



County Technical Assistance Service

Published on e-Li (<http://eli.ctas.tennessee.edu>)

January 17, 2020

General Notice

Dear Reader:

The following document was created from the CTAS electronic library known as e-Li. This online library is maintained daily by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other e-Li material.

Sincerely,

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Table of Contents

General Notice	3
----------------------	---

General Notice

Reference Number: CTAS-1029

All employers who are covered by the FMLA are required to post a notice in a conspicuous place explaining the FMLA's provisions and explaining how employees may file complaints with the DOL's Wage and Hour Division. The notice must be posted where it can be seen by employees and applicants for employment. This notice may be given electronically as long as it meets the other requirements. An employer who willfully fails to post this notice may be assessed a civil money penalty of \$169 for each offense under 29 C.F.R. 825.300(a)(1).

The employer also is required to provide the general notice to employees by including it in the employee handbook or other written materials concerning employee benefits or leave rights, if the employer has any of these, or by distributing the general notice to each new employee upon hiring. This also may be accomplished electronically.

This notice can easily be given using the DOL's prototype notice, commonly known as the "FMLA poster" (WHD publication 1420). If the prototype is not used, the notice given must contain all information that is in the prototype notice.

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