



Job Safety and Health Occupational Safety and Health Administration IT'S THE LAW!

All workers h ave the right to:

- A sa fe workplace.
- Raise a sa fety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated a gainst.
- Receive information and training on job hazards, in cluding all hazardous substances in your workplace.
- Request a confidential OS HA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSH A on your behalf.
- Participate (or have your representative) participate) in an OS HA inspection and
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.

speak in private to the inspector.

- 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.

This poster is available free from OSHA.

Contact OSHA. We can help.

Empl oy ers 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 OSHAs tandards.
- Notify OS HA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can unders tand.
- Prominently display this poster in the workplace.
- Pos t OS HA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OS HA-supported consultation programs in every state.



1-800-32 1-OSHA (6 742) • TTY 1-877-889-5627 • www.osha.gov



Federal Minimum Wage \$7.25 PER HOUR BEGINNING JULY 24, 2009

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

At least 11/2 times the regular rate of pay for all hours worked over 40 in a workweek

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.

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.

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

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/

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.

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.

· 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.

> 1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

· 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.

IRS Withholding

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, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or

ended a job)? Your itemized deductions?

To any of these 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 poster 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.

Reemployment Assistance Program Law • Your Employer is registered with the Florida Department of Revenue as an employer who is lack of work if your wages during that week are less than your weekly benefit amount.

liable under the Florida Reemployment Assistance Law. This means that You, as employees, are covered by the Reemployment Assistance Program, formerly known as Unemployment

• Reemployment assistance taxes finance the benefits paid to eligible unemployed workers. Those taxes are paid by your employer and, by law, cannot be deducted from employee's

• You may be eligible to receive reemployment assistance benefits if you meet the following

2. You must apply for benefits at https://connect.myflorida.com. 3. You must register for work at www.employflorida.com. 4. You must have a history of sufficient employment and wages.

You must be totally or partially unemployed through no fault of your own.

5. You must be Able to work and Available for work.

• You may file a claim for partial unemployment for any week you work less than full time due to

with a maximum penalty of 5 years imprisonment and a \$5,000 fine. • Discharges related to misconduct connected with work may result in disqualification with a penalty period AND remain in effect until a set amount of wages have been earned with new • Voluntarily quitting a job without good cause attributable to the employer may result in disqualification until a set amount of wages have been earned with new employment. • If you have any questions regarding reemployment assistance benefits, contact the Department of Economic Opportunity, Reemployment Assistance Program at:

• You must report all earnings while claiming benefits. Failure to do so is a third-degree felony

Division of Workforce Services Reemployment Assistance Program 1-800-204-2418 www.floridajobs.org

This notice must be posted in accordance with Section 443.151(1) Florida Statutes, of the Florida

Discrimination

FLORIDA LAW PROHIBITS DISCRIMINATION BASED ON: RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, AGE OR MARITAL STATUS

WHAT IS COVERED UNDER THE LAW: RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, AGE, PREGNANCY OR MARITAL STATUS

WHAT IS COVERED LINDER THE LAW-• EMPLOYMENT • PUBLIC ACCOMMODATIONS • RETALIATION AFTER FILING A CLAIM • STATE EMPLOYEE WHISTLE-BLOWER RETALIATION

If you feel that you have been discriminated against. visit our web site or call us! FLORIDA COMMISSION ON HUMAN RELATION 4075 Esplanade Way, Suite 110

http://FCHR.state.fl.us Phone: (850) 488-7082 • Voice Messaging 1-800-342-8170

Tallahassee, Florida 32399

Equal Opportunity

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: *against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and *against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 1998 (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: •deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; •providing opportunities in, or treating any person with regard to, such a program or activity; or

·making employment decisions in the administration of, or in connection with, such a program or activity.

What to do if you believe you have experienced discrimination If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either the recipient's Equal Opportunity Officer or with the Director, Civil Rights Center, U.S. Department of Labor:

> Veronica Owens. **Equal Opportunity Officer** Office for Civil Rights (OCR) **Department of Economic Opportunity** Caldwell Building - MSC 150 107 East Madison Street Tallahassee Florida 32399-4129

The Director, Civil Rights Center (CRC) U.S. Department of Labor 200 Constitution Avenue NW, Room N-4123 Washington, DC 20210

If you file your complaint with the Office for Civil Rights (OCR), you must wait either until OCR issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing

with CRC. However, you must file your CRC complaint within 30 days of the 90 day deadline (in other words, within 120 days after the day on which you filed your complaint with OCR). If OCR gives you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

If OCR does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for OCR to issue that Notice before filing a complaint

For information or to file a complaint, contact: The Office for Civil Rights Department of Economic Opportunity Caldwell Building - MSC 150, 107 East Madison Street

