FED **EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT**

ENFORCEMENT

under the FLSA.

ADDITIONAL INFORMATION

overtime pay provisions.

The Department has authority to recover back

violations. The Department may litigate and/or

wages and an equal amount in liquidated damages

in instances of minimum wage, overtime, and other

recommend criminal prosecution. Employers may

be assessed civil money penalties for each willful or

repeated violation of the minimum wage or overtime

pay provisions of the law. Civil money penalties may

also be assessed for violations of the FLSA's child labor

provisions. Heightened civil money penalties may be

the death or serious injury of any minor employee, and

such assessments may be doubled when the violations

are determined to be willful or repeated. The law also

who file a complaint or participate in any proceeding

prohibits retaliating against or discharging workers

Certain occupations and establishments are

exempt from the minimum wage, and/or

Special provisions apply to workers in American

Samoa, the Commonwealth of the Northern

Mariana Islands, and the Commonwealth of

Some state laws provide greater employee

Some employers incorrectly classify workers

are actually employees under the FLSA. It is

important to know the difference between

the two because employees (unless exempt)

Certain full-time students, student learners,

be paid less than the minimum wage under

apprentices, and workers with disabilities may

special certificates issued by the Department of

are entitled to the FLSA's minimum wage and

overtime pay protections and correctly classified

as "independent contractors" when they

protections; employers must comply with both.

assessed for each child labor violation that results in

FEDERAL MINIMUM WAGE \$7.25 PER HOUR **BEGINNING JULY 24, 2009**

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY At least 1½ times the regular rate of pay for all hours

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in nonfarm jobs declared hazardous by the Secretary of

Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, nonmining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural

employment. **TIP CREDIT** Employers of "tipped employees" who meet certain

worked over 40 in a workweek.

conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

NURSING MOTHERS The FLSA requires employers to provide reasonable

break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

OF LABOR UNITED STATES OF AMERICA

OH

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243

independent contractors are not.





2023 MINIMUM WAGE

Labor.

OHIO DEPARTMENT OF COMMERCE DIVISION OF INDUSTRIAL COMPLIANCE Mike DeWine Jon Husted Governor Lt. Governor

Sheryl Maxfield

REV. 07/2016

NON-TIPPED EMPLOYEES A Minimum Wage of \$10.10 per hour

www.com.ohio.gov

"Non-Tipped Employees" includes any employee who does not engage in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips.

"Employers" who gross less than \$372,000 shall pay their employees no less than the current federal minimum wage rate. **"Employees"** under the age of 16 shall be paid no less than the current federal minimum wage rate. "Current Federal Minimum Wage" is \$7.25 per hour.

TIPPED EMPLOYEES

A Minimum Wage of \$5.05 per hour PLUS TIPS **"Tipped Employees"** includes any employee who engages in an occupation in which he/she customarily and regularly

receives more than thirty dollars (\$30.00) per month in tips. Employers electing to use the tip credit provision must be able to show that tipped employees receive at least the minimum wage when direct or cash wages and the tip credit amount are combined.

OVERTIME

An employer shall pay an employee for overtime at a wage rate of one and one-half times the employee's wage rate for hours in excess of 40 hours in one work week, except for employers grossing less than \$150,000 per year RECORDS TO BE KEPT BY THE EMPLOYER Each employer shall keep records for at least three years, available for copying and inspection by the Director of

the Ohio Department of Commerce, showing the following information concerning each employee

- Address Occupation
- Amount paid each pay period
- Hours worked each day and each work week The records may be opened for inspection or copying at any reasonable time and no employer shall hinder or

delay the Director of the Ohio Department of Commerce in the performance of these duties. **SUB-MINIMUM WAGE RATE** To prevent the curtailment of opportunities for employment and avoid undue hardship to individuals whose earning

capacity is affected or impaired by physical or mental deficiencies or injuries, a sub-minimum wage may be paid, as provided in the rules and regulations set forth by the Director of the Ohio Department of Commerce.

INDIVIDUALS EXEMPT FROM MINIMUM WAGE Any individual employed by the United States; Any individual employed as a baby-sitter in the employer's home, or a live-in companion to a sick, convalescing,

or elderly person whose principal duties do not include housekeeping; Any individual employed as an outside salesman compensated by commissions or in a bona fide executive, administrative, or professional capacity, or computer professionals;

Any individual who volunteers to perform services for a public agency which is a State, a political subdivision of a State, or an interstate government agency, if

(i) the individual receives no compensation or is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered; and (ii) such services are not the same type of services which the individual is employed to perform for such public

Any individual who works or provides personal services of a charitable nature in a hospital or health institution for which compensation is not sought or contemplated;

Any individual in the employ of a camp or recreational area for children under eighteen years of age and owned and operated by a non-profit organization or group of organizations.

