WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT

Section 103.11, Wisconsin Statutes, requires all employers with 50 or more employees to display a copy of this poster in the workplace. Employers with 25 or more employees are required to post their particular leave policies.

Under state law all employers with 50 or more permanent employees must allow employees of either sex:

Up to six (6) weeks leave in a 12-month period for the purpose of serving as a bone marrow or organ donor, provided that the employee provides his or her employer with written verification that the employee is to serve as a bone marrow or organ donor and so long as the leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure.

This law applies only to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1000 hours during that 52-week period. The law also requires that employees be allowed to substitute paid or unpaid leave provided by the employer for Wisconsin Bone Marrow or Organ Donation Leave. Employers may have leave policies that are more generous than leaves required by the law. A complaint concerning a denial of rights under this law must be filed within 30 days after the violation occurs or the employee should have reasonably known that the violation occurred, whichever is later.

For answers to questions about the law, a complete copy of the law, or to make a complaint about a denial of rights under the law contact:

STATE OF WISCONSIN
DEPARTMENT OF WORKFORCE DEVELOPMENT
EQUAL RIGHTS DIVISION

PO BOX 8928
MADISON WI 53708
Telephone: (608) 266-6860
TTY: (608) 264-8752

819 N 6TH ST, ROOM 723
MILWAUKEE WI 53203
Telephone: (414) 227-4384
TTY: (414) 227-4081

Website: http://dwd.wisconsin.gov/er/
The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact us.

ERD-18114-E-P (06/2016)
HOURS AND TIMES OF DAY MINORS MAY WORK IN WISCONSIN

State and federal laws do not limit the hours that minors 16 years of age or over may work, except that they may not be employed or permitted to work during hours of required school attendance under Wis. Stat. § 118.15.

State and federal laws also permit minors under 16 to work up to seven days per week in the delivery of newspapers and agriculture. In most other types of labor, minors under 16 may only work six days a week.

Most employers must obtain work permits for minors before permitting them to work. For further information, see the Wisconsin Employment of Minors Guide (ERD-4758-P).

### Maximum Hours of Work for 14 & 15 year-old minors

<table>
<thead>
<tr>
<th></th>
<th>After Labor Day through May 31</th>
<th>June 1 through Labor Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-School Days</td>
<td>8 hours</td>
<td>8 hours</td>
</tr>
<tr>
<td>School Days</td>
<td>3 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Weekly Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-School Weeks</td>
<td>40 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>School Weeks</td>
<td>18 hours</td>
<td>18 hours</td>
</tr>
<tr>
<td>Permitted Time of Day</td>
<td>7am-7pm</td>
<td>7am-9pm</td>
</tr>
</tbody>
</table>

**Employers** subject to both federal and state laws must comply with the more stringent section of the two laws.

**State** child labor laws prohibit work during times that minors are required to be in school, except for students participating in work experience and career exploration programs operated by the school.

**Minors under 16 years of age** are limited to the maximum hours and time of day restrictions even though they may work for more than one employer during the same day or week.

**Minors under 14 years of age** are allowed to work in certain occupations (e.g., street trades, agriculture, and work in school lunch programs. See the Wisconsin Employment of Minors Guide, ERD-4758-P, for more detail). These minors are subject to the same hourly and time of day restrictions as minors who are 14 or 15 years of age.

**Minors under 18 years of age** may not work more than 6 consecutive hours without having a 30-minute, duty free meal period.

**Minors 16 & 17 years of age** who are employed after 11:00 pm must have 8 hours of rest between the end of one shift and the start of the next shift.

**Minimum Wage** for minors is $7.25 per hour. Employers may pay an “Opportunity Wage” of $5.90 per hour for the first 90 days of employment. On the 91st day, the wage must increase to $7.25 per hour.

For further information about the federal child labor laws call (608) 441-5221, or write to U.S. Department of Labor, Wage & Hour, 740 Regent Street, Suite 102, Madison, WI 53715.