Tallahassee, Florida 32399-4129 Phone: 850-921-3205 Fax: 850-921-3122 E-mail: Civil.Rights@deo.myflorida.com TTY - Florida Relay Service (FRS): 711

Equal Opportunity Employer/Program • Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities

Payday Notice

PAYDAY IS ON □ MONDAY □ TUESDAY 🗖 WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY

PAY SCHEDULE IS

☐ WEEKLY 🗖 BI-WEEKLY 🗆 SEMI-MONTHLY 🗆 MONTHLY 🗆

PAYCHECKS ARE ISSUED ON THE

Emergency Notice



State Minimum Wage 1. File a complaint about an employer's alleged noncompliance with lawful minimum wage

Minimum Wage in Florida

Effective September 30, 2021, the Florida minimum wage will be \$10.00 per hour, with a minimum wage of at least \$6.98 per hour for tipped employees, in addition to tips, through

On November 3, 2020, Florida voters approved a state constitutional amendment to gradually increase the state's minimum wage each year until reaching \$15.00 per hour on September 30,

On September 30, 2021, Florida's minimum wage will increase to \$10.00 per hour. Each year, thereafter, Florida's Minimum Wage will increase by \$1.00 until the Minimum Wage reaches \$15.00 per hour on September 30, 2026. An employer may not retaliate against an employee for exercising his or her right to receive the

2. Inform any person about an employer's alleged noncompliance with lawful minimum wage 3. Inform any person of his or her potential rights under Section 24, Article X of the State

Constitution and to assist him or her in asserting such rights.

An employee who has not received the lawful minimum wage after notifying his or her employer and giving the employer 15 days to resolve any claims for unpaid wages may bring a civil action in a court of law against an employer to recover back wages plus damages and attorney's fees.

of \$1,000 per violation, payable to the state. The Attorney General or other official designated by the Legislature may bring a civil action to enforce the minimum wage For details, see Section 24, Article X of the State Constitution and Section 448.110, Florida Statutes

Equal Employment Opportunity

Know Your Rights: Workplace Discrimination is Illegal

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

Who is Protected?

Classification

www.eeoc.gov/field-office)

E-Mail info@eeoc.gov

Notice to Employees

• Employees (current and former), including managers and temporary employees Union members and applicants for membership in a union

minimum wage. Rights protected by the State Constitution include the right to:

· Most private employers State and local governments (as employers) Educational institutions (as employers) Staffing agencies

What Organizations are Covered?

What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, or

 Color Religion Sex (including pregnancy and related conditions, sexual orientation, or gender identity) Age (40 and older)

· Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.

What Employment Practices can be Challenged as Discriminatory? Discharge, firing, or lay-off Harassment (including unwelcome verbal or physical conduct)

 Hiring or promotion Pay (unequal wages or compensation)

· Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, observance or Benefits

· Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating

What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of

Call 1-800-669-4000 (toll free) 1-800-669-6820 (TTY) 1-844-234-5122 (ASL video phone) Visit an EEOC field office (information at

Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx

www.eeoc.gov

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at al levels of employment, including the executive level.

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),

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP

proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor

Washington, D.C. 20210 1-800-397-6251 (toll-free)

under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/ PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex

discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all

in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment

assistance, you should immediately contact the Federal agency providing such assistance

Polygraph Protection

EXAMINEE RIGHTS

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. Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the

restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of

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

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.

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

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. 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.

UNITED STATES DEPARTMENT OF LABOR

HEALTH INSURANCE PROTECTION

ENFORCEMENT

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT

to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. REEMPLOYMENT RIGHTS You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed

• you ensure that your employer receives advance written or verbal notice of your service; • you have five years

or less of cumulative service in the uniformed services while with that particular employer: • you return to work or

apply for reemployment in a timely manner after conclusion of service; and • you have not been separated from

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions

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; • retention in employment; • promotion; or • any benefit of employment because of

USERRA

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

• The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate

and resolve complaints of USERRA violations. • For assistance in filing a complaint, or for any other information

on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: $\underline{\text{https://www.dol.gov/agencies/vets/programs/userra/poster}}$ Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this

requirement by displaying the text of this notice where they customarily place notices for employees.

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

job-protected leave in a 12-month period

service with a disqualifying discharge or under other than honorable condition

Family 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, • The birth of a child or placement of a child for adoption or foster care;

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 · For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, 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 BENEFITS & PROTECTIONS: While employees are on FMLA leave, employers must continue health insurance

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 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

POSTING REQUIREMENTS

• 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, 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.