Employees of a solely family owned and operated business who are family members of an owner.

* For information about additional exemptions, please visit the Ohio Division of Industrial Compliance or U.S. Department of Labor websites.

For further information about minimum wage issues, please contact: The Ohio Department of Commerce, Division of Industrial Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068. Phone: 614-644-2239. TTY/TDD: 1-800-750-0750.

An Equal Opportunity Employer and Service Provider

POST IN A CONSPICUOUS PLACE

REV. 09/30/2022

NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate. THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

NOTICE: This state requires an employer to display a Workers' Compensation posting furnished by the employer's insurance carrier or a state agency. Employers should contact their insurance carrier or the appropriate state agency to obtain a copy of this state's Workers' Compensation posting or notice of compliance/certificate of insurance. Employees should refer to the Workers' Compensation posting or notice of compliance/certificate of insurance furnished by the state or the employer's insurance carrier for information about Workers' Compensation.

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY. IT DOES NOT FULFILL THIS STATE'S WORKERS **COMPENSATION POSTING REQUIREMENT.**

OH

Civil Rights Commission Know Your Rights

Governor: Mike DeWine

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

The Ohio Civil Rights Act protects applicants and employees of private employers, state, county and local governments, educational institutions, labor organizations, employment agencies and personnel placement services from unlawful discriminatory employment practices.

Ohio law prohibits discrimination on the basis of race or color in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter

directly or indirectly related to employment. In addition, any facially neutral employment policy or practice that results in a discriminatory impact on the basis of race or color is a prohibited form of discrimination unless such policy or practice is job-related and based upon

business necessity.

National Origin and Ancestry Ohio law prohibits discrimination on the basis of national origin or ancestry in hiring, promotion, tenure, discharge,

pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other

matter directly or indirectly related to employment. In addition, any policy or practice limiting or prohibiting the use of any language in the workplace is a prohibited form

of discrimination unless such limitation or prohibition is job-related and based upon business necessity. Sex, Including Pregnancy, Sexual Orientation, and Gender Identity

Ohio law prohibits discrimination on the basis of sex or pregnancy in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment

Women affected by pregnancy, childbirth or related medical condition must be afforded leave for a reasonable period of time and may not be discharged under a policy providing insufficient or no leave.

The U.S. Supreme Court, in the case of Bostock v. Clayton Cty., Georgia. U.S. 140 S. Ct. 1731 (2020), as well as other federal court cases, have extended sex discrimination to include prohibition of employment discrimination on the basis of sexual orientation and gender identity.

Ohio law prohibits discrimination on the basis of religion in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, applicants and employees must be provided with a reasonable accommodation for religious beliefs and practices, except when the accommodation imposes an undue hardship.

Military Status Ohio law prohibits discrimination on the basis of military status in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter

directly or indirectly related to employment. In addition, employees who leave employment to perform military service, which includes the performance of duty,

on a voluntary or involuntary basis, in a uniformed service, under competent authority, must be reemployed upon

Ohio law prohibits discrimination on the basis of disability in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, applicants and employees must be provided with a reasonable accommodation for their disabilities, except

when the accommodation imposes an undue hardship.

Ohio law prohibits discrimination against persons 40 years of age or older on the basis of age in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment

Disability

Ohio law prohibits harassment in the workplace on any basis set forth herein, which includes the creation of a racially or sexually hostile work environment, verbally or physically abusive treatment, and requiring submission to sexual

In addition, all reasonable steps should be taken to prevent and promptly correct harassment in the workplace, which

advances as a condition of employment, continued employment or promotion.

includes the establishment of a policy against harassment and a procedure for receiving, investigating and remedying complaints of workplace harassment.

practice, or because that person has made a charge, testified, assisted or participated in any manner in any

investigation, proceeding or hearing. **ENFORCEMENT**

Ohio law prohibits retaliation against any person because that person has opposed any unlawful discriminatory

The Ohio Civil Rights Commission (OCRC) investigates complaints of discrimination and harassment in employment.

