

**UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT  
BISMARCK, ND 58502**

August 25, 2008

**SUBJECT:** Required Posters  
**TO:** All Field Offices in North Dakota

**PURPOSE/INTENDED OUTCOME:**

The purpose of this North Dakota Administrative Notice (AN) is to clarify the placement and availability of various posters required for Rural Development offices and for participants in Rural Development programs.

**COMPARISON WITH PREVIOUS AN:**

This Administrative Notice replaces North Dakota AN 1367 which expired March 31, 2003.

**IMPLEMENTATION/RESPONSIBILITIES:**

Each office will review Attachment 1 to this AN to assure that all poster display requirements are being met. Old, worn posters should be replaced immediately. Attachment 1 describes each poster and indicates whether public or in-house display is required. All posters, except the three listed below, may be obtained from the Finance Office.

<b><u>POSTER</u></b>	<b><u>CONTACT PERSON</u></b>
USDA Hotline	Debra Steinwand
EEO Counseling Program	Carol Reed
EAP Serves You	Jane Tesch

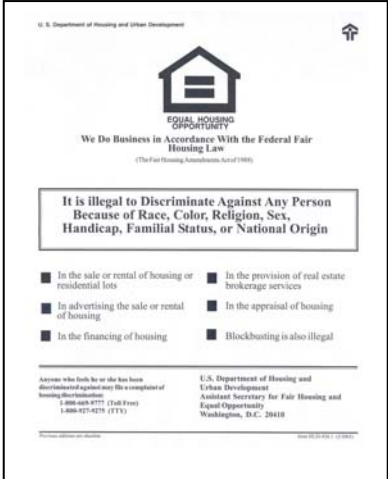


If there is a common in-house display area for the three agencies in the Service Center, only one poster needs to be displayed.

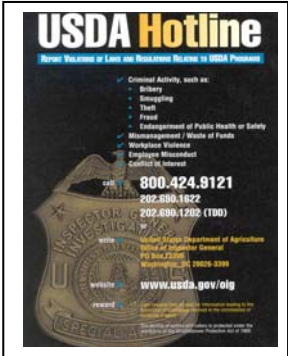

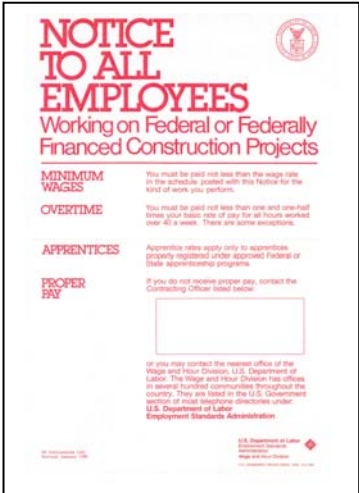
/s/ Clare A. Carlson  
CLARE A. CARLSON  
State Director




Attachment

**EXPIRATION DATE:**  
August 31, 2009

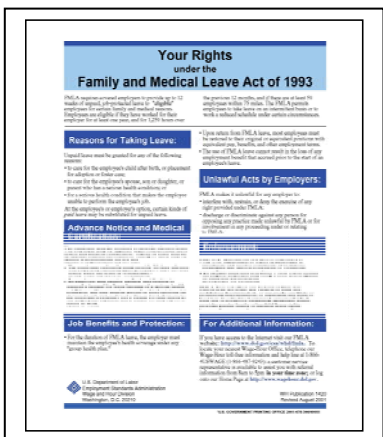
**FILING INSTRUCTIONS:**  
Following RD Instruction 2015-B

