



# MARYLAND STATE POLICE PERSONNEL DIRECTIVE



## State & Federal Employer Posting Requirements

<b>Distribution:</b> All Employees	<b>Index:</b> <b>PER 01.02</b>
<b>DLI Reference:</b> 1-013	<b>Rescinds:</b> Chapter 4, Sec. XXIII
<b>Issued:</b> 01/01/2013	<b>Revised:</b> 05/20/2025

### .01 Purpose

To ensure that the MSP complies with all State and federal requirements for displaying labor law posters in the workplace.

### .02 Policy

Each MSP installation will comply with all applicable State and federal posting requirements, ensuring that employees are informed of their rights and responsibilities.

### .03 CALEA Standards

LE: N/A                      TA: N/A                      CM: N/A

### .04 References

[MD. CODE ANN., LAB. & EMPL., §3–306.](#)

[MD. CODE ANN., LAB. & EMPL., §5–104.](#)

[MD. CODE ANN., LAB. & EMPL., §8–603.](#)

[MD. CODE ANN., STATE GOV'T., §20–606.](#)

[MD. CODE ANN., STATE GOV'T., §20–609.](#)

[COMAR 14.09.01.03](#)

[Governor's Executive Order on Equal Opportunity](#)

[Maryland Department of Labor, Licensing & Regulation, Employment Related Posters.](#)

[United States Department of Labor, Poster Requirements for Small Businesses and Other Employers.](#)

### .05 Procedures

#### A. Requirements

1. Commanders/directors will ensure that all notices listed in section B, below, are prominently displayed in a conspicuous location clearly visible to all employees and job applicants.

#### B. Notices

1. The State of Maryland, the federal government, and the MSP require certain information be made available to employees.

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**State & Federal Employer Posting Requirements**

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2. The State of Maryland requires the following postings:
  - a. Equal Employment Opportunity Notice to State Employees (English and Spanish);
  - b. Equal Employment Opportunity Compliant Procedures;
  - c. State of Maryland Reasonable Accommodation Policy and Procedure;
  - d. Executive Order 01.01.2007.16, Code of Fair Employment Practices;
  - e. Health Insurance Coverage Poster;
  - f. Workers' Compensation in Maryland;
  - g. Maryland Occupational Safety and Health Act Safety and Health Protection on the Job;
  - h. Pregnant and Working Notice, Maryland Commission on Civil Rights;
  - i. Sexual Harassment Policy and Procedures (English and Spanish);
  - j. Whistleblower Law;
  - k. Unemployment Rights Benefit Entitlement Poster; and
  - l. Maryland Minimum Wage and Overtime Law.
3. The federal government requires the following postings:
  - a. Know Your Rights: Workplace Discrimination is Illegal;
  - b. Employee Rights Under the Fair Labor Standards Act;
  - c. Your Rights Under the Family and Medical Leave Act; and
  - d. Your Rights Under USERRA The Uniformed Services Employment and Reemployment Rights Act.
4. The MSP requires the following supplemental postings:
  - a. Equal Employment Opportunity Policy Statement and Plan; and
  - b. Stop Fraud in State Government.

**C. Compliance**

1. The Planning and Research Division will ensure that the Decentralized Line Inspection (DLI) system includes inspections of the posting requirements.
2. Commanders/directors will inspect the required DLI interrogatories and immediately resolve any identified deficiencies.
3. The Office of Diversity, Equity and Inclusion may conduct on-site inspections to ensure compliance with these requirements.

**D. Obtaining Notices**

1. Commanders and directors may download and print the required postings from the PowerDMS.
2. Annually, the Human Resources Division (HRD) will review and update the postings on the PowerDMS.
3. In cases where a posting cannot be downloaded, the commander/director will request copies of the notices that are needed by contacting the HRD.

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E. Headquarters Complex

1. The Chief, Support Services Bureau, will designate an employee responsible for ensuring all Headquarters buildings are in compliance with this policy.

Approved:

Colonel Roland L. Butler, Jr.  
Superintendent 05/20/2025