Complaints must be filed with the OCRC within two years of the last act of discrimination or harassment. For more information or assistance in filing a complaint, please call toll free: 1-888-278-7101, TTY (614) 752-2391 or

visit our website at: www.crc.ohio.gov REV. 04/2021

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EMPLOYEE RIGHTS

The Employee Polygraph Protection Act prohibits The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who most private employers from using lie detector tests are reasonably suspected of involvement in a workplace either for pre-employment screening or during the course of employment. incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. **PROHIBITIONS**

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard),

and of pharmaceutical manufacturers, distributors and THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN **READILY SEE IT.**

EMPLOYEE POLYGRAPH PROTECTION ACT

DEPARTMENT OF LABOR **UNITED STATES**

initial employment;

reemployment;

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd

The law does not preempt any provision of any State or

more restrictive with respect to lie detector tests.

EXAMINEE RIGHTS

ENFORCEMENT

local law or any collective bargaining agreement which is

Where polygraph tests are permitted, they are subject to

numerous strict standards concerning the conduct and

length of the test. Examinees have a number of specific

testing, the right to refuse or discontinue a test, and the

right not to have test results disclosed to unauthorized

The Secretary of Labor may bring court actions to restrain

violations and assess civil penalties against violators.

Employees or job applicants may also bring their own

rights, including the right to a written notice before

WH1462

REV. 07/2016

FED

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LABOR

LAWS

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed

you ensure that your employer receives advance written or verbal notice of your service; you have five years or less of cumulative service in the uniformed services while with that particular employer; you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or under other than honorable

promotion; or

any benefit of employment

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

are a past or present member of the uniformed are obligated to serve in the uniformed service; have applied for membership in the uniformed

service; or then an employer may not deny you:

retention in employment; because of this status In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION If you leave your job to perform military service, you have the right to elect to continue your existing employerbased health plan coverage for you and your dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g.,

pre-existing condition exclusions) except for service-connected illnesses or injuries. The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and

resolve complaints of USERRA violations For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to

the Department of Justice or the Office of Special Counsel, as applicable, for representation. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA. The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel Employer Support of the Guard and Reserve • 1-800-336-4590 REV. 05/2022

OH

STATE OF OHIO MINOR LABOR LAWS

OHIO DEPARTMENT OF COMMERCE DIVISION OF INDUSTRIAL COMPLIANCE & LABOR

Sheryl Maxfield

Director

www.com.ohio.gov/

Mike Dewine Jon Husted Lt. Governor

WORKING PERMITS: Every minor 14 through 17 years of age must have a working permit unless otherwise stated in Chapter 4109. WAGE AGREEMENT: No employer shall give employment to a minor without agreeing with him/her as to the wages or compensation he/she shall receive for each day, week, month, year or per piece for work performed.

REST PERIOD: No employer shall employ a minor more than 5 consecutive hours without a rest period of at least 30 LIST OF MINORS EMPLOYED: Employer shall keep a list of minors employed at each establishment and a list must be posted in a conspicuous place to which all minor employees have access. TIME RECORDS: Every employer shall keep a time book or other written record showing actual starting and stopping

time of each work and rest period. These records must be kept for two (2) years. **RESTRICTIONS ON WORKING HOURS FOR MINORS 14 and 15 YEARS OF AGE**

No person under 16 shall be employed: During school hours except where specifically permitted by Chapter 4109 Before 7 a.m. or after 9 p.m. from June 1st to September 1st or during any school holiday of 5 school days or

more; or after 7 p.m. at any other time For more than 3 hours a day in any school day

OHIO REVISED CODE CHAPTER 4109*

"MINOR" MEANS ANY PERSON LESS THAN 18 YEARS OF AGE

For more than 18 hours in any school week

For more than 40 hours in any week that school is not in session nor during school hours, unless employment

For more than 8 hours in any day when school is not in session

is incidental to bona fide programs of vocational cooperative training, work-study, or other work-oriented programs with the purpose of educating students, and the program meets standards established by the state

RESTRICTIONS ON WORKING HOURS FOR MINORS 16 and 17 YEARS OF AGE

No person 16 or 17 who is required to attend school shall be employed: Before 7 a.m. on any day that school is in session or 6 a.m. if the person was not employed after 8 p.m. the

After 11 p.m. on any night preceding a day that school is in session.

PROHIBITED OCCUPATIONS FOR MINORS UNDER 16 YEARS OF AGE

All manufacturing; mining; processing; public messenger service Work in freezers and meat coolers and all preparation of meats for sale (except wrapping, sealing, labeling, weighing, pricing and stocking)

Transportation; storage; communications; public utilities; construction; repair Work in boiler or engine rooms; maintenance or repair of machinery

Outside window washing from window sills or scaffolding and/or ladders Cooking and baking; operating, setting up, adjusting, cleaning, oiling or repairing power-driven food slicers, grinders, food choppers, cutters, bakery type mixers

Loading or unloading goods to and from trucks All warehouse work except office and clerical

Work in connection with cars and trucks involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring.

