

# MICHIGAN



## LABOR LAW POSTINGS

# Michigan Labor Law Postings

Thank you for using GovDocs! This file contains the following state postings:

Posting ID	Name of Posting	Posting Requirements
LMI01	Unemployment Insurance UIA1711	Required for all employers
LMI03	Youth Employment Standards Act	Required for all employers who employ minors
LMI04	Safety & Health Protection on the Job	Required for all employers
LMI05	Michigan Law Prohibits Discrimination	Required for all employers
LMI08	Right to Know SDS	Required for businesses who expose their employees to hazardous/dangerous substances or viral/bacterial infections
LMI09	Right to Know SDS-New or Revised	Required for businesses who expose their employees to hazardous/dangerous substances or viral/bacterial infections
LMI11	Whistleblowers Protection Act	Required for all employers
LMI02	Minimum Wage Law WHD9904	Required for all employers
LMI17	No Smoking	Required for all employers
LMI19	Employees Know Your Rights WC- PUB-005	Optional for all employers
LMI20	Rights & Responsibilities WC- PUB-006	Optional for all employers
LMI21	Freedom to Work (Private)	Optional for employers in the private sector
LMI22	Freedom to Work (Public)	Optional for employers in the public sector
LMI25	E-Verify	Required for state agencies, contractors and subcontractors
LMI27	Right to Work	Required for state agencies, contractors and subcontractors
LMI28	Right to Work (Spanish)	Required for state agencies, contractors and subcontractors
LMI35	Human Trafficking	Required for Welcome centers, Rest areas, Local bus and rail transportation services, Public airports, Adult entertainment establishments, and Entities that own property that has been found by a court to constitute a public nuisance due to acts of prostitution or human trafficking.
LMI36	Human Trafficking (Spanish)	Required for Welcome centers, Rest areas, Local bus and rail transportation services, Public airports, Adult entertainment establishments, and Entities that own property that has been found by a court to constitute a public nuisance due to acts of prostitution or human trafficking.
LMI37	Food Allergy Awareness	Required for all food establishments
LMI40	Paid Medical Leave	Required for all employers
LMI43	Notice to All Employees	Required for all employers

## Print and Display Guidelines

If needed, the postings in this file can be printed and displayed:

- Postings are formatted according to the issuing agency's size requirements. See the Posting Requirements column (above) for those that require a specific paper size and/or colored printing
- Each posting is set up to print on 8.5" x 11" paper; some are formatted to print on multiple pages
- Review each posting and respective requirements to ensure it's applicable to your company. Contact your HR representative for details
- Display postings in employee common areas, such as a breakroom, cafeteria, employee lounge, etc.

GRETCHEN WHITMER  
GOVERNORSTATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
UNEMPLOYMENT INSURANCE AGENCYSUSAN R. CORBIN  
DIRECTOR

## UNEMPLOYMENT COMPENSATION NOTICE TO EMPLOYEE

THIS FORM IS NOT A WAIVER REQUEST OR APPROVAL OF A WAIVER REQUEST.

### Information Needed to File a Claim:

- Your social security card.
- Your state issued driver's license or ID card number or your Michigan's Automated Response Voice Interactive Network (MARVIN) PIN (if you have one).
- The names and addresses of employers you have worked for during the past 18 months and your quarterly gross earnings.
- The first and last date of employment with each employer.
- Your most recent employer's Federal Employer ID number (FEIN) and Employer Account Number (EAN). Depending on your situation, knowing the account number may speed up the processing of your claim.
- If you are not a U.S. citizen or national, you will need your Alien Registration card and the expiration date of your work authorization.

### Bi-Weekly Certification:

Unless the requirement has been waived, you must certify your eligibility every two weeks to receive benefits. The preferred method of certifying is online. Phone certification is also available.

- **Online:** Visit [www.michigan.gov/uia](http://www.michigan.gov/uia) and sign into MiLogin to access your Michigan Web Account Manager (MiWAM) account. Your online account is accessible seven days a week, 24 hours a day.
- **By Phone:** Call MARVIN at 1-866-638-3993, Monday through Friday, 8:00 a.m. to 4:30 p.m.

### Work Search Activities:

You must be able, available, and seeking work to be eligible for benefits. Document and report at least one work search activity during your bi-weekly certification for benefits. The preferred method for reporting work search activities is through MiWAM. You may also report work search activities by phone through MARVIN. UIA will not release benefits until it processes the work search activities that you submit.

If you have questions, visit [www.michigan.gov/uia](http://www.michigan.gov/uia) for tools and resources. You can also access your MiWAM account to chat with an agent during regular business hours. Visit our website for hours of operation. TTY service is available at 1-866-366-0004.

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### To Be Completed by the Employer

Complete the following information in the spaces below. Each employee, when separated from your employment should receive a completed copy of this form or an equivalent written notice. A \$10.00 penalty for non-compliance may be imposed by UIA.

Your **10-digit** UIA Employer Account Number (EAN): \_\_\_\_\_

Your **9-digit** Federal Employer Identification Number (FEIN): \_\_\_\_\_

**Employer's Name With Doing Business As (DBA) Name** and complete mailing address where wage and separation information is available.

\_\_\_\_\_  
Employer's Name

\_\_\_\_\_  
DBA

\_\_\_\_\_  
Employer's Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Name of Contact Person

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Reason for Separation

Employers, direct any questions to the Office of Employer Ombudsman (OEO) through your MiWAM account at [www.michigan.gov/uia](http://www.michigan.gov/uia) or call 1-855-484-2636. TTY service is available at 1-866-366-0004.

UIA is an equal opportunity employer/program.



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

SUSAN CORBIN  
DIRECTOR

Informational Sheet:  
Youth Employment Standards Act 90 of 1978, as amended

**POSTING REQUIREMENT**

**MCL 409.110 Minor under 16 years; days and hours of employment.**

**Sec. 10.** A minor under 16 years shall not be employed in an occupation subject to this act for more than 6 days in 1 week, nor for a period longer than a weekly average of 8 hours per day or 48 hours in 1 week, nor more than 10 hours in 1 day. The minor shall not be employed between the hours of 9 p.m. and 7 a.m. A minor who is a student in school shall not be employed more than a combined school and work week of 48 hours during the period when school is in session.

**MCL 409.111 Minor 16 years and older; days and hours of employment; employment in agricultural processing.**

**Sec. 11. (1).** Except as provided in subsection (3), a person shall not employ a minor 16 years of age or older in an occupation subject to this act for more than any of the following periods:

- (a) Six days in 1 week.
- (b) An average of 8 hours per day in 1 week.
- (c) Ten hours in 1 day.
- (d) Subject to subdivision (e), 8 hours in 1 week.
- (e) If the minor is a student in school and school is in session, 24 hours in 1 week.