 <p>The poster features the U.S. Department of Housing and Urban Development logo at the top. Below it is a house icon with an equals sign inside. The text reads: "EQUAL HOUSING OPPORTUNITY", "We Do Business in Accordance With the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988)", and "It is illegal to Discriminate Against Any Person Because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin". A list of prohibited activities includes: "In the sale or rental of housing or residential lots", "In the provision of real estate brokerage services", "In advertising the sale or rental of housing", "In the appraisal of housing", "In the financing of housing", and "Blockbusting is also illegal". Contact information for the U.S. Department of Housing and Urban Development is provided at the bottom.</p>	<p><b>EQUAL HOUSING OPPORTUNITY</b></p> <p>Form HUD-928.1 (2/03) - English Form HUD-928-1A (2/03) – Spanish</p> <p>Required Display: RD offices, REO houses listed for sale, Realtor/broker’s offices, MFH projects of 5 or more units (on site and in rental offices); subdivision development of 5 or more lots (on site and in sales offices), conditional commitment builder developing five or more houses per year (on site and in sales offices).</p> <p>Available from RD Warehouse or HUD online.</p> <p>Public Display</p>
 <p>The label features a blue house outline with a black equals sign inside. Below the house, the text reads: "EQUAL HOUSING OPPORTUNITY". The HUD logo is visible in the bottom right corner.</p>	<p><b>EQUAL HOUSING LABEL</b></p> <p>HUD-934.1 (1/80) or HUD 934.2 (10” x 10”). HUD-934.1a Spanish (9/02)</p> <p>Required Display: Same as “Fair Housing” poster above. Also must be included as part of MFH project sign. Must have words “Equal Housing Opportunity” to be considered complete.</p> <p>Available from the RD Warehouse or HUD online.</p> <p>Public Display</p>
 <p>The poster features a red background with a white outline of the Statue of Liberty. The text reads: "AND JUSTICE FOR ALL". Below the image, there is a block of small text.</p>	<p><b>AND JUSTICE FOR ALL</b></p> <p>AD 475-A (September 2006)</p> <p>Required Display: RD Offices, Group Loan sites or borrower’s business offices.</p> <p>Available from the RD Warehouse.</p> <p>Public Display</p>

 <p>The poster features the USDA Hotline logo at the top, with the tagline "Report Violations of Law and Regulation Relating to USDA Programs". Below the logo is a list of categories: Criminal Activity, such as: Sellers, Skimming, Theft, Fraud, Enforcement of Public Health or Safety, Mismanagement / Waste of Funds, Workplace Violence, Employee Misconduct, and Subject of Interest. Contact information includes 800.424.9121, 202.680.1822, 202.680.1202 (TDD), and the website www.usda.gov/eig.</p>	<p><b>USDA HOTLINE</b></p> <p>Item 434</p> <p>Required Display: RD Offices.</p> <p>Available through the State Office.</p> <p>Public Display</p>
 <p>The poster is titled "Equal Employment Opportunity is THE LAW". It contains detailed text regarding federal laws that prohibit employment discrimination based on race, color, sex, religion, national origin, and age. It also includes information about the EEOC and how to file a complaint.</p>	<p><b>EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW</b></p> <p>Item 620 or OFCCP 1420 (Rev. 8-08)</p> <p>Required Display: RD Offices, site of federally-financed <b>construction and service contracts</b> over \$10,000.</p> <p>Available from RD Warehouse (Stock #620) or <a href="http://www.dol.gov/esa/ofccp/regs/compliance/posters/pdf/eecppost.pdf">http://www.dol.gov/esa/ofccp/regs/compliance/posters/pdf/eecppost.pdf</a>.</p> <p>Spanish version available only on-line. Use link above.</p> <p>Public Display</p>
 <p>The poster is titled "NOTICE TO ALL EMPLOYEES Working on Federal or Federally Financed Construction Projects". It outlines requirements for minimum wages, overtime pay, and apprenticeship programs. It also provides information on how to contact the nearest office of the Wage and Hour Division of the U.S. Department of Labor.</p>	<p><b>NOTICE TO ALL EMPLOYEES WORKING ON FEDERAL OR FEDERALLY FINANCED CONSTRUCTION PROJECTS</b></p> <p>WH Publication 1321, January 1986</p> <p>Required Display: REO property being repaired/rehabilitated under contract subject to Davis-Bacon Wage Rates (over \$2,000 contract total), RRH Construction sites or other assisted construction subject to Davis-Bacon Wage Rates.</p> <p>Available from the RD Warehouse or DOL online.</p> <p>Public Display</p>