PROHIBITED OCCUPATIONS FOR MINORS 14 through 17 YEARS OF AGE

Occupations involving slaughtering, meat-packing, processing or rendering Power-driven bakery machines Occupations involved in the manufacture of brick, tile and kindred products

Occupations involved in the manufacture of chemicals Manufacturing or storage occupations involving explosives

Occupations involving exposure to radioactive substances and to ionizing radiations Power-driven paper products machines

Power-driven metal forming, punching and shearing machines Occupations involved in the operation of power-driven circular saws, band saws and guillotine shears

Power-driven woodworking machines

12. Occupations in connection with mining, other than coal 13. Logging and sawmilling

Motor vehicle occupations Maritime and longshoreman occupations

Railroads 17. Excavation operations 18. Power-driven and hoisting apparatus

19. Roofing operations 20. Wrecking, demolition, and shipbreaking.

MINORS UNDER 16 YEARS OF AGE MAY NOT ENGAGE IN DOOR-TO-DOOR EMPLOYMENT UNLESS The for-profit employer is REGISTERED with the Ohio Department of Commerce. DOOR-TO-DOOR SALES EMPLOYERS

Be in compliance with all applicable Ohio and Federal laws relating to the employment of minors Provide at least one supervisor who is over the age of eighteen, for each six minor employees

Have been and be in compliance with Ohio's Motor Vehicle Financial Responsibility, Workers' Compensation, Unemployment Compensation, and all other applicable laws Require all minors to work at least in pairs

Not employ any minor who does not have an appropriate Age and Schooling Certificate Provide each minor employee with a photo identification card Not employ any minor in any door-to-door sales activity during school hours except where specifically permitted

Not employ minors under 16 in door-to-door sales activity before 7 a.m. or after 7 p.m. Not employ minors 16 and 17 years of age in door-to-door sales activity before 7 a.m. or after 8 p.m. *For Exceptions to Coverage See Chapter 4109.06

This is a summary of ORC 4109. This summary does not include all of the requirements for minor labor laws. Persons should refer to 4109 for specific requirements applicable to them. This information can be accessed through the Ohio Department of Commerce website at www.com.ohio.gov. POST IN A CONSPICUOUS PLACE

For further information about Minor Labor issues, please contact: The Ohio Department of Commerce, Division of Industrial Compliance & Labor, 6606 Tussing Road, Reynoldsburg, OH 43068 Phone: 614-644-2239. TTY/TDD: 800-750-0750. An Equal Opportunity Employer and Service Provider

REV. 09/13/2016

OH DEPARTMENT OF JOB AND FAMILY SERVICES

Notice to Employees THIS EMPLOYER PROVIDES UNEMPLOYMENT INSURANCE COVERAGE FOR EMPLOYEES

Employees who become unemployed (or are working less than full-time) may be eligible for unemployment insurance benefits. Apply by phone at 1-877-644-6562 (OHIOJOB) or online at http://unemployment.ohio.gov Be prepared to provide the following information when applying: Social Security number Driver's license or State ID number

Name and address of all other employers for whom work was performed during the past 18 months APPLY FOR WORK AT YOUR NEAREST OHIOMEANSJOBS CENTER Mike DeWine Matt Damschroder Governor Director

Names, Social Security numbers, and dates of birth of all dependent children

Employer's identification notice (pay stubs or W2 form)

A proud partner of the American Job Center network. Auxiliary aids and services are available upon request to individuals with disabilities.

JFS 55341

This institution is an equal opportunity provider and employer.

FED

Who is Protected?

Job applicants

and temporary employees

What Organizations are Covered?

Most private employers

Staffing agencies

Race

Color

Religion

Disability

as Discriminatory?

conduct)

Benefits

Referral

employees

employees

has Occurred?

FED

Job training

Classification

Assignment

All aspects of employment, including:

Hiring or promotion

observance or practice

Discharge, firing, or lay-off

National origin

Age (40 and older)

Union members and applicants for membership in

State and local governments (as employers)

What Types of Employment Discrimination are

Under the EEOC's laws, an employer may not discriminate

against you, regardless of your immigration status, on the

Sex (including pregnancy and related conditions,

Genetic information (including employer requests

for, or purchase, use, or disclosure of genetic tests,

Retaliation for filing a charge, reasonably opposing

discrimination, or participating in a discrimination

genetic services, or family medical history)

lawsuit, investigation, or proceeding.

