

Policy: AD-06-51

Policy Title: Required Legal Notices and Postings

Policy Purpose: To ensure legal notices are posted in accordance with local, state, provincial, and federal requirements

Implementation Date: 01/09/2007

Revision Date: N/A

**TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT**

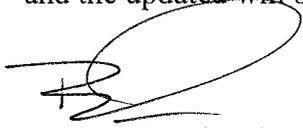
REQUIRED LEGAL NOTICES AND POSTINGS

The Office Manager will maintain all Local, State, Provincial, and Federal notices regarding employment conditions and benefits which are posted in the break room where all employees regularly congregate. Procedures are developed to ensure that the latest information is posted in a timely fashion.

The following items are required to be posted at all times:

1. The IOSHA Safety & Health Protection on the Job
2. US Dept. of Labor Employment Standard Posters

The Office Manager will receive these updated posters from the Benefits Coordinator, and post all Federal, State & Local posters in the break room for all employees to see. Once a new update comes from the Benefits Coordinator, the old one will be destroyed and the updated will be placed on the board in the break room.



Bruce A. Hauk, Director
Westfield Public Works Department