

# Questions and Answers on Notification of Employee Rights to Organize



## **Does my company have to post the notice?**

The posting requirement applies to **all private-sector employers** (including labor unions) subject to the National Labor Relations Act, (excludes agricultural, railroad and airline employers). In response to comments received after the proposed rule was announced, the Board has agreed to exempt the US Postal Service for the time being because of that organization's unique rules under the Act.

## **Are small businesses required to post the notice?**

The rule applies to all employers subject to the Board's jurisdiction (other than the USPS). The Board has chosen not to assert its jurisdiction over very small employers whose annual volume of business is not large enough to have a more than a slight effect on interstate commerce. In the case of retail businesses, including home construction, the Board's jurisdiction covers any **employer** with a **gross annual volume** of business of **\$500,000 or more**.

## **Do I need to post a sign for non-English-speaking employees?**

Yes. The notice must be posted in English and in another language if at least 20% of employees are not proficient in English and speak the other language. The Board will provide translations of the notice, and of the required link to the Board's website, in the appropriate languages.

## **When will the notice posting be required?**

The final rule takes effect on **November 14, 2011**.

## **There is no union in my workplace; will I still have to post the notice?**

Yes. Because NLRA rights apply to both union and non-union workplaces, all employers subject to the Board's jurisdiction will be required to post the notice in a place where all other employee notices are posted.

## **How will I get the notice?**

The Board will provide copies of the notice on request at no cost to the employer. These can be obtained by contacting the NLRB at its headquarters or its regional, sub-regional, or resident offices. Employers can also download the notice from the Board's website and print it out in color or black-and-white on one 11-by-17-inch paper or two 8-by-11-inch papers taped together. Finally, employers can satisfy the rule by purchasing and posting a set of workplace posters from a commercial supplier.

## **What if I communicate with employees electronically?**

In addition to the physical posting, the rule requires every covered employer to post the notice on an **internet or intranet site** if personnel rules and policies are customarily posted there. Employers are not required to distribute the posting by email, Twitter or other electronic means.

## **Will I have to maintain records or submit reports under the Board's rule?**

No, the rule has no record-keeping or reporting requirements.

## **How will the Board enforce the rule?**

Failure to post the notice may be treated as an unfair labor practice under the National Labor Relations Act. The Board investigates allegations of unfair labor practices made by employees, unions, employers, or other persons, but does not initiate enforcement action on its own.

## **What will be the consequences for failing to post the notice?**

The Board expects that, in most cases, employers who fail to post the notice are unaware of the rule and will comply when requested by a Board agent. In such cases, the unfair labor practice case will typically be closed without further action. The Board also may extend the 6-month statute of limitations for filing a charge involving other unfair labor practice allegations against the employer. If an employer knowingly and willfully fails to post the notice, the failure may be considered evidence of unlawful motive in an unfair labor practice case involving other alleged violations of the NLRA.

## **Can an employer be fined for failing to post the notice?**

No, the Board does not have the authority to levy fines.

## **Was there a public comment period? What was the response?**

The Board received more than **7,000 public comments** after posting a notice of the proposed rule in the Federal Register. A detailed description of the comments and the Board's response to them, including responsive modifications to the rule, may be found in the [Preamble to the Final Rule](#). □