For further information about the state child labor laws, call the Equal Rights Division in Madison (608) 266-6860 or Milwaukee (414) 227-4384.
**HAZARDOUS CHEMICALS IN THE WORKPLACE?**

You as a public employee have the right, under the Wisconsin public employees’ right-to-know law, to be informed about hazardous chemicals and substances in the workplace.*

**EMPLOYEES MUST BE PROVIDED WITH:**
- A list of all hazardous chemicals and information on toxic substances, pesticides, and infectious agents in the workplace.
- Access to Material Safety Data Sheets and container labels.
- Formal training in proper procedures for managing hazardous chemicals.
- A written chemical hazard communication program.

For more information contact:
Wisconsin Department of Commerce Safety and Buildings Division
PO Box 7302 - 201 West Washington Avenue
Madison, WI 53707-7302 - (608) 266-2780

**DEPARTMENT OF COMMERCE**
www.wisconsin.gov
www.commerce.state.wi.us

SBD-6894-P (R-8/01)
DISCRIMINATION

WISCONSIN FAIR EMPLOYMENT LAW

Section 111.31-111.395 Wisconsin Statutes and DWD 218 Wisconsin Administrative Code requires that all employers prominently display this Poster in all places of employment.

It is unlawful to discriminate against employees and job applicants because of their:

- Sex
- Color
- Ancestry
- Disability
- Marital Status
- Race
- Creed (Religion)
- Age (40 or Over)
- Use of Lawful Products
- Arrest or Conviction
- Honesty Testing
- National Origin
- Pregnancy or Childbirth
- Sexual Orientation
- Genetic Testing
- Military Service
- Declining to Attend a Meeting or Participate in any Communication About Religious or Political Matters

This law applies to employers, employment agencies, labor unions and licensing agencies. Employers may not require certain types of honesty testing or genetic testing as a condition of employment, nor discipline an employee because of the results. Employees may not be harassed in the workplace based on their protected status nor retaliated against for filing a complaint, for assisting with a complaint, or for opposing discrimination in the workplace.

There is a 300-day time limit for filing a discrimination complaint. For more information or a copy of the law and the administrative rules contact:

STATE OF WISCONSIN
DEPARTMENT OF
WORKFORCE DEVELOPMENT
EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE
ROOM A100
PO BOX 8928
MADISON WI 53708-8928
Telephone: (608) 266-6860
TTY: (608) 264-8752

819 N 6th ST
ROOM 723
MILWAUKEE WI 53203
Telephone: (414) 227-4384
TTY: (414) 227-4081

Website: http://dwd.wisconsin.gov/er/

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ERD-4531-P (R. 05/2014)
## WISCONSIN MINIMUM WAGE RATES
Effective July 24, 2009

### General Minimum Wage Rates

- **Non-Opportunity Employees:**
  - $7.25 per Hour
- **Opportunity Employees:**
  - $5.90 per Hour

### Minimum Wage Rates for Tipped Employees

- **Non-Opportunity Employees:**
  - $2.33 per Hour
- **Opportunity Employees:**
  - $2.13 per Hour

*Note:* "Opportunity employee" means an employee who is not yet 20 years old and who has been in employment status with a particular employer for 90 or fewer consecutive calendar days from the date of initial employment.

### Minimum Wage Rates for All Agricultural Employees

- **Adults:** $7.25 per Hour
- **Minors:** $7.25 per Hour

### Minimum Wage Rates for Caddies

- 9 Holes $5.90
- 18 Holes $10.50

For more information contact:

**STATE OF WISCONSIN**
**DEPARTMENT OF WORKFORCE DEVELOPMENT**
**EQUAL RIGHTS DIVISION**

201 E WASHINGTON AVE, ROOM A100
PO BOX 8928, MADISON WI 53708
Telephone: (608) 266-6860   TTY: (608) 264-8752

819 N 6TH ST, ROOM 723
MILWAUKEE WI 53203
Telephone: (414) 227-4384   TTY: (414) 227-4081

Website: [http://dwd.wisconsin.gov/er/](http://dwd.wisconsin.gov/er/)

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## WISCONSIN MAXIMUM ALLOWANCES FOR BOARD AND LODGING
Effective July 24, 2009

### Non-Agricultural Employment

- **Meals**
  - **Non-Opportunity Employees:**
    - $87.00 Per Week
    - $4.15 Per Meal
  - **Opportunity Employees:**
    - $70.80 Per Week
    - $3.35 Per Meal

