



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: January 19, 2023

TO: Department Directors

FROM: Julie Rasco, Director, Human Resources Department *JR*

SUBJECT: 2023 California and Federal Employment Notices Poster

In California, per the Department of Industrial Relations, all employers must meet workplace posting obligations related to wages, hours, and working conditions. **Posters should 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.**

As with last year, Publishing Services will provide the mandated California and Federal Employment Notices Poster for 2023. Please identify someone from your staff to both **submit the order on Citynet** at <https://citynet.sandiego.gov/publishing-services> (using the Job Name: PW/PS-495 Cal OSHA Poster 2023) and ensure that posters are **posted in highly visible locations by January 31, 2023.**

Attached are the additional mandatory posting for those departments working with or operating forklifts. If you have not done so already, please post this in a highly visible location for the employees to view.

Additionally, please post any of the attached 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); and 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
January 19, 2023

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 2023 posters, please contact Rashida Jackson, Employee Engagement Program Coordinator at rajackson@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 2023
10. Spanish version – EEOC Know Your Rights

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