(2) Except as provided in subsection (3), a person shall not employ a minor 16 years of age or older between 10:30 p.m. and 6 a.m. However, except as provided in subsection (3), a person may employ a minor 16 years of age or older who is a student in school until 11:30 p.m. on any of the following days:

- (a) On Fridays and Saturdays.
- (b) During school vacation periods.
- (c) During periods when the minor is not regularly enrolled in school.

(3) A person may employ a minor 16 years of age or older in farming operations involved in the production of seed or in agricultural processing for a period greater than the periods described in subsections (1) and (2) if all of the following conditions are met: If a minor is a student in school, the period greater than the periods described in subsections (1) and (2) occurs when school is not in session.

- (a) The minor is employed for not more than 11 hours in 1 day.
- (b) The minor is employed for not more than 62 hours in any week. However, the employer shall not require the minor to work more than 48 hours during any week without the consent of the minor.
- (c) The minor is not employed between 2 a.m. and 5:30 a.m.
- (d) The agricultural processing employer maintains on file a written acknowledgment of the minor's parent or guardian consenting to the period of employment authorized under this subsection.

(4) As used in this section:

- (a) "Agricultural processing" means the cleaning, sorting or packaging of fruits or vegetables.
- (b) "Farming operations involved in the production of seed" means farming activities and research involved in the production of seed, including plant detasseling, hand-pollination, roguing, or hoeing, and any other similar farming activity required for commercial seed production.

History: Am. 1978, Act 90, Eff. June 1, 1978 ;-- Am. 1995, Act 251, Eff. Mar. 28, 1996 ;-- Am. 1996, Act 499, Imd. Eff. Jan. 9, 1997 ;-- Am. 2000, Act 418, Imd. Eff. Jan. 8, 2001 ;-- Am. 2011, Act 197, Imd. Eff. Oct. 18, 2011

**MCL 409.112 Meal and rest period.**

**Sec. 12.** A minor shall not be employed for more than 5 hours continuously without an interval of at least 30 minutes for a meal and rest period. An interval of less than 30 minutes shall not be considered to interrupt a continuous period of work.

**MCL 409.112a Prohibition of minors working alone in occupation involving a cash transaction after sunset or 8 p.m. at fixed location; condition.**

**Sec. 12a.** A minor who would otherwise be permitted under this act to be employed in an occupation subject to this act shall not be employed in an occupation that involves a cash transaction subject to this act after sunset or 8 p.m., whichever is earlier, at a fixed location unless an employer or other employee 18 years of age or older is present at the fixed location during those hours.

History: Add. 1980, Act 436, Eff. Mar. 31, 1981.

**IMPORTANT: Administrative Rule, R408.6207 REQUIRES A MINOR SUBJECT TO ACT 90 BE SUPERVISED BY THE EMPLOYER OR ANOTHER EMPLOYEE 18 YEARS OF AGE OR OLDER.**

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities.

WAGE AND HOUR DIVISION

P.O. Box 30476 • Lansing, Michigan 48909-7976

**OVERNIGHT MAIL ADDRESS: 2407 N. GRAND RIVER • LANSING, MICHIGAN 48906**

Toll Free: 1-855-4MI-WAGE (1-855-464-9243) • (517) 284-7800 • FAX (517) 763-0110

[www.michigan.gov/wagehour](http://www.michigan.gov/wagehour)

# MICHIGAN SAFETY AND HEALTH PROTECTION ON THE JOB

THE MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ACT, 1974 P.A. 154,  
AS AMENDED, REQUIRES POSTING OF THIS DOCUMENT IN A CENTRAL AND  
CONSPICUOUS LOCATION. FAILURE TO DO SO MAY RESULT IN A PENALTY.

The Michigan Occupational Safety and Health Act (MIOSH Act), Act No. 154 of the Public Acts of 1974, as amended, provides job safety and health protection for Michigan employees through the maintenance of safe and healthful working conditions. Under the MIOSH Act and a state plan approved in September 1973 by the U.S. Department of Labor, the Michigan Department of Labor and Economic Opportunity is responsible for administering the Act. Department representatives conduct job site inspections and investigations to ensure compliance with the Act and with safety and health standards.

The contents of this poster describe many important provisions of the Act. These provisions apply equally to employers and employees in either private industry or the public sector.

## **EMPLOYER REQUIREMENTS:** MIOSHA requires that each employer:

1. Furnish to each employee employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to the employee.
2. Comply with promulgated rules and standards and with orders issued pursuant to the Act.
3. Post this and other notices and use other appropriate measures to keep his or her employees informed of their protection and obligations under the Act, including the provisions of applicable rules and standards.
4. Notify the Michigan Department of Labor and Economic Opportunity within 8 hours of any work-related fatality. Notification may be accomplished by calling 1-800-858-0397.
5. Notify the Michigan Department of Labor and Economic Opportunity within 24 hours of all work-related inpatient hospitalizations, amputations and losses of an eye. Notification may be accomplished by calling 1-844-464-6742 (4MIOSHA).
6. Make available to employees, for inspection and copying, all medical records and health data in the employer's possession pertaining to that employee.
7. Afford an employee an opportunity with or without compensation to attend all meetings between the Department of Labor and Economic Opportunity and the employer relative to any appeal of a citation by the employer.
8. Give the representative of employees the opportunity to accompany the

**COMPLAINTS:** Employees and employee representatives who believe that an unsafe or unhealthful condition exists in their workplace have the right to request an inspection by giving written notice to the Michigan Department of Labor and Economic Opportunity. If a condition exists which may present an immediate danger, the Department should be notified in the most expedient manner without regard to a written notice. The names of complainants will be kept confidential and not revealed upon the request of the employee. Employees also have the right to bring unsafe or unhealthful conditions to the attention of the department representative during the conduct of an inspection or investigation.

The Act provides that employees may not be discharged or in any manner discriminated against for filing a complaint or exercising any of their rights under the Act. An employee who believes he or she has been discriminated against may file a complaint with the Michigan Department of Labor and Economic Opportunity within 30 days of the alleged discrimination.

The U.S. Department of Labor is monitoring the operation of the Michigan Occupational Safety and Health Administration (MIOSHA) to assure the effective administration of the state act. Any person may make a written complaint regarding the state administration of the state act directly to the Regional Office of OSHA, 230 South Dearborn, Chicago, Illinois 60604.

**CITATIONS:** If upon inspection or investigation the Michigan Department of Labor and Economic Opportunity believes that a requirement of the Act has been violated, a citation alleging such violation and setting a time period for correction will be issued to the employer. The citation must be prominently posted at or near the place of the alleged violation for three days or until the violation is corrected, whichever is later.

The Act provides for first instance penalties of up to \$7,000 for a violation. Penalties of up to \$7,000 per day may be assessed for failure to correct a violation within a proposed abatement period. Any employer who willfully or repeatedly violates the Act may be assessed penalties of up to \$70,000 for each such violation. Employers may appeal the alleged citation, the proposed penalties or the abatement periods to the Department and to the Board of Health and Safety Compliance and Appeals. Employees may appeal the abatement period in a similar manner. Employees also may appeal to the Board of Health and Safety

department during the inspection or investigation of a place of employment and to prohibit the suffering of any loss of wages or fringe benefits or discriminate against the representative of employees for time spent participating in the inspection, investigation, or opening and closing conferences.

