



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: February 1, 2024

TO: Department Directors

FROM: Julie Rasco, Director, Human Resources Department

SUBJECT: 2024 California and Federal Employment Notices Poster

The California Department of Industrial Relations requires that all employers meet workplace posting obligations related to wages, hours, and working conditions. The 2024 mandated California and Federal Employment Notices posters must be placed in an area frequented by employees in every work location in your department to ensure **all** employees have access and can readily see them.

The 2024 mandated poster is available through Publishing Services. Please identify someone from your staff to submit the order on Citynet at <https://citynet.sandiego.gov/publishing-services> (using the Job Name: PW/PS-495 Cal OSHA Poster 2024) and ensure that posters are placed in highly visible locations and accessible by all employees by February 9, 2024.

Additionally, please post any of the attached mandatory posters that apply to your department:

- Industrial Welfare Commission (IWC) wage order numbers which apply to your Department: Operating Rules for Industrial Trucks
- IWC-4 (Professional, Technical, Clerical, Mechanical and similar occupations)
- IWC-9 (Transportation Industry)
- IWC-10 (Amusement and Recreation)
- IWC-11 (Broadcasting Industry)
- IWC-16 (Employers of workings in certain on-site occupations in the Construction, Drilling, Logging and Mining Industries)
- IWC-17 (Miscellaneous Employees).

The Spanish versions of the most recent San Diego Minimum Wage, San Diego Earned Sick Leave and EEOC Know Your Rights posters are attached to be posted as well.

Page 2

Department Directors

February 1, 2024

Electronic versions of the Labor Law Poster and all IWC notices are also available online under Human Resources at: <https://www.sandiego.gov/humanresources/resources>.

If you have any questions regarding 2024 posters, please contact the Human Resources Department at HumanResources@sandiego.gov. Thank you for ensuring these materials are displayed in your department.

Attachments:

1. Operating Rules for Industrial Trucks
2. IWC-4
3. IWC-9
4. IWC-10
5. IWC-11
6. IWC-16
7. IWC-17
8. Spanish version – Earned Sick Leave
9. Spanish version – Minimum Wage 2024
10. Spanish version – EEOC Know Your Rights

Cc: Eric Dargan, Chief Operating Officer
David Nisleit, Chief of Police
Colin Stowell, Fire Chief
Matthew Vespi, Chief Financial Officer
Alia Khouri, Deputy Chief Operating Officer
Kris McFadden, Deputy Chief Operating Officer
Kristina Peralta, Deputy Chief Operating Officer
Casey Smith, Deputy Chief Operating Officer
Executive Assistants