- **Lodging**
  - $58.00 Per Week
  - $8.30 Per Day

### Agricultural Employment

**All Employees:**

- **Meals**
  - $87.00 Per Week
  - $4.15 Per Meal

- **Lodging**
  - $58.00 Per Week
  - $8.30 Per Day

### Camp Counselor Employment

**Weekly Salary for All Employees [Adults and Minors]**

<table>
<thead>
<tr>
<th>Salary Rates</th>
<th>Board &amp; Lodging</th>
<th>Board Only</th>
<th>No Board or Lodging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board &amp; Lodging</td>
<td>$210.00</td>
<td>Board Only</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

When board or lodging provided by an employer is accepted and received by an employee, the employer is permitted to deduct up to the above amounts from the worker’s paycheck. The amounts deducted are used to determine if the employee is receiving the required minimum wage rates.
Under Wisconsin law, employees have certain rights and employers have certain obligations to give proper notice to their employees and others before taking certain actions.

What is a “business closing” or “mass layoff”? “Business closing” requires notice if there is a permanent or temporary shutdown of an employment site of one or more facilities or operating units at an employment site or within a single municipality that affects 25 or more employees (not including “new” or “low-hour” employees). “Mass layoff” requires notice if there is a reduction in the workforce that is not a “business closing” and which affects the following number of employees (excluding new or low hour employees) at an employment site or within a single municipality:

1. At least 25% of the employer’s workforce or 25 employees, whichever is greater, or
2. At least 500 employees.

Employees are counted if their employment is terminated (not including discharges for cause, voluntary departures or retirements), if they are laid off for more than 6 months, or if their hours are reduced more than 50 percent during each month of any 6-month period, as the result of a business closing or mass layoff. New or low-hour employees who have been employed for fewer than 6 of the 12 months preceding the date on which a notice is required or who average fewer than 20 hours of work per week are not counted.

Who must provide notice and when? With certain exceptions, businesses employing 50 or more persons in the State of Wisconsin must provide written notice 60 days before implementing “business closing” or “mass layoff” in this state. The federal or state government (and their political subdivisions), charitable, or tax exempt institutions and organizations and independent contractors are not covered under this law and do not have to provide notice. Additional exceptions exist in various situations involving strikes or lockouts, sales, relocations, temporary or seasonal employment, unforeseeable circumstances, natural or man-made disasters, temporary cessation in operations, or businesses in financial trouble.

What employees are entitled to receive notice? Employees are entitled to receive notice if they are counted as part of “business closing” or “mass layoff”. New or low-hour employees may also be entitled to receive notice in situations where there is a “business closing” or “mass layoff”.

What can employees recover if notice is required and not given? If an employer implements a “business closing” or “mass layoff” without providing required notice, an affected employee may recover back pay and benefits for each day that required notice was not provided (up to a maximum of 60 days). An affected employee may also recover attorney fees and costs in a lawsuit.

If you have questions regarding this law or wish to file a complaint, call or write us at:

STATE OF WISCONSIN
DEPARTMENT OF WORKFORCE DEVELOPMENT
EQUAL RIGHTS DIVISION

201 E. WASHINGTON AVE. ROOM A300
PO BOX 8928
MADISON, WI 53708
Telephone: (608) 266-6860
TTY: (608) 264-8752

819 N. 6TH ST. ROOM 723
MILWAUKEE, WI 53203
Telephone: (414) 227-4384
TTY: (414) 227-4081

Website: http://dwd.wisconsin.gov/er/

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ERD-9006-P (R. 09/2011)
Authority Wisconsin statues section 101.055 requires the Wisconsin Department of Safety and Professional Services to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by Federal Occupational Safety and Health Administration (OSHA).

Inspection A public employee or public employee representative who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the department to conduct an inspection. If the requestor so designates the identity of the requestor will be kept confidential. If the department decides not to make an inspection, the requestor will be so notified. A representative of the employer and a public employee representative will be permitted to accompany the department inspector during the inspection. The employee shall not be discriminated against with respect to either pay received or withheld for time spent on the inspection.

Enforcement If the department finds a violation of state standards, abatement orders will be issued to the employer. The employer shall post a copy of the orders at or near the site of the violations for 3 days or until the violation is corrected, whichever is longer. Copies of the order will be sent to the top elected official, the bargaining unit and to the person requesting the inspection.