9. Provide personal protective equipment, at the employer's expense, when it is specifically required by a MIOSHA standard.
10. Not permit an employee, other than an employee whose presence is necessary to avoid, correct or remove an imminent danger, to operate equipment or engage in a process which has been tagged by the Department and which is the subject of an order issued by the Department identifying that an imminent danger exists.
11. To promptly notify an employee who was or is being exposed to toxic materials or harmful physical agents in concentrations or at levels which exceed those prescribed by a MIOSHA standard.

**EMPLOYEE REQUIREMENTS:** MIOSHA requires that each employee:

1. Comply with promulgated rules and standards and with orders issued pursuant to the Act.
2. Not remove, displace, destroy, or carry off a safeguard furnished or provided for use in a place of employment, or interfere in any way with the use thereof by any other person.

**INSPECTIONS/INVESTIGATIONS:** Inspections and investigations are conducted by trained personnel. The Act requires that an employer representative and a representative of employees be given an opportunity to accompany the department representative for the purpose of aiding in the inspection or investigation.

If a representative of employees does not participate, the department representative will consult with a number of employees concerning matters of safety or health in the place of employment.

Compliance and Appeals any decision issued by the Department in response to an employer appeal.

Criminal penalties also are provided for in the Act. A person who knowingly makes a false statement or report pursuant to the Act upon conviction is punishable by a fine of up to \$10,000 or may be imprisoned for not more than 6 months or both. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of up to \$10,000 or by imprisonment for not more than one year or both. A second conviction doubles the maximum monetary penalty and is punishable by imprisonment for up to three years.

**VOLUNTARY ACTIVITY & COMPLIANCE ASSISTANCE:** The act encourages employers and employees to reduce workplace hazards voluntarily.

The Michigan Department of Labor and Economic Opportunity offers limited on-site consultation assistance to employers to assist them in achieving compliance with occupational safety and health standards. Training specialists are available and can give advice on the correction of hazardous conditions and on the development of safety and health systems. Department staff are available to conduct seminars and training relative to occupational safety and health for both employer and employee groups. Requests for service should be addressed to the department at the address shown below.

The U.S. Department of Labor will continue to enforce federal standards governing maritime operations of long shoring, shipbuilding, ship breaking and ship repairing. These issues are not covered by the Michigan Plan for Occupational Safety and Health.

#### **MORE INFORMATION:**

Department of Labor and Economic Opportunity  
Michigan Occupational Safety & Health Administration  
525 W. Allegan Street, Box 30643  
Lansing, Michigan 48909-8143  
[www.michigan.gov/miosha](http://www.michigan.gov/miosha)

## **THIS IS AN IMPORTANT DOCUMENT- DO NOT COVER!**



MIOSHA Complaint Hotline..... 1-800-866-4674  
Fatality Hotline ..... 1-800-858-0397  
MIOSHA Injuries/Illnesses Reporting..... 1-844-464-6742  
Consultation and Training Assistance ..... 1-517-284-7720



The Michigan Department of Labor and Economic Opportunity (LEO) is a equal opportunity employers/program.

MIOSHA/CET 2010 (09/20)



# MICHIGAN LAW PROHIBITS DISCRIMINATION

IN EMPLOYMENT, EDUCATION, HOUSING, PUBLIC  
ACCOMMODATION, LAW ENFORCEMENT OR PUBLIC SERVICE

## BASED ON

religion, race (including hair texture and protective hairstyles), color, national origin, sex, disability, sexual orientation, gender identity or expression, age<sup>1</sup>, marital status<sup>1</sup>, height<sup>2</sup>, weight<sup>2</sup>, arrest record<sup>2</sup>, genetic information<sup>2</sup>, and familial status<sup>3</sup>

**Persons with disabilities needing accommodations for employment must notify their employers in writing within 182 days.**

*<sup>1</sup>Under the education article, age and marital status are prohibited considerations for admissions only*

*<sup>2</sup> in employment only*

*<sup>3</sup> in housing only*

If you think you have been discriminated against, you may file a complaint with the Michigan Department of Civil Rights.

**Call 1-800-482-3604**

**Video Phone: 313-437-7035**

**[www.michigan.gov/mdcr](http://www.michigan.gov/mdcr)**



Post in a conspicuous place.

02-2024

# ***This Workplace Covered by the Michigan Right To Know Law***



Employers must make available for employees in a readily accessible manner, Safety Data Sheets (SDS) for those hazardous chemicals in their workplace.

Employees cannot be discharged or discriminated against for exercising their rights including the request for information on hazardous chemicals.

Employees must be notified and given direction (by employer posting) for locating Safety Data Sheets and the receipt of new or revised SDS(S).

When the employer has not provided a SDS, employees may request assistance in obtaining SDS from the:

Michigan Department of Labor and Economic Opportunity (LEO)  
Michigan Occupational Safety and Health Administration  
General Industry Safety and Health Division (517) 284-7750  
Construction Safety and Health Division and Asbestos Licensing (517) 284-7680  
[www.michigan.gov/miosha](http://www.michigan.gov/miosha)

MIOSHA/CET #2105 (Rev. 12/19)



## **SDS(s) For This Workplace Are Located At**

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Location(s)

---

Location(s)

---

Person(s) responsible for SDS(s)

---

Phone

***LEO is an equal opportunity employer/program.***





HE

# or Revised SDS

[illegible]

Paid in part with  
Federal OSHA funds.  
MIOSHA/CET #2106 (Revised 12/19)  
***LEO is an equal opportunity employer/program***



For further information, visit our website at:  
**[www.michigan.gov/miosha](http://www.michigan.gov/miosha)**

# ATTENTION EMPLOYEES

**The Michigan Whistleblowers' Protection Act (469 P.A. 1980) creates certain protections and obligations for employees and employers under Michigan law.**

## PROTECTIONS:

It is illegal for employers in Michigan to discharge, threaten or otherwise discriminate against you regarding your compensation, terms, conditions, location or privileges of employment because you or a person acting on your behalf reports or is about to report a violation or a suspected violation of federal, state or local laws, rules or regulations to a public body.

It is illegal for employers in Michigan to discharge, threaten or otherwise discriminate against you regarding your compensation, terms, conditions, location or privileges of employment because you take part in a public hearing, investigation, inquiry, or court action.

## OBLIGATIONS:

The Act does not diminish or impair either your rights or the rights of your employer under any collective bargaining agreement.

The Act does not require your employer to compensate you for your participation in a public hearing, investigation, inquiry or court action.

The Act does not protect you from disciplinary action if you make a report to a public body that you know is false.