Pay (unequal wages or compensation)

Failure to provide reasonable accommodation

Obtaining or disclosing genetic information of

Requesting or disclosing medical information of

from opposing discrimination, filing a charge, or

participating in an investigation or proceeding.

What can You Do if You Believe Discrimination

Contact the EEOC promptly if you suspect discrimination.

Do not delay, because there are strict time limits for filing

for a disability or a sincerely-held religious belief.

sexual orientation, or gender identity)

Educational institutions (as employers)

U.S. Equal Employment Opportunity Commission **Know Your Rights: Workplace Discrimination is Illegal**

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the Employees (current and former), including managers following ways

Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx 1-800-669-4000 (toll free)

1-800-669-6820 (TTY)

1-844-234-5122 (ASL video phone)

an EEOC field office (information at www.eeoc.gov/field-office)

E-Mail info@eeoc.gov Additional information about the EEOC,

including information about filing a charge of discrimination, is available at

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government.

If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the

following bases: Race, Color, Religion, Sex, Sexual Orientation, **Gender Identity, National Origin**

religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of **What Employment Practices can be Challenged** opportunity in all aspects of employment. **Asking About, Disclosing, or Discussing Pay** Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination Harassment (including unwelcome verbal or physical

based on inquiring about, disclosing, or discussing their

compensation or the compensation of other applicants or Disability Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors.

Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with Conduct that might reasonably discourage someone disabilities at all levels of employment, including the

> **Protected Veteran Status** The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled

veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces

service medal veterans. Retaliation

Retaliation is prohibited against a person who files a proceeding, or otherwise opposes discrimination by

Federal contractors under these Federal laws. Any person who believes a contractor has violated its OFCCP's authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP)

U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone

FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment. or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972

financial assistance.

agency providing such assistance.

Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities

REV. 10/20/2022

REV. 04/2016

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

To care for the employee's spouse, child, or parent who has a qualifying serious health condition; For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for

BENEFITS & PROTECTIONS While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REOUIREMENTS

Have worked for the employer for at least 12 months; Have at least 1,250 hours of service in the 12 months before taking leave;* and

REQUESTING LEAVE Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave. Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee

provides greater family or medical leave rights.

DEPARTMENT OF LABOR

UNITED STATES OF AMERICA

EMPLOYER RESPONSIBILITIES

For additional information or to file a complaint: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627

U.S. Department of Labor • Wage and Hour Division • WH1420

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that

www.dol.gov/whd



Job Safety and Health

Employers must:

All workers have the right to:

 A safe workplace. Raise a safety or health concern with your employer or OSHA, or report a work-

 Receive information and training on job hazards, including all hazardous substances

Request a confidential OSHA inspection

of your workplace if you believe there are

unsafe or unhealthy conditions. You have

OSHA on your behalf. Participate (or have your representative

speak in private to the inspector.

• File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.

See any OSHA citations issued to your

the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

IT'S THE LAW!

against an employee for using any of their rights under the law, including raising a health

Provide employees a workplace free from

recognized hazards. It is illegal to retaliate

reporting a work-related injury or illness. Comply with all applicable OSHA standards. Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related

inpatient hospitalization, amputation, or loss

Provide required training to all workers in a

language and vocabulary they can understand.

Prominently display this poster in the workplace.

and safety concern with you or with OSHA, or

 Post OSHA citations at or near the place of the alleged violations. On-Site Consultation services are available to small and medium-sized employers, without

citation or penalty, through OSHA-supported

consultation programs in every state.





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This poster is in compliance with federal and state posting requirements. JAN2023

ONLINE

TWO ways to verify poster compliance! QR CODE Scan with phone camera: REV. 10/2021

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complaint of discrimination, participates in an OFCCP

nondiscrimination or affirmative action obligations under

directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at

https://www.dol.gov/agencies/ofccp/contact. PROGRAMS OR ACTIVITIES RECEIVING Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of

> prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal

who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a

program of any institution which receives Federal financial

assistance, you should immediately contact the Federal

The United States Department of Labor Wage and Hour Division

The birth of a child or placement of a child for adoption or foster care; To bond with a child (leave must be taken within 1 year of the child's birth or placement);

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other

*Special "hours of service" requirements apply to airline flight crew employees.

FMLA leave, the employee must comply with the employer's normal paid leave policies.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need

if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

related injury or illness, without being retaliated against. in your workplace.

the right to have a representative contact participate) in an OSHA inspection and

employer. Request copies of your medical records, tests that measure hazards in the workplace, and

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

To update your labor law posters contact J. J. Keller & Associates, Inc.