If the department decides not to issue orders in response to a request, a written notice of that decision shall be sent to the public employee who requested the investigation. If decisions are disputed they will be reviewed.

Discrimination No public employer may discriminate against or discharge any public employee for exercising any right afforded by his section. A state employee who believes he or she has been discriminated against may file a complaint with the personnel commission within 30 days of employee’s receipt of knowledge of the discrimination. A public employee, other than a state employee, may file a complaint with the state Division of Equal Rights within 30 days.

For more information, contact:
Wisconsin Department of Safety and Professional Services
Safety and Buildings Division
PO Box 7302
Madison, WI 53707-7302
608-261-2503

PUBLIC EMPLOYERS ARE REQUIRED TO POST THIS NOTICE
WHERE NOTICES TO EMPLOYEE ARE USUALLY POSTED

SBD 9301-P(R11/11)
WISCONSIN FAMILY AND MEDICAL LEAVE ACT

Section 103.10, Wisconsin Statues, requires that all employers with 50 or more employees display a copy of this poster in the workplace. Employers with 25 or more employees are required to post their particular leave policy. Under state law all employers with 50 or more permanent employees must allow employees of either sex:

• **Up to six (6) weeks leave in a calendar year for the birth or adoption of the employee’s child, providing the leave begins within sixteen (16) weeks of the birth or placement of that child.**

• **Up to two (2) weeks of leave in a calendar year for the care of a child, spouse, domestic partner, as defined in §40.02(1) or 770.01(1) or parent or a parent of a domestic partner with a serious health condition.**

• **Up to two (2) weeks leave in a calendar year for the employee’s own serious health condition.**

This law only applies to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1000 hours during that 52-week period. The law also requires that employees be allowed to substitute paid or unpaid leave provided by the employer for Wisconsin Family and Medical Leave. Employers may have leave policies, which are more generous than leaves required by the law. A complaint concerning a denial of rights under this law **must be filed within 30 days** after the violation occurs or the employee should have reasonably known that the violation occurred, whichever is later. For answers to questions about the law, a complete copy of the law, or to make a complaint about a denial of rights under the law contact:

**Website: [http://dwd.wisconsin.gov/er/](http://dwd.wisconsin.gov/er/)**

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ERD-7983-P (R. 06/2014)
CESSATION OF HEALTH CARE BENEFIT

NOTIFICATION REQUIRED WHEN EMPLOYERS DECIDE TO CEASE PROVIDING A HEALTH CARE BENEFITS PLAN

Pursuant to Section 109.075 Wisconsin Statutes, Wisconsin employers who plan to discontinue health care benefits to current employees, retirees and dependents of employees or retirees in some instances must provide the affected individuals with 60 days advanced notice of the cessation of benefits.

Q. Which current or former employers must comply with this requirement?
A. Employers who operate a business enterprise in Wisconsin that employs 50 or more persons in this state must provide advanced written notice of the employer’s intention to cease providing health care benefits to affected parties.

Q. Who is an affected individual entitled to notification?
A. Employees, any union representing employees of that business, retirees and dependents of employees and retirees currently covered by the health care benefit plan are entitled to receive 60 days advanced written notice that their benefits will cease.

Q. What would be the purpose of filing a complaint about not receiving advance notification of a cessation of health care benefits?
A. A complainant who did not receive proper advance notification may receive either the value of the insurance premium(s) for the period without notification or the actual value of medical expenses incurred during the non-notification period (maximum of 60 days).

Q. If I have questions concerning this requirement or wish to file a complaint about not receiving notification, who should I contact?
A. Contact either the Equal Rights Division in Milwaukee or Madison listed below:

STATE OF WISCONSIN -
DEPARTMENT OF WORKFORCE DEVELOPMENT
EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE
ROOM A300
PO BOX 8928
MADISON, WI 53708
Telephone: (608) 266-6860
TTY: (608) 264-8752

819 N 6TH ST, ROOM 723
MILWAUKEE WI 53203
Telephone: (414) 227-4384
TTY: (414) 227-4081

Website: http://dwd.wisconsin.gov/er/

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EMPLOYEE PROTECTIONS AGAINST USE OF HONESTY TESTING DEVICES

Employers who use honesty testing must display this poster in one or more conspicuous places where notices to employees are customarily posted. Under Wisconsin law, requiring or requesting that an employee or applicant take an honesty test (lie detector) is unlawful or heavily regulated. Further, employers may not discriminate against a person who refuses to take a test or objects to its use.