## ENFORCEMENT:

If you believe that your employer has violated this Act you may bring civil action in circuit court within 90 days of the alleged violation of the Act.

## PENALTIES:

Persons found in violation of this Act may be subject to a civil fine of up to \$500.00.

If your employer has violated this Act the court can order your reinstatement, the payment of back wages, full reinstatement of fringe benefits and seniority rights, actual damages, or any combination of these remedies. The court may also award all or a portion of the costs of litigation, including reasonable attorney fees and witness fees to the complainant if the court believes such an award is appropriate.

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This poster is provided as a *courtesy* of the Michigan Occupational Safety and Health Administration (MIOSHA). MIOSHA **does not enforce** the Michigan Whistleblowers' Protection Act (469 P.A.1980)

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Visit our website at [www.michigan.gov/miosha](http://www.michigan.gov/miosha) for additional information.



GRETCHEN WHITMER  
GOVERNOR

## Michigan Department of Labor and Economic Opportunity

Wage and Hour Division  
PO Box 30476  
Lansing, MI 48909-7976  
REQUIRED POSTER

### GENERAL REQUIREMENTS—MINIMUM WAGE and OVERTIME



SUSAN CORBIN  
DIRECTOR

#### Coverage

The Improved Workforce Opportunity Wage Act (IWOWA), Public Act 337 of 2018, as amended, covers employers who employ 2 or more employees 16 years of age and older.

#### Minimum Hourly Wage Rate

Employees must be paid at least:

Effective Date	Minimum Hourly Wage Rate	Tipped Employee		85%** Hourly Rate
		Minimum Hourly Rate	Reported Average Hourly Tips	
January 1, 2023	\$10.10*	\$3.84	\$6.26	\$8.59
January 1, 2024	\$10.33*	\$3.93	\$6.40	\$8.78
January 1, 2025	\$10.56*	\$4.01	\$6.55	\$8.98

\*An increase in the minimum hourly wage rate as prescribed in subsection (1) does not take effect if the unemployment rate for this state, as determined by the Bureau of Labor Statistics, United States Department of Labor, is 8.5% or greater for the calendar year preceding the calendar year of the prescribed increase. An increase in the minimum hourly wage rate as prescribed in subsection (1) that does not take effect pursuant to this subsection takes effect in the first calendar year following a calendar year for which the unemployment rate for this state, as determined by the Bureau of Labor Statistics, United States Department of Labor, is less than 8.5%.

► \*\* Minors 16-17 years of age may be paid 85% of the minimum hourly wage rate.

#### Training Wage

A training wage of \$4.25 per hour may be paid to employees 16 to 19 years of age for the first 90 calendar days of employment.

#### Overtime

Employees covered by the IWOWA must be paid 1-1/2 times their regular rate of pay for hours worked over 40 in a 7-day workweek. The following are exempt from overtime requirements: employees exempt from the minimum wage provisions of the Fair Labor Standards Act of 1938, 29 USC 201 to 219 (except certain domestic service employees), professional, administrative, or executive employees; elected officials and political appointees; employees of amusement and recreational establishments operating less than 7 months of the year; agricultural employees, and any employee not subject to the minimum wage provisions of the act.

#### Compensatory Time

If an employer meets certain conditions, employees may agree to receive compensatory time of 1-1/2 hours for each hour of overtime worked. The agreement must be voluntary, in writing, and obtained before the compensatory time is earned. All compensatory time earned must be paid to an employee. Accrued compensatory time may not exceed 240 hours. Employers must keep a record of compensatory time earned and paid. Contact the Wage and Hour Division for information on the conditions an employer must meet to offer compensatory time off in lieu of overtime compensation.

#### Equal Pay

An employer shall not discriminate on the basis of sex by paying employees a rate which is less than the rate paid to employees of the opposite sex for equal work on jobs requiring equal skill, effort, and responsibility performed under similar working conditions—except where payment is pursuant to a seniority system, merit system or system measuring earnings on the basis of quantity or quality of production or a differential other than sex.

#### Enforcement

An employee may either file civil action for recovery of unpaid minimum wages or overtime, or they may file a complaint with the Department of Labor and Economic Opportunity. The department may investigate a complaint and file civil action to collect unpaid wages or overtime due the employee and all employees of an establishment. Recovery under this act can include unpaid minimum wages and/or overtime, plus an equal additional amount as liquidated damages, costs, and reasonable attorney fees. A civil fine of \$1,000 can be assessed to an employer who does not pay minimum wage and/or overtime.

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities.

[www.michigan.gov/wagehour](http://www.michigan.gov/wagehour) • Toll Free 1-855-4MI-WAGE (1-855-464-9243)

WHD 9904 (Revised • 12/2023)



**NO  
SMOKING**

## ***Employees -- Know Your Rights!***

- **Remember - It is important to report your injury to your employer.**

- **Medical Care**

You are entitled to reasonable and necessary medical care for work-related injuries or diseases. Employers or their insurance carriers are required by law to provide these services. During the first 28 days of treatment, your employer has the right to choose the physician. After 28 days you are free to change physicians, but you must notify your employer of the change. If you receive treatment from a physician of your choice, you shall obtain and promptly furnish a report to your employer.

If your employer refuses to provide medical care, you should contact Michigan's Workers' Disability Compensation Agency at its toll-free telephone number: **1-888-396-5041**.

You should not receive a bill from a health care provider for treatment of a covered work-related injury or illness. If you do receive such a bill, you should contact your employer or the employer's insurance carrier.

- **Wage Loss Benefits**

You are entitled to weekly workers' compensation benefits if you suffer a wage loss for more than seven consecutive days. These benefits may be claimed as long as a disability and wage loss continue. Generally, the benefit rate is 80% of your after-tax average weekly wage, subject to a maximum rate.

- **Vocational Rehabilitation**

If you are unable to perform the work that you have done previously, you are entitled to vocational rehabilitation. The number one goal is your return to work with your employer. If you cannot do this or require assistance in finding a new job, vocational rehabilitation services can help.

*To be completed by the employer*

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Employer Contact Person and Telephone Number

\_\_\_\_\_  
Workers' Compensation Insurance Carrier Name

If you have questions, please call the  
State of Michigan Workers' Disability Compensation Agency  
**Toll-free 1-888-396-5041**

Additional information is on the agency's website at <http://michigan.gov/wdca>.

**EMPLOYER: PLEASE POST THIS NOTICE FOR YOUR EMPLOYEES TO SEE!**

# Michigan Workers' Disability Compensation Rights & Responsibilities

Each party involved in the workers' compensation system has rights and responsibilities that help ensure the successful application of the law, and ultimately a safe return to work for the employee.

