) pamphlet notifies employees of their right to unemployment insurance benefits when they are terminated, laid off, or granted a leave of absence. You are required to provide this unemployment information to any employee in any of these instances.

## **California Labor Law Digest 2016 Edition**

This comprehensive, California-specific **Digest** puts answers to labor law questions right at your fingertips, updated with new case law and regulations for 2016.

## **Employee Handbook Software for California Employers**

California-specific, intuitive, Wizard-based software designed to create and/or update an employee handbook quickly and easily. (Available in English or Spanish.)

## **Exporting Guide for California Businesses**

This comprehensive guide is an easy-to-use essential reference for any company or entrepreneur in the U.S. exporting goods internationally.

**Substantial discount** when you purchase through the San Rafael Chamber of Commerce. **Order today!**

**See the next page for order form**

# San Rafael Chamber

Protecting Your Business

## 2016 Employment Posters Order Form

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

**Please make checks payable to the San Rafael Chamber of Commerce**

Payment method:  Visa  MC  Check

Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

**Orders may be picked up at the San Rafael Chamber:**

**817 Mission Avenue**

**Or can be mailed for the following postage fees:**

**\$2 per poster; \$5 all other items (incl. laminated posters)**

**Orders may be submitted through fax, e-mail or phone!**

**p: 415.454.4163**

**f: 415.454.7039 (Attn: Jesse Taylor-Vermont)**

**[frontdesk@srchamber.com](mailto:frontdesk@srchamber.com)**

**[www.srchamber.com](http://www.srchamber.com)**

### Employment Posters:

All 17 Required Notices on one **non-laminated** poster @ \$31

\_\_\_\_\_ English \_\_\_\_\_ Spanish Total \$ \_\_\_\_\_

All 17 Required Notices on one **laminated** poster @ \$41

\_\_\_\_\_ English \_\_\_\_\_ Spanish Total \$ \_\_\_\_\_

### Other:

\_\_\_\_\_ *2016 HR Handbook for California Employers* @ \$52 \$ \_\_\_\_\_

\_\_\_\_\_ *2016 California Labor Law Digest* @ \$174 \$ \_\_\_\_\_

\_\_\_\_\_ *2016 Employee Handbook Software* @ \$262 \$ \_\_\_\_\_

\_\_\_\_\_ English \_\_\_\_\_ Spanish

\_\_\_\_\_ *2016 Five Required HR Pamphlets* @ \$5 \$ \_\_\_\_\_

Subtotal ..... \$ \_\_\_\_\_

Non-Members – add \$20 per item \$ \_\_\_\_\_

Tax (9.25%) ..... \$ \_\_\_\_\_

Total ..... \$ \_\_\_\_\_