

# Montana Public School Required Bulletins

## Annual Compliance Checklist

School Year: \_\_\_\_\_

District: \_\_\_\_\_ Site: \_\_\_\_\_

All bulletins must be current versions (check sites and sources each year for updates).

Post in conspicuous locations where employees/public can easily see them.

Sample bulletins/notices may be found online or linked below.

For multiple campuses, complete a separate checklist for each.

Keep a master file with current PDFs and update annually.

### Federal Labor Law Postings (Employee Bulletin Boards / Staff Areas)

Notice / Resource	Location	Verified By	Date
<u>FLSA – Employee Rights Under the Fair Labor Standards Act</u>			
<u>FMLA – Employee Rights &amp; Responsibilities</u>			
<u>EEOC – Know Your Rights: Workplace Discrimination is Illegal</u>			
<u>USERRA – Your Rights Under USERRA</u>			

### Federal Civil Rights & Program Notices (Public-Facing or Program-Specific)

Notice / Resource	Location	Verified By	Date
<u>USDA “And Justice for All” – in meal service areas</u>			
<u>Title IX Coordinator &amp; Nondiscrimination Statement</u>			
<u>ADA Title II Public Notice</u>			
<u>FERPA Annual Notification</u>			
<u>AHERA Asbestos Management Plan Notice</u>			

## Montana State Employer Postings (Employee Bulletin Boards / Staff Areas)

Notice / Resource	Location	Verified By	Date
<u>Montana Unemployment Insurance Coverage Notice</u>			
<u>Workers' Compensation Employee Notice</u>			
<u>Montana Clean Indoor Air Act – No Smoking Signage</u>			
<u>Montana Minimum Wage Poster</u>			

## Situational / Conditional Postings (If Applicable)

Notice / Resource	Location	Verified By	Date
<u>E-Verify Participation &amp; Right-to-Work</u>			
<u>Federal Contractor NLRA Poster</u>			

## Other

Notice / Resource	Location	Verified By	Date

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