

4167-4-01

**Notification to employees.**

- (A) On the effective date of this rule, each employer shall post and keep posted a notice or notices, to be furnished by the division, informing employees of the protections and obligations provided under the provisions of section 4167.11 of the Revised Code (see appendix to this rule).
- (B) Such notice or notices shall be posted by the employer in each establishment in a conspicuous place or places where notices to employees are customarily posted. Each employer shall take steps to insure that such notices are not altered, defaced, or covered by other material.
- (C) Where distinctly separate activities are performed at a single physical location (such as but not limited to multiple agencies residing in the same building), each activity shall be treated as a separate physical establishment, and a separate notice or notices shall be posted in each such establishment.
- (D) Where employers are engaged in activities that are physically dispersed (such as but not limited to transportation and sanitary services), the required notice or notices shall be posted at the location to which employees report each day.
- (E) Where employees do not usually work at, or report to, a single establishment (such as but not limited to field inspectors), such notice or notices shall be made available to each employee by other means (such as but not limited to providing a copy at least annually in a pay check) or providing a copy in an employee handbook.
- (F) On the effective date of this rule, the employer may in lieu of paragraphs (A), (B), (C), and (D) of this rule elect to inform employees of their rights by other appropriate means (such as but not limited to providing a copy of the notice in an employee handbook). Under the conditions of this paragraph, the employer shall inform employees at the time of initial hire and at least annually thereafter of the protections and obligations under the provisions of section 4167.11 of the Revised Code (See appendix to this rule).

Effective: 02/15/2009

R.C. 119.032 review dates: 10/24/2008 and 10/01/2013

CERTIFIED ELECTRONICALLY

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Certification

01/28/2009

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Date

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Statutory Authority: 4121.12, 4121.121, 4167.02, 4167.07  
Rule Amplifies: 4167.11  
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