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 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: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd U.S. Department of Labor • Wage and Hour Division

Child Labor Law

Protecting the Health, Education and Welfare of Minors in the Workplace This chart summarizes the child labor laws of the State of Florida and the Federal Fair Labor Standards Act (FSLA). The stricter provisions must be observed and are denoted by bold lettering. The Federal law in italics.

	Minors 16 & 17	Minors 14 & 15 - Under 14 years old MAY NOT WORK	
SCHOOL ATTENDANCE	Florida: May NOT work during school hours unless they meet a criterion of the Hour Restrictions listed below. FSLA: No Limitations	Florida & FLSA: May not work during school hours (some exceptions apply).	
PERMITS TO WORK		Florida & FLSA: Not required, except the FLSA requires the employer to maintain date of birth information for all employees under 19 years old.	
HOURS OF WORK, WHEN SCHOOL <u>IS</u> IN SESSION	Florida: May work up to 30 hours per week. Not before 6:30 a.m. or later than 11 p.m. and for no more than 8 hours a day when school is scheduled the following day. On days when school does not follow, there are no hour restrictions. FLSA: No limitations.	Florida: May work up to 15 hours per week. Not before 7 a.m. or after 7 p.m. and for no more than 3 hours a day on school days, when a school day follows. May work up to 8 hours on Friday, Saturday, Sunday, and on nonschool days, when school days do not follow, until 9 p.m. FLSA: Daily maximum of 3 hrs. on school days, 8 hours nonschool days; weekly maximum is 18 hours; not before 7 a.m. or after 7 p.m. Note: Application of both state and federal law allows this age group to work up to 8 hours on Saturday, Sunday and nonschool days, when school days do not follow, until 7 p.m.	
HOURS OF WORK, WHEN SCHOOL IS <u>NOT</u> IN SESSION(summer vacation; winter & spring breaks)	Florida: No Limitations FLSA: No limitations. Note: Hazards still apply for minors.	Florida: May work up to 8 hrs. per day and up to 40 hrs. per week; may not work before 7 a.m. or after 9 p.m. FLSA: May work up to 8 hrs. per day and up to 40 hrs. per week. Work must be performed between 7 a.m. and 7 p.m.; from June 1 to Labor Day may work until 9 p.m.	
DAYS PER WEEK	Florida: No more than 6 consecutive days in any one week. FLSA: No limitations.		
BREAKS	Florida: Minors may work no more than 4 consecutive hours without a 30 minute uninterrupted break. FLSA: No limitations.		
AGRICULTURE	Florida: Minors participating in farm work, not on their parents or guardian's farm, must comply with the same restrictions as in other work. FLSA: No limitations.		
		FLSA: No employment permitted during school hours. May work after school in occupations not declared hazardous in agriculture. See Child Labor Bulletin 102. (Exception: 12 and 13 year-olds may be employed with written parental consent or on a farm where the minor's parent is also employed; minors under 12 may be employed with written parental consent on farms where employees are exempt from the Federal minimum wage provisions.)	
RESTRICTED OCCUPATIONS	The State of Florida has incorporated the 17 Hazardous Occupations (H0's) of the FLSA into the Florida law and Child Labor Rule. For more info on HO's, contact the U.S. Department of Labor, Wage & Hour Division. This poster represents a combination of those laws with an ** annotating Florida law "only". Minors under the age of 18 may not work in below occupations. • Working in or around explosives or radioactive substances • Operating Motor vehicles • Logging or sawmilling • Operating power-driven meat processing machines to include meat & vegetable slicers; Slaughtering, meat packing, processing or rendering • Working on any scaffolding, roofs or ladders above 6 feet; roofing • Wrecking, demolition or excavation • Mining occupations • Operating power-driven bakery; metal-forming, punching, and shearing machines; woodworking, paper products or hoisting machines • Manufacturing brick and tile products • Operating circular saws, band saws, & guillotine shears ** Working with compressed gases exceeding 40 p.s.i. ** Working with electrical apparatus or wiring ** Operating or assisting to operate tractors over 20 PTO horsepower, forklifts, earthmoving equipment, any harvesting, planting, or plowing machinery or any moving machinery		
		Minors 14 and 15 may not work in these occupations or use this equipment: • Operating any power-driven machinery other than office machines, including all power mowers and cutters • Maintaining or repairing an establishment, machines, or equipment • Working in freezers or meat coolers • Operating, setting up, adjusting, or cleaning power-driven meat or vegetable slicers, grinders, food choppers, and cutters, and bakery-type mixers • Operating motor vehicles • Manufacturing, mining, or processing occupations where goods are manufactured, mined, or processed • Cooking (some exceptions apply) & baking • Working in occupations in Transportation, Warehouse & Storage, Communications, and Construction (except clerical); boiler or engine rooms • Loading and unloading trucks • Working in public messenger services ** Handling certain dangerous animals ** Conducting door-to-door sales of products as employment (some exceptions) ** Spray painting	
EXEMPTIONS	Hour Restrictions — (from hour restrictions only; hazard restrictions still apply until 18 yrs.) • Minors who hold waivers from a public school or Child Labor Compliance • Minors who have been married • Minors who have either graduated from an accredited high school, or hold a high school equivalency diploma • Minors who have served the U.S. Armed Forces • Minors who are enrolled in high school work programs Age Restrictions — (from age requirements; hazard restrictions still apply) • Minors who work for their parents in occupations not declared hazardous • Pages in the Florida legislature • Newspaper delivery (10 years old) • Minors in the entertainment industry registered with Child Labor Compliance. A court may authorize an exemption from age and hour restrictions.		
PARTIAL WAIVERS	The Florida Child Labor law is designed to serve and protect minors and encourage them to remain in school. At times, some minors may feel that the law conflicts with the best interest or their life circumstances; therefore, they have the right to request an exemption from the law. If a minor is attending the K-12 public school, a waiver may be obtained and granted by the local school district. All other minors may request an application by contacting the Child Labor Compliance. Waiver applications are reviewed and granted on a case by case basis. To qualify, applicants must demonstrate that certain requirements of Florida law need to be waived. Employers must keep a copy of partial waivers of employed minors.		
PENALTIES	Florida: Employment of minors in violation of Florida Child Labor laws may result in fines up to \$2,500 per offense and/or be guilty of a second degree misdemeanor. FLSA: Maximum fines up to \$10,000 per minor/per violation.		
WORKERS' COMPENSATION	Florida: If an injured minor is employed	in violation of any provisions of the child labor laws of Florida, an employer may be subject to up to double the compensation otherwise payable under Florida Workers' Compensation law.	