## **EMPLOYEES**

- **Report all injuries to your supervisor immediately!**
- Most workers are covered under workers' compensation from the start of employment.
- Benefits include reasonable & necessary medical care, wage loss benefits, and vocational rehabilitation services.
- A compensable injury is one that has arisen "out of and in the course of employment." In other words, work must cause the disability.
- Workers' compensation is the "exclusive remedy" for work injuries, meaning that in most cases you cannot sue for other damages.
- There is a 7-day waiting period for wage loss benefit payments. If the disability lasts beyond one week, the worker is entitled to benefits as of the eighth day after the injury. If a disability continues for two weeks or longer, then the worker is entitled to be paid compensation for the first week of disability from the date of disablement. Paid medical leave may apply during the 7-day waiting period.
- There is no waiting period for medical benefits; coverage begins at the time of the injury.
- In most cases, wage loss benefits are calculated by taking the average of the highest 39 weeks of the last 52 weeks of gross wages prior to injury. Generally, you should receive 80% of the after-tax value of this average.
- Your first check is due and payable on the 14th day of disability. However, a benefit check is not considered "late" until 30 days after the due date.
- Weekly benefits continue so long as you are disabled, which could be for the rest of your life. However, benefits can be reduced by up to 50% after age 65 at 5% per year up to age 75, or upon receipt of social security retirement benefits.
- If you are only partially disabled, you do have a duty to seek reasonably available work, taking into consideration those limitations (restrictions) from the work-related personal injury or disease.
- If you have **more than one job** covered under the Worker's Disability Compensation Act, you get credit for all wages earned in those jobs.
- **Medical Benefits:** You are entitled to all reasonable and necessary medical care including surgical, hospital, and dental services, as well as crutches, hearing apparatus, chiropractic treatment, and nursing care. These services are provided indefinitely as long as there is a need related to the injury.
- **Choosing A Doctor:** During the first 28 days of treatment, the employer has the right to choose the doctor. After that, you are free to change doctors providing that you notify the employer and insurance company, preferably in writing. You do not need authorization from the insurance company or the employer to be medically treated, as long as the treatment is reasonable and necessary, and your claim is not in dispute.
- **Maintaining Contact:** It is extremely important that you maintain regular contact with your employer throughout the treatment and recovery period so that they are aware of your progress. Provide your employer with updated work status reports and discuss early return to work options.
- **Vocational Rehabilitation:** If you have a work-related injury or illness which prevents you from being able to perform work for which you have previous training or experience, you are entitled to vocational rehabilitation benefits. Vocational rehabilitation can include a variety of professional services designed to help injured workers re-enter the workforce. These services may include job placement assistance, retraining support, or guidance in starting your own business. Vocational rehabilitation services are paid for by the employer/ insurance carrier, so in most cases you must have an open workers' compensation claim to receive rehabilitation benefits.
- You may also be eligible for Family Medical Leave Act (FMLA) benefits. If you have questions, you should contact the U.S. Department of Labor.

## **EMPLOYERS**

- **Stay in touch with your employees while they are off work!** Look for a appropriate light-duty work options and accommodations when possible.
- All public and most private employers in Michigan are covered by workers' compensation. Every employer subject to the Act must provide proof of insurance or be approved for self-insurance to ensure benefits can be paid to its workers should they become injured.
- Eligible employees are covered under workers' compensation from the date of employment.
- There are severe penalties if an employer fails to provide workers' compensation coverage.

## **EMPLOYER REPORTING**

- **All claims must be reported to your insurance carrier.**
- **Form WC 100:** must be filed with the Workers' Disability Compensation Agency (WDCA) and your insurance carrier immediately upon the disability exceeding 7 consecutive days, death or specific loss. A copy of this form must also be given to the employee.
- You must ensure that reasonable and necessary medical treatment is provided promptly.
- You will need to provide a wage history report to the insurance carrier in order to calculate the correct benefit amount.
- **Minors:** The Act provides that an illegally employed minor is entitled to double compensation if injured.

## **INSURANCE COMPANIES**

- **Prompt and regular payment of benefits is required by law.**
- Form WC-701: Must be filed with the WDCA when wage loss benefits begin, change or stop.
- Form WC-110: Must be filed with the WDCA 3 months post-injury, and every 4 months after, to report on vocational rehabilitation activity.
- Form WC-107: Must be filed with the WDCA if a claim is disputed.
- Medical services rendered are subject to the State of Michigan Health Care Services Rules and Fee Schedule.
- Injured workers are not to be "balance billed" for charges over and above the fee schedule.
- Benefits are not to be stopped for non-cooperation with vocational rehabilitation; a hearing must be requested prior to stoppage.

**For more information contact: State of Michigan Workers' Disability Compensation Agency  
Toll free: 1-888-396-5041, or visit our website at [www.michigan.gov/wdca](http://www.michigan.gov/wdca)**

# MICHIGAN FREEDOM TO WORK IN THE PRIVATE SECTOR

Effective **March 28, 2013**, pursuant to the Labor Relations and Mediation Act (**LMA**), Act No. 176 of 1939 (**Act**), as amended by Act No. 348 of 2012, and consistent with Section 14(b) of the National Labor Relations Act, employees, as that term is defined in Section 2(e) of the Act, shall have the right to **do** or **not to do** any of the following activities:

- **Organize together or form, join, or assist in labor organization;**
- **Engage in lawful concerted activities for the purpose of collective negotiation or bargaining or other mutual aid and protection;**
- **Negotiate or bargain collectively with their employers through representatives of their own free choice.**

The information contained herein applies to all employees as that term is defined by Section 2(e) of the Act.

**PROHIBITED CONDUCT:** Effective March 28, 2013, an individual shall not be required as a condition of obtaining or continuing employment to do any of the following:

- (1) Refrain or resign from membership in, voluntary affiliation with, or voluntary financial support of a labor organization.
- (2) Become or remain a member of a labor organization.
- (3) Pay any dues, fees, assessments, or other charges or expenses of any kind or amount or provide anything of value to a labor organization.
- (4) Pay to any charitable organization or third party an amount that is in lieu of, equivalent to, or any portion of dues, fees, assessments, or other charges or expenses required of members of or employees represented by a labor organization.

Any person, employer, or labor organization that violates this prohibition shall be liable for a civil fine of not more than \$500.00. Any person who suffers an injury as a result of a violation or threatened violation of this prohibition may bring a civil action for damages, injunctive relief, or both. In addition, a court shall award court costs and reasonable attorney fees to a plaintiff who prevails in such a civil action.

The above prohibited conduct shall only apply to an agreement, contract, understanding or practice that takes effect or is renewed or extended after March 28, 2013.

**PROHIBITED CONDUCT:** Effective March 28, 2013, an employee or any other person shall not by force, intimidation or unlawful threats compel or attempt to compel any person to do any of the following:

- (1) Become or remain a member of a labor organization or otherwise affiliate with or financially support a labor organization.
- (2) Refrain from engaging in employment or refrain from joining a labor organization or otherwise affiliating with or financially supporting a labor organization.
- (3) Pay to any charitable organization or third party an amount that is in lieu of, equivalent to, or any portion of dues, fees, assessments, or other charges or expenses required of members of or employees represented by a labor organization.