 <p><b>Rural Development</b> <b>EEO</b> <b>Counseling Program</b></p> <p><b>WHO</b> If you, husband or your spouse, are a farmer, rancher, or small business owner, you may be eligible for the EEO Counseling Program. For more information, call 1-800-797-8821.</p> <p><b>WHEN</b> The EEO Counseling Program is available to you if you are a U.S. citizen or national, or a permanent resident alien, and you are a farmer, rancher, or small business owner. You must be employed by or applying to a Federal agency that is a contractor or subcontractor of the U.S. Department of Agriculture.</p> <p><b>Employees and Applicants are to contact:</b> Washington Metro Area: Phone: (202) 725-2400, Fax: (202) 697-2279, TDD: (202) 697-2129 USDA, Rural Development, Call Center, 1400 Independence Drive, Suite 100, Washington, DC 20250-1500 1-800-797-8821</p>	<p><b>EEO COUNSELING PROGRAM</b></p> <p>Item 431</p> <p>Required Display: RD Offices</p> <p>Available through the RD Warehouse.</p> <p>In-House Display</p>
 <p><b>USDA</b> United States Department of Agriculture</p> <p><b>SEXUAL HARASSMENT IS ILLEGAL!</b> <i>It can happen to anyone, anywhere and any time!</i></p> <p><b>How can you help prevent sexual harassment?</b></p> <ul style="list-style-type: none"> <li>✓ Know and follow the Department's policy on sexual harassment.</li> <li>✓ Keep informed by attending training.</li> <li>✓ Know your legal rights and procedures.</li> <li>✓ Take responsibility for your own behavior.</li> <li>✓ Know that sexual harassment can cost you your job and more.</li> </ul> <p><b>What To Do If You're Sexually Harassed:</b></p> <p>If you are not comfortable in contacting the Human Resources Office for assistance in your supervisor or in the Human Resources Office, you can contact the Human Resources Office at the USDA. The Human Resources Office is located at 1400 Independence Drive, Suite 100, Washington, DC 20250-1500. Phone: (202) 725-2400, Fax: (202) 697-2279, TDD: (202) 697-2129.</p> <p>Employees may also call the USDA Inspector General (IG) Helpline toll-free for confidential assistance. In the Washington, D.C. area, call (202) 696-1222 or (202) 696-1222 ext. 1000. Outside the Washington, D.C. area, call 1-888-654-6122.</p> <p>Persons with disabilities who require alternative means of communication should contact the Human Resources Office at (202) 725-2400 or (202) 725-2400 ext. 1000.</p> <p>USDA is an equal opportunity employer.</p>	<p><b>SEXUAL HARRASSMENT</b></p> <p>AD 1085, September 2003</p> <p>Required display: RD Offices</p> <p>Available from the RD Warehouse.</p> <p>In-House Display</p>
 <p><b>Occupational Safety and Health Protection for USDA Employees</b></p> <p><b>Authorities</b></p> <p><b>Agency Responsibilities</b></p> <p><b>Employee Responsibilities</b></p> <p><b>Rights of Employees and Their Representatives</b></p> <p><b>Safety and Health Contacts</b></p>	<p><b>OCCUPATIONAL SAFETY AND HEALTH PROTECTION FOR USDA EMPLOYEES</b></p> <p>Form AD 1010</p> <p>Required Display: RD Offices</p> <p>Available From the RD Warehouse.</p> <p>In-House Display</p>

	<p><b>Work Place Violence</b></p> <p>Item AD-1135A (March 1999)</p> <p>Available through RD Warehouse</p> <p>In-House Display</p>
	<p><b>EAP Serves You</b></p> <p>Available through the State Office.</p> <p>In-House Display</p> <p>Note: Please add the contact telephone numbers.</p>
	<p><b>National Appeals Division</b></p> <p>AD-1192 (4/05) English AD-1192S (4/05) Spanish</p> <p>Available through RD Warehouse</p> <p>Public Display</p> <p><b>Note:</b> Also, the “Face to Face Fairness” brochures (AD-1191 English and AD-1191S Spanish) must be displayed in a public area.</p>

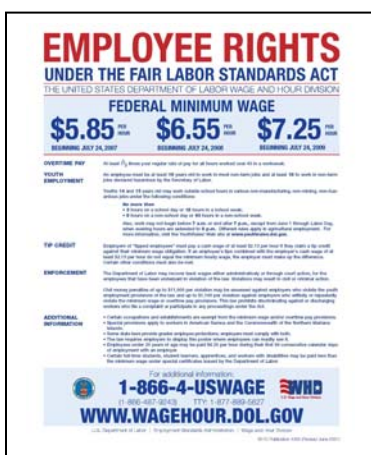


### Your Rights Under the Family and Medical Leave Act of 1993

WH Publication 1420 (August 2001)

Available at:  
<http://www.dol.gov/osbp/sbrefa/poster/main.htm>

In-House Display



### Employee Rights Under the Fair Labor Standards Act

WHD Publication 1088 (Rev. June 2007)