For information on Florida laws contact: Florida Department of Business and Professional Regulation, Farm and Child Labor Program, Child Labor Compliance, 1940 North Monroe Street, Tallahassee, FL 32399-1044, Telephone 850-488-3131; Toll-Free 1-800-226-2536;

Florida: All employers of minors must post in a conspicuous place on the property or place of employment, where it may be easily read, a poster notifying

For information on Federal laws contact: U.S. Department of Labor, Wage & Hour Division, listed in the telephone directory under U.S. Government; <u>www.dol.gov/elaws/flsa.htm</u>.

Workers' compensation pays for all authorized medically necessary care and treatment related to your injury or illness.

WORKERS' COMP WORKS FOR YOU 1. Notify your employer immediately to get the name of an approved physician. Workers' comp insurance may not pay the medical bills if you don't report your injury promptly to your employer.

Workers' Compensation

2. Notify the doctor and medical staff that you were injured on the job so that bills may be properly filed. 3. If you have any problems with your claim or suffer excessive delays in treatment, contact the State of Florida's Division of Workers' Compensation at 1-800-342-1741.

ANTI-FRAUD REWARD PROGRAM Rewards of up to \$25,000 may be paid to persons providing information to the Department of Financial Services leading to the arrest and conviction of persons committing insurance fraud, including employers who illegally fail to obtain workers' compensation coverage. Persons may report suspected fraud to the department at 1-800-378-0445 or online at https://first.fldfs.com A person is not subject to civil liability for furnishing such information, if such person acts without malice, fraud or bad faith.

This Notice of Compliance must be posted by the employer and maintained conspicuously in and about the employer's place or places of employment. State of Florida-Division of Workers' Compensation.

PLACE INSURER INFORMATION STICKER HERE

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

An employer found liable for intentionally violating minimum wage requirements is subject to a fine

protected under Federal law from discrimination on the following bases Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Asking About, Disclosing, or Discussing Pay

Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately

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

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

aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

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. Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and

1-866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/whd WAGE AND HOUR DIVISION

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

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



Job Safety and Health Occupational Safety IT'S THE LAW!

All workers h ave the right to:

- A sa fe workplace.
- Raise a sa fety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated a gainst.
- Receive information and training on job hazards, in cluding all hazardous substances in your workplace.
- Request a confidential OS HA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSH A on your behalf.
- Participate (or have your representative) participate) in an OS HA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measu re hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

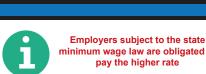
Empl ov ers must:

- 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 OSHAs tandards.
- Notify OS HA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can unders tand.
- Prominently display this poster in the workplace.
- Pos t OS HA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OS HA-supported consultation programs in every state.



1-800-32 1-OSHA (6 742) • TTY 1-877-889-5627 • www.osha. gov



Federal Minimum Wage \$7.25 PER HOUR BEGINNING JULY 24, 2009

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

At least 11/2 times the regular rate of pay for all hours worked over 40 in a workweek

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.