Any person who engages in this prohibited conduct shall be liable for a civil fine of not more than \$500.00.

Additional information is available on our website at [www.michigan.gov/merc](http://www.michigan.gov/merc). Interested parties may also contact:

Department of Licensing and Regulatory Affairs  
Bureau of Employment Relations  
Cadillac Place  
3026 W. Grand Boulevard, Suite 2-750  
PO Box 02988  
Detroit, MI 48202-2988  
Tel: 313-456-3510  
Fax: 313-456-3511  
Email: [ftwinfo@michigan.gov](mailto:ftwinfo@michigan.gov)

National Labor Relations Board  
Detroit Regional Office  
477 Michigan Avenue, Room 300  
Detroit, MI 48226-2569  
Tel: 866-667-NLRB/313-226-3200  
Fax: 313-226-2090  
Web site: [www.nlrb.gov](http://www.nlrb.gov)

National Labor Relations Board  
Grand Rapids Regional Office  
Gerald R. Ford Federal Building  
110 Michigan St. NW Room 299  
Grand Rapids, MI 49503-2363  
Tel: 866-667-NLRB/616-456-2679  
Fax: 616-456-2596  
Web site: [www.nlrb.gov](http://www.nlrb.gov)

**BUREAU OF  
EMPLOYMENT RELATIONS**

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities. BER# 2013-03, 03-13

**LARA**  
LICENSING AND REGULATORY AFFAIRS  
CUSTOMER DRIVEN. BUSINESS MINDED.

**GovDocs**  
Print Date: 4/13



# MICHIGAN FREEDOM TO WORK IN THE PUBLIC SECTOR

Effective **March 28, 2013**, pursuant to the Public Employment Relations Act (**PERA**), Act No. 379 of 1965 (**Act**), as amended by Act No. 349 of 2012, a “public employee,” as that term is defined by Section 1(e) of the Act shall have the right to **do** or **not do** any of the following activities:

- **Organize together or form, join, or assist in labor organizations;**
- **Engage in lawful concerted activities for the purpose of collective negotiation or bargaining or other mutual aid and protection;**
- **Negotiate or bargain collectively with their public employers through representatives of their own free choice.**

The information contained herein shall apply to any “public employee” as that term is defined in Section 1(e) of the Act to the maximum extent permitted under Section 4a of the Act.

**PROHIBITED CONDUCT:** An individual shall not be required as a condition of obtaining or continuing public employment to do any of the following:

- (1) Refrain or resign from membership in, voluntary affiliation with, or voluntary financial support of a labor organization or bargaining representative.
- (2) Become or remain a member of a labor organization or bargaining representative.
- (3) Pay any dues, fees, assessments, or other charges or expenses of any kind or amount, or provide anything of value to a labor organization or bargaining representative.
- (4) Pay to any charitable organization or third party any amount that is in lieu of, equivalent to, or any portion of dues, fees, assessments, or other charges or expenses required of members of or public employees represented by a labor organization or bargaining representative.

Any person, public employer, or labor organization that violates this prohibition shall be liable for a civil fine of not more than \$500.00. Any person who suffers an injury as a result of a violation or threatened violation of this prohibition may bring a civil action for damages, injunctive relief, or both. In addition, a court shall award court costs and reasonable attorney fees to a plaintiff who prevails in such a civil action.

**PROHIBITED CONDUCT:** No person shall by force, intimidation or unlawful threats compel or attempt to compel any public employee to do any of the following:

- (1) Become or remain a member of a labor organization or bargaining representative or otherwise affiliate with or financially support a labor organization or bargaining representative.
- (2) Refrain from engaging in employment or refrain from joining a labor organization or bargaining representative or otherwise affiliating with or financially supporting a labor organization or bargaining representative.
- (3) Pay to any charitable organization or third party an amount that is in lieu of, equivalent to, or any portion of dues, fees, assessments, or other charges or expenses required of members of or public employees represented by a labor organization or bargaining representative.

Any person who engages in this prohibited conduct shall be liable for a civil fine of not more than \$500.00.

Amended to conform with the U.S. Supreme Court’s Decision in Janus-and AFSCME Council 31, et al., 585 U.S. \_\_\_\_ (2018). Under Janus, States and public sector unions may no longer extract agency fees from nonconsenting employees because this is a violation of the employees’ First Amendment rights.

Additional information is available on our website at [www.michigan.gov/merc](http://www.michigan.gov/merc).  
Interested parties may also contact:

**Department of Licensing and Regulatory Affairs  
Bureau of Employment Relations**

Cadillac Place  
3026 W. Grand Boulevard, Suite 2-750  
PO Box 02988  
Detroit, MI 48202-2988

Tel: 313-456-3510 • Fax: 313-456-3511 • Email: [ftwinfo@michigan.gov](mailto:ftwinfo@michigan.gov)

**BUREAU OF  
EMPLOYMENT RELATIONS**

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities. BER# 2013-02, 03-13

**LARA**  
LICENSING AND REGULATORY AFFAIRS  
CUSTOMER DRIVEN. BUSINESS MINDED.

**GovDocs**  
Print Date: 8/18

# This Organization Participates in E-Verify

# Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

## **E-Verify Works for Everyone**

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU.

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

## **E-Verify Funciona Para Todos**

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

**888-897-7781**  
**E-Verify.gov**



E-VERIFY IS A SERVICE OF DHS AND SSA

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# IF YOU HAVE THE RIGHT TO WORK



## DON'T LET ANYONE TAKE IT AWAY

If you have the skills, experience, and legal right to work, your citizenship or immigration status shouldn't get in the way. Neither should the place you were born or another aspect of your national origin. A part of U.S. immigration laws protects legally-authorized workers from discrimination based on their citizenship status and national origin. You can read this law at 8 U.S.C. § 1324b.

**The Immigrant and Employee Rights Section (IER) may be able to help if an employer treats you unfairly in violation of this law.**

The law that IER enforces is 8 U.S.C. § 1324b. The regulations for this law are at 28 C.F.R. Part 44.