Exceptions An employer may request that an employee take a test in connection with an investigation involving economic loss or injury to a business if the employee is a reasonable suspect. Honesty tests can be used by law enforcement agencies and certain businesses engaged in providing security services, alarm systems, and who manufacture, distribute or sell controlled substances.

Employee & Applicant Rights Any legally permitted honesty test is subject to strict safeguards, including an examinee’s right to proper notice, the right to discontinue a test at any time and the right to advance written notice of the questions to be asked. Enforcement Victims of unlawful honesty testing may file a complaint within 300 days after the date the unfair honesty testing occurred, at one of the offices below.

STATE OF WISCONSIN
DEPARTMENT OF WORKFORCE DEVELOPMENT
EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE
ROOM A300
PO BOX 8928
MADISON, WI 53708
Telephone: (608) 266-6860
TTY: (608) 264-8752

819 N 6TH ST, ROOM 723
MILWAUKEE WI 53203
Telephone: (414) 227-4384
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ERD-10861 (R. 09/2011)
RETAILATION PROTECTION FOR HEALTH CARE WORKERS IN WISCONSIN

Any facility, as defined in S. 647.01 (4), or any hospital, nursing home, community based residential facility, county home, county infirmary, county hospital, county mental health complex or other place licensed or approved by the Department of Health and Family Services must display this poster in one or more conspicuous places where notices to employees are customarily posted.

Under section 146.997 of Wisconsin Statutes, as an employee of a health care facility or provider, you may not be disciplined at work for good faith reporting of:

- any potential violations of state or federal law by the health care facility or provider,
- any situation where care is provided in a manner that violates state or federal standards or laws or recognized clinical or ethical standards.

Covered reporting includes internal reports to any director, officer or supervisor of the health care facility or provider or reports to an agency or body that accredits, certifies or approves the facility or provider, unless disclosure is prohibited by law. Victims of unlawful retaliation may file a complaint, within 300 days after the date the retaliation or threat of retaliation occurred, at one of the offices below.

STATE OF WISCONSIN
DEPARTMENT OF WORKFORCE DEVELOPMENT
EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE
ROOM A300
PO BOX 8928
MADISON, WI 53708
Telephone: (608) 266-6860
TTY: (608) 264-8752

819 N 6TH ST, ROOM 723
MILWAUKEE WI 53203
Telephone: (414) 227-4384
TTY: (414) 227-4081

Website: http://dwd.wisconsin.gov/er/

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ERD-12210-P (R. 09/2011)
Notice To Employees About Applying for Wisconsin Unemployment Benefits

When to Apply

- You are totally unemployed,
- You are partially unemployed (your weekly earnings are reduced), or
- You expect to be laid off within the next 13 weeks and would like to start your benefit year early.

Important: Your claim begins the week you apply. To avoid any loss of benefits, apply the first week you are unemployed. Do not wait until the week is over.

Have This Information Ready

- Your social security number.
- A username and password for filing online.
- A personal identification number (PIN) if filing by telephone. Your PIN is a 4-digit number you make up before you apply.
- Your Wisconsin Driver’s License or State Identification Number.
- The names of everyone for whom you worked in the past 18 months. For each employer you will also need a full address (including zip code), a telephone number, the reason you are no longer working there, and your first and last dates of work.
- If you are not a U.S. citizen, your Alien Registration Number, the document number from which the number is obtained, and the expiration date on that document.
- If you are a union member, the name and local number of your union hall.

How to Apply

Apply Online at
my.unemployment.wisconsin.gov
or
Apply by Telephone
414-438-7700 or 608-232-0678
Hours of operation are available online at:
http://dwd.wi.gov/uiben/services.htm

Deaf, hard-of-hearing, and speech-impaired callers may apply online using the Internet address shown above, or by calling our TTY toll free number 1-888-393-8914 when Claims Specialists are available. TTY callers must have a telephone typewriter device. Voice calls are not answered on this number.