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. 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

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.

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

WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

Workers' Compensation Bill of Rights

GEORGIA STATE BOARD OF WORKERS' COMPENSATION BILL OF RIGHTS FOR THE INJURED WORKER

The Workers' Compensation Law provides you, as a worker in the State of Georgia, with certain rights and responsibilities should you be injured on the job. The Workers' Compensation Law provides you coverage for a work-related injury even if an injury occurs on the first day on the job. In addition to rights, you also have certain responsibilities. Your rights and responsibilities are described below.

As required by law, O.C.G.A. §34-9-81.1, this is a summary of your rights and responsibilities.

Employee's Rights If you are injured on the job, you may receive medical rehabilitation and income benefits. These

WC-BILL OF RIGHTS

benefits are provided to help you return to work. Your dependents may also receive benefits if you die as a result of a job-related injury. 2. Your employer is required to post a list of at least six doctors or the name of the certified WC/

MCO that provides medical care, unless the Board has granted an exception. You may choose a doctor from the list and make one change to another doctor on the list without the permission of your employer. However, in an emergency, you may get temporary medical care from any doctor until the emergency is over, then you must get treatment from a doctor on the posted list.

3. Your authorized doctor bills, hospital bills, rehabilitation in some cases, physical therapy, prescriptions, and necessary travel expenses will be paid if injury was caused by an acciden on the job. All injuries occurring on or before June 30, 2013 shall be entitled to lifetime medical benefits. If your accident occurred on or after July 1, 2013 medical treatment shall be limited to a maximum of 400 weeks from the accident date. If your injury is catastrophic in nature you may

4. You are entitled to weekly income benefits if you have more than seven days of lost time due to an injury. Your first check should be mailed to you within 21 days after the first day you missed work. If you are out more than 21 consecutive days due to your injury, you will be paid for the

5. Accidents are classified as being either catastrophic or non-catastrophic. Catastrophic injuries are those involving amputations, severe paralysis, severe head injuries, severe burns, blindness, or of a nature and severity that prevents the employee from being able to perform his or her prior work and any work available in substantial numbers within the national economy. In catastrophic cases, you are entitled to receive two-thirds of your average weekly wage but not more than \$725 per week for a job-related injury for as long as you are unable to return to work. You also are entitled to receive medical and vocational rehabilitation benefits to help in recovering from your injury. If you need help in this area call the State Board of Workers' Compensation at (404)

6. In all other cases (non-catastrophic), you are entitled to receive two-thirds of your average weekly wage but not more than \$725 per week for a job related injury. You will receive these weekly benefits as long as you are totally disabled, but no longer than 400 weeks. If you are not working and it is determined that you have been capable of performing work with restrictions for 52 consecutive weeks or 78 aggregate weeks, your weekly income benefits will be reduced to two-thirds of your average weekly wage but no more than \$483 per week, not to exceed 350

7. When you are able to return to work, but can only get a lower paying job as a result of your injury, you are entitled to a weekly benefit of not more than \$483 per week for no longer than 350

8. Your dependent(s), in the event you die as a result of an on-the-job accident, will receive burial expenses up to \$7,500 and two-thirds of your average weekly wage, but not more than \$725 per week. A widowed spouse with no children will be paid a maximum of \$290,000. Benefits continue until he/she remarries or openly cohabits with a person of the opposite sex.

9. If you do not receive benefits when due, the insurance carrier/employer must pay a penalty, which will be added to your payments

1. You should follow written rules of safety and other reasonable policies and procedures of the

your employer, your employer's representative, your foreman or immediate supervisor. Failure to do so may result in the loss of the benefits. 3. An employee has a continuing obligation to cooperate with medical providers in the course

2. You must report any accident immediately, but not later than 30 days after the accident, to

of their treatment for work related injuries. You must accept reasonable medical treatment and rehabilitation services when ordered by the State Board of Workers' Compensation or the Board

4. No compensation shall be allowed for an injury or death due to the employee's willful 5. You must notify the insurance carrier/employer of your address when you move to a new

location. You should notify the insurance carrier/employer when you are able to return to full-time or part-time work and report the amount of your weekly earnings because you may be entitled to some income benefits even though you have returned to work.

6. A dependent spouse of a deceased employee shall notify the insurance carrier/employer upon change of address or remarriage.

7. You must attempt a job approved by the authorized treating physician even if the pay is lower than the job you had when you were injured. If you do not attempt the job, your benefits may be

8. If you believe you are due benefits and your insurance carrier/employer denies these benefits you must file a claim within one year after the date of last authorized medical treatment or within

two years of your last payment of weekly benefits or you will lose your right to these benefits.

