

MSEC Employment Law Posters – FAQs

Updated 2/11/2010

Poster Purchase/Update Service

What is the Update Service? In addition to all-in-one employment law poster sales for any State and the Federal poster, MSEC now offers its members an Update Service. ***An Update Service order does not result automatically in a poster shipment.*** Rather, the Update Service compliments an employer's current, up-to-date state and federal posters to provide compliance security for the rest of the year. Whenever, and however many, mandatory changes occur to either the member's state or the federal poster, the Update Service provides a revised, all-in-one poster to reflect the mandatory change. This occurs as many times as necessary in the calendar year for the same \$25. An Update Service covers "a set" or both the employer's designated state and Federal poster. The Update Service is available for all 50 states, plus the District of Columbia and Puerto Rico.

If I sign up for the Update Service, do I have to buy posters too? The Update Service takes effect the date you sign up for the service with MSEC. If you have not bought posters since a mandatory change occurred, you will need to buy the current poster. If you sign up for the Update Service, you will receive a new poster when and if a mandatory change occurs in the calendar year for either the Federal or State poster that you sign up for. The Update Service is not available for Spanish posters.

Have there been any recent updates to the Colorado or Federal posters? The most recent changes to the Colorado poster occurred in October 2009, when the Unemployment Insurance poster was updated, and again in December 2009 when the Minimum Wage was lowered to \$7.24/hour resulting in Minimum Wage Order #26. The most recent change to the Federal poster occurred in October 2009, when the EEO poster was revised to include the new GINA law.

I just bought posters last year, do I have to buy them again? The most recent change to the Colorado poster occurred in December 2009. The most recent change to the Federal poster occurred in October 2009. If you have not purchased posters since these changes, you will need to purchase new posters. You can visit our website to see the most recent changes to other state posters (please visit www.msec.org, click on the Reference Materials tab, and scroll to Posters. There you will find a link to Recent Poster Changes).

Do you have a list on line of the recent changes to all the State posters? Yes. Please visit www.msec.org, click on the Reference Materials tab, and scroll to Posters. There you will find a link to Recent Poster Changes. If you have additional questions, or to order posters, please contact MSEC at 303-223-5343 or you may e-mail us at posters@msec.org.

What is the difference between a Mandatory Change and a non-Mandatory change in the Update Service context? Whether a change to any aspect of a State or the Federal all-in-one employment law poster is considered “mandatory” depends on whether the publishing agency would deem an employer out of compliance in regards to its posting obligation if the employer does not post the most recent version (as opposed to the earlier version). The national vendor that supports MSEC’s Employment Law Posters service employs a research team to test changes to any posting requirements under that standard. A non-mandatory change, for example, might be an agency address change or identification of an elected official.

Do you offer posters for states other than Colorado? Yes. We offer posters for all 50 states, plus the District of Columbia, and Puerto Rico.

Do you offer posters in Spanish? We do offer Federal posters in Spanish, as well as most states. The Update Service is not available in Spanish.

What size are your posters? Currently, the Federal all-in-one poster is – 22”w x 28”l. The Colorado all-in-one poster is – 22”w x 28”l.

What if I need to cancel or modify an Update Service order? Unfortunately, MSEC is unable to cancel an Update Service after it is established. This is because MSEC relies on a contractual relationship with a third-party, national vendor to make the Update Service available to MSEC members. MSEC could not offer posters for all fifty States at such low prices without that arrangement and the associated reduction in flexibility.

MSEC can modify the shipment address associated with an US in advance of an US shipment. Please be sure to keep shipping addresses up to date with MSEC.

Can I return the posters I purchased? Yes. You can return posters that you purchased within 15 days. Prior to returning your posters, please contact us at 303-223-5343. Please return the posters to:

Susan Harris
Mountain States Employers Council, Inc.
1799 Pennsylvania Street
Denver, CO 80203

Do you offer posters for Public Employers? We currently do not offer separate posters for Public Employers. We do, however, have stickers for the poster that say “Public Employers Not Covered” that you can place over the sections of the State and Federal posters that are not applicable to Public Employers. Please contact MSEC at posters@msec.org to request these stickers. Please specify the number of MSEC posters for which you are requesting stickers.

Do you offer posters for small employers not covered by FMLA? We currently do not offer separate posters for smaller employers. We do, however, have stickers for the poster that say “This Employer Not Covered” that you can place over the FMLA section of the Federal poster. Please contact MSEC at posters@msec.org to request these stickers. Please specify the number of MSEC posters for which you are requesting stickers.

Shipping

What are your shipping rates? For CO posters (or CO and FED posters together), the shipping rate is \$5.50 per 10 posters shipped to the same location. For other State posters (or other State and Federal posters shipped together), the shipping rate is \$9.00 per 4 posters shipped to the same location.

How long before I receive my posters? MSEC usually ships CO/FED posters within 2-3 business days of poster purchase orders. You should receive them within 3-5 business days from the time you place your order. Posters for other States usually ship within 3-5 business days. You should receive them within 5-7 business days from the time you place your order.

When do Update Service poster shipments arrive following mandatory changes? Update Service posters typically ship within the first two weeks of the month following any published mandatory change. Update Service shipments are mailed through the U.S. Postal Service at no shipping cost to the MSEC member, which takes approximately 7 to 10 days. Therefore, Update Service shipments usually arrive in the third week of the month after a mandatory change. If you ordered the Update Service and did not purchase posters separately, please keep in mind that you will only receive posters if a mandatory change occurs to either the State or Federal poster.

Why haven't I received my posters yet? If you placed your order to purchase posters more than 10 days ago and you have not yet received your posters, please contact MSEC at 303-223-5343 or posters@msec.org

I received a tube of posters from GovDocs. Is that the posters I ordered? Yes. The posters sometimes shipped directly from our vendor, which would have a return address of GovDocs on the tube.

Do I have to provide a physical address when ordering posters? Yes. The posters are typically shipped via UPS. UPS will not deliver to a P.O. Box.

Can I provide a P.O. Box when ordering posters? Yes. We ask that you provide a physical address, but you are welcome to provide a P.O. Box as well. The posters are typically shipped via UPS (UPS will not deliver to a P.O. Box), but occasionally the posters are shipped via US Mail.

Tax

Am I charged Tax on the posters and the Update Service? What is the rate? Yes, sales tax is charged on the posters and the Update Service. The tax rates are as follows:

Colorado: 2.9%

RTD (Denver Metro): 4.11%

Denver (City and County): 7.73%

Out-of-State: 0%

What if I am tax-exempt? Please contact MSEC at 303-223-5343 to provide notice that you are tax exempt.