Questions? Need Help?

Go Online at
dwd.wi.gov/ClaimsOnline
or
Call a Claims Specialist:
414-438-7713 or 608-232-0824
or TTY 1-888-393-8914
Hours of operation are available online at:
http://dwd.wi.gov/uiben/services.htm

For more information about unemployment insurance, visit our website: http://unemployment.wisconsin.gov

Notice to Employers: All employers covered by Wisconsin’s Unemployment Insurance law are required to prominently display this poster where employees will easily see it (e.g., on bulletin boards, near time clocks). If employers do not have a permanent work site regularly accessed by employees, an individual copy is to be provided to each employee. For additional copies go online at: http://dwd.wi.gov/dwd/publications/ui/notice.htm or call 414-438-7705 or 608-232-0633.

Notice to Employees: The federal Social Security Act requires that you give us your social security number. It will be used to verify your identity and determine your eligibility. If you do not provide your social security number, we cannot take your claim.
PAYDAY NOTICE

Regular Paydays for Employees of

Eliassen Group

(Company Name)

Shall be as follows:

- [ ] Weekly
- [x] Bi-Weekly
- [ ] Monthly
- [ ] Other: ________________

By: ________________________________________________   Title: ________________________________________________

Laurie Wasta Human Resources Manager
YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer did you...
• Marry or divorce?
• Gain or lose a dependent?
• Change your name?

Were there major changes to...
• Your nonwage income (interest, dividends, capital gains, etc.)?
• Your family wage income (you or your spouse started or ended a job)?
• Your itemized deductions?
• Your tax credits?

If you can answer “YES”...
To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4.

See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676.

Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS website.

Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.
ANTI-DISCRIMINATION

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.
The law requires employers to display this poster where employees can readily see it.

**OVERTIME PAY** At least 1 ½ times your regular rate of pay for all hours worked over 40 in a workweek.

**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 non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

**TIP CREDIT** Employers of “tipped employees” who meet certain 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.

**ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or 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 assessed for each child labor violation that results in 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 prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

**ADDITIONAL INFORMATION**
- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as “independent contractors” when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.
PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee’s religious practices where the accommodation does not impose undue hardship.

DISABILITY Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. 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.

AGE The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENDER IDENTITY, NATIONAL ORIGIN, SEX (WAGES), RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. The ADA also restricts employers’ acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

PROTECTED VETERANS 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 complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above 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) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@ dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

RACE, COLOR, NATIONAL ORIGIN, SEX 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 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 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

GENETICS Title I of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers’ acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Mandatory Supplement to EEOC P/E-1(Revised 11/09) “EEO is the Law” Poster
FMLA - FAMILY AND MEDICAL LEAVE ACT

**EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT**

**THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION**

**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:
- 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);
- 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 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. 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 FMLA leave, the employee must comply with the employer’s normal paid leave policies.

**BENEFITS & PROTECTIONS** While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. 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 employment terms and conditions. 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 REQUIREMENTS** An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:
- 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
- Work at a location where the employer has at least 50 employees within 75 miles of the employee’s worksite.

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

**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. 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 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.

**EMPLOYER RESPONSIBILITIES** 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 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. 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.

**ENFORCEMENT** 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. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE
(1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV
U.S. Department of Labor | Wage and Hour Division

WH1420a REV 04/16
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 service and:

• 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 conditions.

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
If you:

• are a past or present member of the uniformed service;
• have applied for membership in the uniformed service; or
• are obligated to serve in the uniformed service;
then an employer may not deny you

• initial employment;
• reemployment;
• retention in employment;
• promotion; or
• any benefit of 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 employer-based 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.

ENFORCEMENT
• 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 web site at: http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at: http://www.dol.gov/elaws/userra.htm.
• 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. This notice was prepared by VETS, and may be viewed on the internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm. 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.

Publication Date - October 2008
All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
 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 employer.

 Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

 Prominently display this poster in the workplace.

 Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

This poster is available free from OSHA.

Contact OSHA. We can help.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov
EMPLOYEE RIGHTS
EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

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 dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

EXAMINEE RIGHTS 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 rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT 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 court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.