

# New Jersey HR Regulations for Dentists and Other Employers

By David J. Goodman, CPA, Partner, Dental Practice Leader

The New Jersey Division on Civil Rights (DCR) issued new regulations earlier this year regarding poster and notice requirements. By the end of 2022, New Jersey employers, including dentists, must comply with these requirements. Below we have summarized some of the compliance requirements and included links to download and print the posters, as well as other distribution options. Free electronic posters are available directly from the State website per the links below. Printed posters should follow print guidelines outlined below.

## NJ Law Against Discrimination (NJLAD) Poster

The NJ Law Against Discrimination (NJLAD) applies to all employers and requires them, among other means, to display in their workplace an “Employment Poster.” This poster must be prominently displayed “in places easily visible to all employees and applicants for employment.” There are several versions of the poster depending on the type of business an employer has.

The State has put together a flowchart to help employers with this requirement. Please click [here to view the medical/dental flowchart](#) to learn about the posting requirements which are related to the number of employees. This link [displays the medical and dental poster](#) itself. **NOTE: this poster is for licensed professional facilities, including doctors’ and dentists’ offices, pharmacies, clinics, acupuncturists and therapy offices.**

## The NJ Family Leave Act (NJFLA) Poster

The NJ Family Leave Act (NJFLA) poster applies to all employers with 30 or more employees. Unlike the NJLAD poster, there is one poster for all businesses that are covered. This poster must be prominently displayed “in places easily visible to all employees.”

Click [here for the NJFLA poster](#).

## Special Requirements for Printing

The NJLAD and NFLA posters “shall be printed on no smaller than letter size paper (8½ by 11 inches) and contain text that is fully legible and large enough to be easily read.”

## Internet or Intranet Sites

In the event that an employer has an internet site or intranet site for use by its employees to which all employees have access and the employer customarily posts notices to affected employees or other affected individuals electronically on the site, posting of the official NJLAD and NJFLA poster[s] on the employer’s internet site or intranet site shall satisfy the conspicuous posting requirement set forth.

## Annual Notice Distribution

Employers must not only post, but also distribute, copies of the posters to each employee (1) annually, on or before December 31 of each year and (2) upon the first request of an employee.

An employer can satisfy these distribution requirements (1) by email delivery; (2) through printed material, including, but not limited to, paycheck inserts, a brochure or similar informational packet provided to new hires, an attachment to an employee manual or policy book, or a flyer distributed at an employee meeting; or (3) through an internet or intranet website, if the site is for the use of all employees, can be accessed by all employees and the employer provides notice to the employees of its posting.

### **Next Steps/Additional Resources**

All NJ employers should post these new posters physically, electronically, or both by the end of 2022 as well as distribute them to employees. Thereafter, the posters are to be distributed annually.

Please make the time to ensure all posters are up to date before December 31, 2022 to avoid penalties.

### **Links for Ongoing NJ Posting Requirements**

Click [here](#) for the federal poster requirements.

Click [here](#) for the NJ poster requirements.

For additional information on the new posters, including a FAQ document, visit the following [website](#).

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David J. Goodman, CPA  
Partner  
Dental Practice Leader  
[dgoodman@pkfod.com](mailto:dgoodman@pkfod.com)

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