9. If your dependent(s) do not receive allowable benefit payments, the dependent(s) must file a claim with the State Board of Workers' Compensation within one year after your death or lose the

10. Any request for reimbursement to you for mileage or other expenses related to medical care must be submitted to the insurance carrier/employer within one year of the date the expense was

11. If an employee unjustifiably refuses to submit to a drug test following an on-the-job injury,

there shall be a presumption that the accident and injury were caused by alcohol or drugs. If the presumption is not overcome by other evidence, any claim for workers' compensation benefits would be denied

12. You shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not

more than \$10,000.00 or imprisonment, up to 12 months, or both, for making false or misleading statements when claiming benefits. Also, any false statements or false evidence given under oath during the course of any administrative or appellate division hearing is perjury. The State Board of Workers' Compensation will provide you with information regarding how to

file a claim and will answer any other questions regarding your rights under the law. If you are calling in the Atlanta area the telephone number is (404) 656-3818, outside the metro Atlanta area call 1-800-533-0682, or write the State Board of Workers' Compensation at: 270 Peachtree Street, N.W., Atlanta, Georgia 30303-1299 or visit our website: https://www.sbwc.georgia.gov. A lawyer is not needed to file a claim with the Board: however, if you think you need a lawyer and do not have your own personal lawyer, you may contact the Lawyer Referral Service at (404)

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT https://www.sbwc.georgia.gov WILLFULLY MAKING A FALSE STATEMENT FOR THE PURPOSE OF OBTAINING OR DENYING BENEFITS IS A CRIME SUBJECT TO PENALTIES OF UP TO \$10,000.00 PER VIOLATION (O.C.G.A. §34-9-18 AND §34-9-19).

Vacation Unemployment Insurance

VACATION UNEMPLOYMENT INSURANCE IS NOT PAYABLE WHEN YOU ARE ON LEAVE OF ABSENCE at your own request PAID VACATION UNPAID VACATION, up to two weeks in a calendar year if provided by EMPLOYMENT CONTRACT, or by ESTABLISHED EMPLOYER CUSTOM, PRACTICE OR POLICY

PARAGRAPH (a)(3) OF OCGA SECTION 34-8-195 GEORGIA DEPARTMENT OF LABOR



No Smoking

Smokefree Air Act The law prohibits smoking inside most public places and outlines

specific guidelines for allowing smoking in and around establishments that serve the public. O.C.G.A. § 31-12A-1 et seq.



Payday Notice

PAYDAY IS ON

PAY SCHEDULE IS

□ MONDAY □ TUESDAY 🗖 WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY

☐ WEEKLY 🗖 BI-WEEKLY 🗆 SEMI-MONTHLY 🗆 MONTHLY 🗆

PAYCHECKS ARE ISSUED ON THE AND OF THE MONTH

Emergency Notice HOSPITAL: PHYSICIAN: **ALTERNATE:** HAZARDOUS MATERIAL:



Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from

Employees (current and former), including managers and temporary employees

Union members and applicants for membership in a union

What Organizations are Covered? Most private employers
State and local governments (as employers)
Educational institutions (as employers)

Know Your Rights:

What Types of Employment Discrimination are Illegal?
Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on Color

 Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
 Age (40 and older) Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit,

What Employment Practices can be Challenged as Discriminatory? All aspects of employment, including:

 Discharge, firing, or lay-off
 Harassment (including unwelcome verbal or physical conduct) Hiring or promotion Pay (unequal wages or compensation)

practice Job trainingClassification Referral Obtaining or disclosing genetic information of employees

· Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, observance or

Requesting or disclosing medical information of employees
 Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating

What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of

Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx **Call** 1–800–669–4000 (toll free) 1–800–669–6820 (TTY) 1-844-234-5122 (ASL video phone)

Visit an EEOC field office (information at www.eeoc.gov/field-office) Additional information about the EEOC, including information about filing a charge of discrimination, is available at

in an investigation or proceeding.

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests

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

either for pre-employment screening or during the course of employment

to take a test or for exercising other rights under the Act.

loss to the employe

REEMPLOYMENT RIGHTS

job-protected leave in a 12-month period

employee's job;

Child Labor Section

ADDRESS OF CONTACT PERSON 24-HOUR TOLL-FREE PHONE NUMBER

EFFECTIVE DATE OF WC/MCO

EQUAL PAY FOR EQUAL WORK ACT POLICY

the rate paid to the opposite sex

The birth of a child or placement of a child for adoption or foster care:

employees may take leave intermittently or on a reduced schedule.