Available at:  
<http://www.dol.gov/osbp/sbrefa/poster/main.htm>

In-House Display



### ND Minimum Wage & Work Conditions Summary

August 1, 2011

Requirement: ND State Law

Available at:  
<http://www.nd.gov/labor/publications/posters.html>

In-House Display

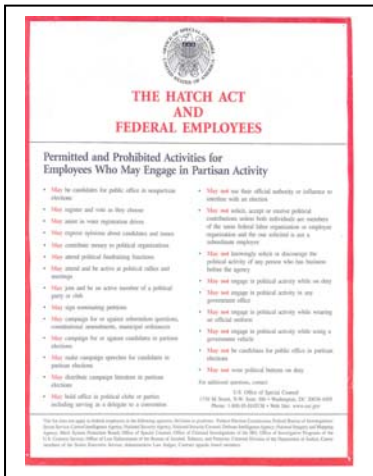


## Your Rights Under USERRA The Uniformed Services Employment and Reemployment Rights Act

February 2005

Available at:  
<http://www.dol.gov/osbp/sbrefa/poster/main.htm>

In-House Display



## The Hatch Act and Federal Employees

December 2005

Available at <http://www.osc.gov/library.htm#pubs>.

In-House Display.

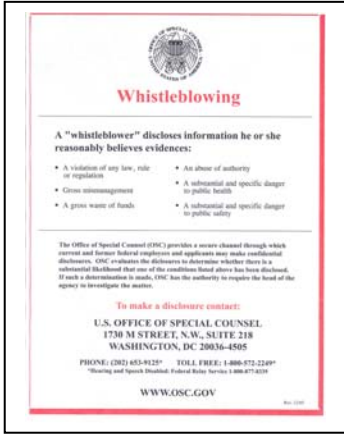


## Prohibited Personnel Practices

December 2005

Available at <http://www.osc.gov/library.htm#pubs>.

In-House Display.

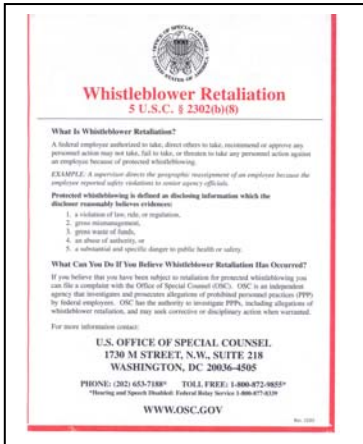


## Whistleblowing

December 2005

Available at <http://www.osc.gov/library.htm#pubs>.

Public Display

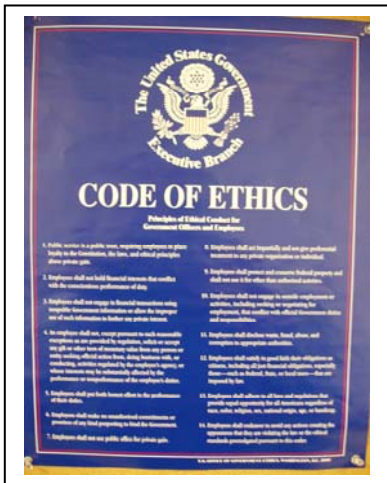


## Whistleblower Retaliation

December 2005

Available at <http://www.osc.gov/library.htm#pubs>.

In-House Display

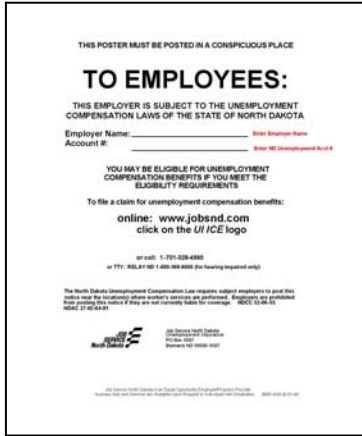


## Code of Ethics

Available through the State Office

In-House Display

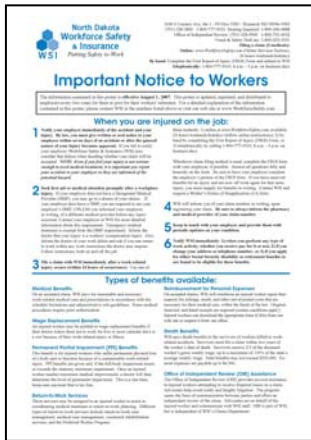




## Job Service North Dakota Unemployment Insurance

Available on ND DOL website at:  
[www.nd.gov/labor/publications/posters.html](http://www.nd.gov/labor/publications/posters.html)

In-House Display



## North Dakota Workforce Safety & Insurance Important Notice to Workers

August 2, 2007

Available on ND DOL website at:  
[www.nd.gov/labor/publications/posters.html](http://www.nd.gov/labor/publications/posters.html)

In-House Display