Call IER if an employer:

Does not hire you or fires you because of your national origin or citizenship status (this may violate a part of the law at 8 U.S.C. § 1324b(a)(1))

Treats you unfairly while checking your right to work in the U.S., including while completing the Form I-9 or using E-Verify (this may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))

Retaliates against you because you are speaking up for your right to work as protected by this law (the law prohibits retaliation at 8 U.S.C. § 1324b(a)(5))

The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

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**Immigrant and Employee Rights Section (IER)**

**1-800-255-7688**

**TTY 1-800-237-2515**

[www.justice.gov/ier](http://www.justice.gov/ier)

[IER@usdoj.gov](mailto:IER@usdoj.gov)



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U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2019

*This guidance document is not intended to be a final agency action, has no legally binding effect, and has no force or effect of law. The document may be rescinded or modified at the Department's discretion, in accordance with applicable laws. The Department's guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent. For more information, see "Memorandum for All Components: Prohibition of Improper Guidance Documents," from Attorney General Jefferson B. Sessions III, November 16, 2017.*





# SI USTED TIENE DERECHO A TRABAJAR



## NO DEJE QUE NADIE SE LO QUITÉ

Si usted dispone de las capacidades, experiencia y derecho legal a trabajar, su estatus migratorio o de ciudadanía no debe representar un obstáculo, ni tampoco lo debe ser el lugar en que usted nació o ningún otro aspecto de su nacionalidad de origen. Existe una parte de las leyes migratorias de los EE. UU. que protegen a los trabajadores que cuentan con la debida autorización legal para trabajar de la discriminación por motivos de su estatus de ciudadanía o nacionalidad de origen. Puede consultar esta ley contenida en la Sección 1324b del Título 8 del Código de los EE. UU.

**Es posible que la Sección de Derechos de Inmigrantes y Empleados (IER, por sus siglas en inglés) pueda ayudar si un empleador lo trata de una forma injusta, en contra de esta ley.**

La ley que hace cumplir la IER es la Sección 1324b del Título 8 del Código de los EE. UU. Los reglamentos de dicha ley se encuentran en la Parte 44 del Título 28 del Código de Reglamentos Federales.

*Este documento de orientación no tiene como propósito ser una decisión definitiva por parte de la agencia, no tiene ningún efecto jurídicamente vinculante y puede ser rescindido o modificado a la discreción del Departamento, conforme a las leyes aplicables. Los documentos de orientación del Departamento, entre ellos este documento de orientación, no establecen responsabilidades jurídicamente vinculantes más allá de lo que se requiere en los términos de las leyes aplicables, los reglamentos o los precedentes jurídicamente vinculantes. Para más información, véase «Memorándum para Todos Los Componentes: La Prohibición contra Documentos de Orientación Impropias», del Fiscal General Jefferson B. Sessions III, 16 de noviembre del 2017.*

Llame a la IER si un empleador:

No lo contrata o lo despiden a causa de su nacionalidad de origen o estatus de ciudadanía (esto podría representar una vulneración de parte de la ley contenida en la Sección 1324b(a)(1) del Título 8 del Código de los EE. UU.)

Lo trata de una manera injusta a la forma de comprobar su derecho a trabajar en los EE. UU., incluyendo al completar el Formulario I-9 o utilizar E-Verify (esto podría representar una vulneración de la ley contenida en la Sección 1324b(a)(1) o (a)(6) del Título 8 del Código de los EE. UU.)

Toma represalias en su contra por haber defendido su derecho a trabajar al amparo de esta ley (la ley prohíbe las represalias, según se indica en la Sección 1324b(a)(5) del Título 8 del Código de los EE. UU.)

Esta ley puede ser complicada. Llame a la IER para más información sobre las protecciones existentes contra la discriminación por motivos del estatus de ciudadanía o la nacionalidad de origen.

### Sección de Derechos de Inmigrantes y Empleados (IER)

1-800-255-7688

TTY 1-800-237-2515

[www.justice.gov/crt-espanol/ier](http://www.justice.gov/crt-espanol/ier)

[IER@usdoj.gov](mailto:IER@usdoj.gov)



Departamento de Justicia de los EE. UU., División de Derechos Civiles, Sección de Derechos de Inmigrantes y Empleados, enero del 2019



# Human Trafficking Notification

**If you or someone you know is being forced to engage in any activity and cannot leave, whether the activity is commercial sex, housework, farm work, or any other activity, please contact the National Human Trafficking Resource Center hotline at 888-373-7888 or text 233733 to access help and services. The victims of human trafficking are protected under U.S. laws and the laws of this state.**

Posting required by Public Act 62 of 2016 - Human Trafficking Notification Act

## **Recognize the potential red flags and signs of human trafficking:**

### **Common Work and Living Conditions:**

- He or she is in the commercial sex industry and has a pimp/manager.
- He or she is unpaid, paid very little, or paid only through tips.
- He or she owes a large debt and is unable to pay it off.
- He or she was recruited through false promises concerning the nature and conditions of his/her work.

### **Poor Mental Health or Abnormal Behavior:**

- He or she is fearful, anxious, depressed, submissive, tense, or nervous/paranoid.
- He or she exhibits unusually fearful or anxious behavior when law enforcement is discussed.

### **Poor Physical Health:**

- He or she appears malnourished or shows signs of repeated exposure to harmful chemicals.
- He or she shows signs of physical and/or sexual abuse, physical restraint, confinement, or torture.

### **Lack of Control:**

- He or she has few or no personal possessions.
- He or she is not in control of his/her own money, has no financial records or bank accounts.
- He or she is not in control of his/her own identification documents (ID or passport).

**For more information, please visit [www.traffickingresourcecenter.org](http://www.traffickingresourcecenter.org)**



# Notificación de la Trata de Personas

Si usted o alguien que usted conoce está siendo forzado a participar en cualquier actividad y no puede marcharse, ya sean actos sexuales con fines comerciales, servicio doméstico, trabajo agrícola, o cualquier otra actividad, por favor póngase en contacto con el Centro Nacional de Recursos sobre la Trata de Personas llamando al 888-373-7888 o mandando un mensaje de texto al 233733 para recibir ayuda y servicios. Las víctimas de la trata de personas están protegidas por leyes de los Estados Unidos y las leyes de este estado.

Colocación requerida por La Ley Pública 62 de 2016 – Ley sobre la Notificación de la Trata de Personas

## Reconozca las posibles señales de alerta e indicadores de la trata de personas:

### Condiciones de Trabajo y Vida Comunes:

- Él o ella trabaja en la industria del comercio sexual y tiene un proxeneta/encargado
- No se le paga, se le paga muy poco, o solamente se le paga con propinas
- Él o ella tiene una gran deuda y es incapaz de pagarla
- Él o ella ha sido reclutada por medio de falsas promesas sobre el tipo y las condiciones de trabajo

### Salud Mental Precaria o Comportamiento Anormal:

- Él o ella muestra miedo, ansiedad, depresión, sumisión, tensión, o nerviosismo/paranoia
- Él o ella presenta un miedo inusual o un comportamiento ansioso cuando se habla sobre las autoridades policiales

### Salud Física Precaria:

- Él o ella parece malnutrido o presenta señales de exposición repetida a productos químicos nocivos
- Él o ella presenta señales de abuso físico y/o sexual, restricción física, confinamiento, o tortura

### Falta de Control:

- Él o ella tiene pocas o ninguna posesión personal
- Él o ella no controla su propio dinero, no tiene registros financieros o cuentas bancarias
- Él o ella no tiene control sobre sus propios documentos de identidad (tarjeta de identidad o pasaporte)