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

coverage as if the employees were not on leave.

to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months

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

For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse,

weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

BENEFITS & PROTECTIONS: While employees are on FMLA leave, employers must continue health insurance

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

ELIGIBILITY REQUIREMENTS: An employee who works for a covered employer must meet three criteria in order

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted,

Equal Employment Opportunity

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race,

color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure Asking About, Disclosing, or Discussing Pay

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from

discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employmer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

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 is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W.

If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https:// ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE 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 received rederal 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

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

Polygraph Protection

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.

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Employees or job applicants may also bring their own court actions. 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 THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

Washington, D.C. 20210

1-866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/whd The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are WAGE AND HOUR DIVISION reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic UNITED STATES DEPARTMENT OF LABOR

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. ENFORCEMENT

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: 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 catalogy.

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.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

Family 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,

Special "hours of service" requirements apply to airline flight crew employees. To bond with a child (leave must be taken within 1 year of the child's birth or placement);

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. An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 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 EMPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employee's need for leave is for a 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 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

> ENFORCEMENT: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or 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 fa<mark>mily o</mark>r medical leave rights

When there is a difference in state, federal or local law regarding child labor, the law providing the most protection to the minor takes precedence. Below are the more restrictive requirements for employing a minor.

MINIMUM AGE	14 Years of Age	FEDERAL
EMPLOYMENT CERTIFICATE	15 Years of Age & Under	STATE
(Work Permit) (Includes home schooled minors & minors from out-of-state working in Georgia)	Obtained from Georgia School attended OR County School Superintendent Ga Dept. of Labor Home School Form	
HOURS OF WORK Minors 14 & 15 Years of Age	3 Hours (school day) 8 Hours (non-school day) 18 Hours (school week) 40 Hours (non-school week) Not during normal school hours. Not before 7 a.m. Not after 7 p.m. (Evening hours extended to 9 p.m. June 1 to Labor Day).	FEDERAL
HAZARDOUS OCCUPATIONS Minors 17 Years of Age & Younger	http://www.youthrules.gov/know-the-limits/hazards/index.htm	FEDERAL
ALCOHOLIC BEVERAGES Minors 17 Years of Age & Younger	May not: Dispense, serve, sell or take orders for alcoholic beverages. (EXCEPTION: Where alcohol is sold for consumption OFF the premises). NOTE: Local law may be more restrictive.	STATE
PROHIBITED OCCUPATIONS	http://dol.georgia.gov/child-labor-hazardous-occupations	STATE
Minors 15 Years of Age & Younger	http://www.youthrules.gov/know-the-limits/hazards/index.htm	FEDERAL

nust be issued by Georgia Child Labor Section prior to minor beginning work NOTE: Minors working for a parent/guardian who owns the business are exempt from all but the hazardous/prohibited occupation restrictions

FOR MORE DETAILED INFORMATION ON CHILD LABOR PLEASE CALL: Georgia Department of Labor

U.S. Department of Labor 1-877-709-8185 Wage & Hour Division . (678) 237-0521 (Atlanta) (912) 652-4221 (Savannah) www.dol.georgia.gov

Workers' Compensation

(This notice must be posted in a conspicuous place readily accessible to the employee at all times.) MANAGED CARE ORGANIZATION PROCEDURES OFFICIAL NOTICE

WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY, AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, OR FOREMAN. If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases the employer will also pay a part of the worker's lost wages Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the right to receive compensation if an accident is not reported within 30 days (see O.C.G.A. § 34-9-80). The employer will supply free of charge, upon request, a form for reporting accidents and will also furnish, free of charge, information about workers' compensation. The employer will also furnish to the employee, upon request, copies of board forms on file with the employer pertaining to an employee's claim.

Your employer has enrolled with the certified Workers' Compensation Managed Care Organization (WC/MCO) listed below to provide all the necessary medical treatment for workers' compensation injuries. The effective date is shown below. If you had an injury prior to the effective date listed below you may continue to receive treatment from your current non-participating authorized physician until you elect to utilize the services of the WC/MCO Each employee will be furnished with a publication which explains in detail how to access the services of the WC/MCO and provides a complete list of the medical providers available. In addition, each employee will be given a wallet-sized card which contains information on the services of the WC/MCO including a 24-hour toll-free phone number with recorded messages of information on how to utilize these services. NAME OF WC/MCO

MAILING ADDRESS GEOGRAPHICAL SERVICE AREA_ NAME OF CONTACT PERSON PHONE NUMBER OF CONTACT PERSON

> IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT https://sbwc.georgia.gov

> Willfully making a false statement for the purpose of obtaining or denying benefits is a crime subject to penalties of up to \$10,000.00 per violation (O.C.G.A. § 34-9-18 and § 34-9-19).