Para más información, por favor visite  
[www.traffickingresourcecenter.org](http://www.traffickingresourcecenter.org)

# Food Allergy Awareness



## The Eight Major Food Allergens

Milk  
Eggs  
Fish  
Crustacean  
Shellfish  
Wheat  
Soybeans  
Peanuts  
Tree Nuts

## Symptoms of an Allergic Reaction

- Loss of consciousness
- Shortness of breath
- Itching or tingling in or around the mouth, face, scalp, hands, and feet
- Hives (welts)
- Wheezing or difficulty breathing
- Swelling of the face, eyelids, tongue, lips, hands, or feet
- Tightening of the throat (difficulty swallowing)
- Sudden onset of vomiting, cramps, or diarrhea

## If a customer informs you of a food allergy:

- Refer the food allergy concern to the Person in Charge (PIC).
- Review the food allergy with the customer and check the ingredient labels.
- Respond to the guest's request and inform them of your findings.
- Remember to check the food preparation procedures for **ANY** possible cross contamination, which could include frying the item in question in the same grease as an item that contains an allergen.
- If a food item is returned to the kitchen due to an allergen, **DO NOT** attempt to remove the allergen and send the food back. *Trace amounts of allergens can trigger an allergic reaction.*

**Notify the Person in Charge immediately  
if a customer has an allergic reaction!**

[www.michigan.gov/mda](http://www.michigan.gov/mda)

Funded by Act No. 92, of P.A. 2000, Industry Food Safety Education Fund



**GovDocs**  
Print Date: 9/23





GRETCHEN WHITMER  
GOVERNOR

## Michigan Department of Labor and Economic Opportunity

### Wage and Hour Division

PO Box 30476

Lansing, MI 48909-7976

### REQUIRED POSTER

SUSAN CORBIN  
DIRECTOR

## GENERAL REQUIREMENTS – PAID MEDICAL LEAVE ACT\*

### Coverage

The Paid Medical Leave Act, 2018 Public Act 338, as amended by 2018 Public Act 369, effective March 29, 2019, covers employers who employ 50 or more individuals. The act covers individuals engaged in service to an employer in the business of the employer and from whom an employer is required to withhold for federal income tax purposes. An eligible employee does not include executive, administrative, and professional overtime exempt employees, employees covered by a private collective bargaining agreement that is in effect, employees of the United States government, another state, or a political subdivision of another state, individuals whose primary work location is not in this state, individuals 16-19 years of age being paid the youth training wage in accordance with the Improved Workforce Opportunity Wage Act, temporary employees as described in the Michigan Employment Security Act, variable hour employees as defined by 26 CFR 54.4980H-1, employees covered by the Railway Labor Act and Railroad Unemployment Insurance Act, individuals employed by an employer for 25 weeks or fewer in a calendar year for a job scheduled for 25 weeks or fewer, individuals who worked, on average, fewer than 25 hours per week during the immediately preceding calendar year. (See section 2 of The Paid Medical Leave Act, 2018 Public Act 338.)

### Paid Medical Leave Accrual

Paid medical leave accrual begins on March 29, 2019, or upon commencement of the employee's employment, whichever is later. Paid medical leave is accrued at a rate of 1 hour for every 35 actual hours worked; however, an employer is not required to allow accrual of over 1 hour in a calendar week or more than 40 hours in a benefit year. A benefit year is any consecutive 12-month period used by an employer to calculate an eligible employee's benefits. Employees can carry over up to 40 hours of unused accrued paid medical leave from one benefit year to the next; however, employers are not required to allow employees to use more than 40 hours in a single benefit year. An employer may provide the total amount of paid medical leave all at once by providing at least 40 hours at the beginning of the benefit year or on the date that the individual becomes eligible during the benefit year on a prorated basis. If an employer adopts this practice, it does not have to permit employees to carry over unused leave to the next benefit year. (See section 3 of the Paid Medical Leave Act, 2018 Public Act 338).

### Paid Medical Leave Usage

An employee may use paid medical leave as it is accrued except an employer may require an employee to wait until the 90th calendar day after commencing employment before using accrued paid medical leave. Paid medical leave must be used in 1-hour increments unless the employer has a different increment policy set forth in writing in an employee handbook or other employee benefit document. Employees must follow the employer's usual and customary notice, procedural, and documentation requirements for requesting leave. The employee must be allowed at least 3 days to provide documentation. Employees may take paid medical leave for any of the following:

- Physical or mental illness, injury, or health condition of the employee or his or her family member
- Medical diagnosis, care, or treatment of the employee or employee's family member
- Preventative care of the employee or his or her family member
- Closure of the employee's primary workplace by order of a public official due to a public health emergency
- The care of his or her child whose school or place of care has been closed by order of a public official due to a public health emergency
- The employee's or his or her family member's exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider

For domestic violence and sexual assault situations, employees may use paid medical leave for any of the following:

- Medical care or psychological or other counseling
- Receiving services from a victim services organization
- Relocation and obtaining legal services
- Participation in civil or criminal proceedings related to or resulting from the domestic violence or sexual assault

### Employee Rights

An employee may file a complaint with the Department of Labor and Economic Opportunity (LEO) within 6 months of the alleged violation. LEO shall investigate a complaint and attempt mediation, where appropriate.

### Penalties

If informal resolution is unsuccessful and a violation found, payment of paid medical leave improperly withheld will be requested and penalties may be imposed. An employer who fails to provide paid medical leave is subject to an administrative fine of not more than \$1,000.00. An employer who willingly violates the posting requirement is subject to an administrative fine of not more than \$100.00 for each separate violation.

**\*For precise language of the statute, see Public Act 338 of 2018, as amended**

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities.

[www.michigan.gov/wagehour](http://www.michigan.gov/wagehour) • Toll Free 1-855-4MI-WAGE (1-855-464-9243)

WHD 9911 (Revised • 8/2021)

***Notice To All Employees:***

# ***Information about Unemployment Benefits***

This employer is covered by the

## **MICHIGAN EMPLOYMENT SECURITY ACT**

Unemployment benefits are payable to qualified and eligible workers of this employer through Michigan's Unemployment Insurance Agency.

### **File an unemployment claim online**

If you become unemployed, you can file your new unemployment claim or reopen an established claim online through the Michigan Web Account Manager (MiWAM) at [michigan.gov/uia](http://michigan.gov/uia). Click on MiWAM for Workers.

A claim for benefits begins the week it is filed. File your claim the first week you become unemployed.

***For complete information about  
your benefit rights and  
responsibilities, review the  
Handbook for Unemployed  
Workers at [michigan.gov/uia](http://michigan.gov/uia).***

**STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND  
ECONOMIC OPPORTUNITY  
UNEMPLOYMENT INSURANCE AGENCY**

UIA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Michigan Department of Labor and Economic Opportunity  
Unemployment Insurance Agency; Authority: Michigan Administrative  
Code, Section R 421.105; Paid for with federal funds.

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