> > **Equal Pay For Equal Work**

The General Assembly of Georgia hereby declares that the practice of discriminating on the basis of sex by paying wages to employees of one sex at a lesser rate than the rate paid to employees of the opposite sex for comparable work on jobs which require the same or essentially the same knowledge, skill, effort and responsibility unjustly discriminates against the person receiving the lesser rate: It is hereby declared to be the policy of the State of Georgia through the exercise of the police power of this State to correct and, as rapidly as possible, to eliminate discriminatory wage practices based on sex. PROHIBITION OF DISCRIMINATION

EXCEPT WHERE SUCH PAYMENT IS MADE PURSUANT TO: A seniority system; A merit system; 4. A differential based on any other factor other than SEX: Provided, that an employer who is paying a wage rate differential in violation of this subsection shall not, in order to comply with the provisions of this subsection, reduce the wage rate of any employee. It shall also be unlawful for any person to cause or attempt to cause an employer to discriminate against any employee in violation of the provisions of this Chapter. It shall be unlawful for any person to discharge or in any other manner discriminate against any employee covered by this Chapter because such employee has made a complaint against the employer or any other person or has instituted or caused to be instituted any proceeding under or related to this Chapter or has testified or is about to testify in any such proceedings. Any person who violates any provision of this Code section shall, upon conviction thereof, be punished by a fine not to exceed \$100.00. (OCGA Section 34-5-3.)

No employer having employees subject to any provisions of this section shall discriminate, within any establishment in which such employees are employee, between employees on the basis of sex by paying wages at a rate less than

FOR INFORMATION ON EQUAL FOR ADDITIONAL POSTERS PHONE: (404) 232-3392 PAY FOR EQUAL WORK ACT CONTACT: POST IN PROMINENT PLACE AS REQUIRED BY LAW Georgia Department of Labor Georgia Department of Labor Office of Equal Opportunity Mark Butler, Commissioner 148 Andrew Young International Blvd., N. E. An Equal Opportunity Employer/Program Atlanta, Georgia 30303-1751

Unemployment Insurance

Your job with this employer is covered by the Employment Security Law. You may be able to establish a claim for Unemployment Insurance if you become TOTALLY or PARTIALLY unemployed through no fault of your own and comply with all IMPORTANT: YOU MAY FILE A CLAIM FOR UNEMPLOYMENT INSURANCE BENEFITS VIA THE INTERNET AT dol.georgia.gov. YOU MAY ALSO FILE A CLAIM IN PERSON AT ANY GEORGIA DEPARTMENT OF LABOR (GDOL) CAREER CENTER LISTED BELOW. THE GEORGIA EMPLOYMENT SECURITY LAW STATES FOR EACH WEEK YOU CLAIM UNEMPLOYMENT BENEFITS YOU MUST:

• Be UNEMPLOYED, ABLE to work, AVAILABLE for work, ACTIVELY SEEKING WORK, and be willing to immediately accept suitable work Register for employment services with the Georgia Department of Labor. · Report weekly work search contacts, all earnings each week, and any job refusal

ATLANTA, ALBANY, AMERICUS, ATHENS, AUGUSTA, BAINBRIDGE, BLUE RIDGE, BRUNSWICK, CAIRO, CARROLLTON, CARTERSVILLE, CLAYTON COUNTY, COBB/CHEROKEE, COLUMBUS, COVINGTON, DALTON, DEKALB, DOUGLAS, DUBLIN, EASTMAN, GAINESVILLE, GRIFFIN, GWINNETT COUNTY, HABERSHAM AREA, HINESVILLE, HOUSTON COUNTY, KINGS BAY, LAFAYETTE, LAGRANGE, MACON, MILLEDGEVILLE, MOULTRIE, ROME, SAVANNAH, STATESBORO, THOMASVILLE, THOMSON TIFTON, TOCCOA, VALDOSTA, VIDALIA, WAYCROSS

OFFICES WHERE UNEMPLOYMENT INSURANCE CLAIMS MAY BE FILED

Equal Opportunity Employer/Program • Auxiliary Aids & Services Are Available Upon Request To Individuals With Disabilities

• 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 health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing • The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. • For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

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

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.

For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

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

Child Labor Summary Sheet

JURISDICTION

MINORS IN ENTERTAINMENT Requires special application and certificate of consent. Certificate of consent

Child Labor personnel are available, when scheduling is possible, for presentations to school classes, issuing officers, PTA's, employer groups, etc. Please contact the Child Labor Section if you are interested.

This business operates under the Georgia Workers' Compensation Law

The insurance company providing coverage for this business under the Workers' Compensation Law is: Great American Insurance

Employers cannot deduct any money from employees' paychecks to pay unemployment insurance tax. The funding for unemployment insurance benets comes from taxes paid by employers.

GEORGIA DEPARTMENT OF LABOR

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY