



FLORIDA & FEDERAL LABOR LAW POSTER

EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

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?**
- Employees (current and former), including managers and temporary employees
 - Applicants for employment
 - Union members and applicants for membership in a union
- What Organizations are Covered?**
- Federal government
 - State and local governments (as employers)
 - Educational institutions (as employers)
 - Airlines
 - Staffing agencies
- 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 the basis of:
- Race
 - Color
 - Religion
 - National origin
 - Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
 - Age (40 and older)
 - Disability
- 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 employer's policies or practices, participating in a discrimination lawsuit, investigation, or proceeding
 - Interference, coercion, or threats related to exercising rights regarding disability discrimination (including accommodation)
- What Employment Practices can be Challenged as Discriminatory?**
- Pay (unequal wages or compensation)
 - Discharge, firing, or lay-off
 - Harassment (including unwelcome verbal or physical conduct)
 - Hiring or promotion
 - Assignment
 - Benefits
 - Classification
 - Referral
 - Obtaining or disclosing genetic information of employees
 - Requesting or disclosing medical information of employees
- What can you Do if You Believe Discrimination has Occurred?** Contact the EEOC promptly if you have been discriminated against. 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 the following ways:
- Submit an inquiry through the EEOC's public portal:**
<https://publicportal.eeoc.gov/portal/Login.aspx>
- Call** - 1-800-669-4000 (toll free)
1-800-669-4020 (TTY)
1-844-234-5122 (ASL, video phone)
- Visit** an EEOC field office (information at www.eeoc.gov/field-office)
- E-Mail** adviser@eeoc.gov
- Additional information about the EEOC, including information about filing a charge of discrimination, is available at 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 protected under Federal law from discrimination on the following bases:

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Section 503 of the Rehabilitation Act of 1973, 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.

Age, Disability, or Genetic Information

Age (40 and older), **Disability** (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history), **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 employer's policies or practices, participating in a discrimination lawsuit, investigation, or proceeding

Interference, coercion, or threats related to exercising rights regarding disability discrimination (including accommodation)

What Employment Practices can be Challenged as Discriminatory?

- Pay (unequal wages or compensation)
- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
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Submit an inquiry through the EEOC's public portal:
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Call - 1-800-669-4000 (toll free)
1-800-669-4020 (TTY)
1-844-234-5122 (ASL, video phone)

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

E-Mail adviser@eeoc.gov

Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination 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.

FLORIDA MINIMUM WAGE

MINIMUM WAGE IN FLORIDA

Notice to Employees

Effective September 30, 2023, the Florida minimum wage will be \$12.00 per hour, with a minimum wage of at least \$8.98 per hour for tipped employees, in addition to tips, through September 29, 2024.

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, 2026. On September 30, 2023, Florida's minimum wage will increase to \$12.00 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. Resuming in 2027, the minimum wage will be adjusted annually for inflation.

An employer may not retaliate against an employee for exercising his or her right to receive the minimum wage. Rights protected by the State of Florida Constitution include the right to:

- File a complaint about an employer's alleged noncompliance with lawful minimum wage requirements.
- Inform any person about an employer's alleged noncompliance with lawful minimum wage requirements.
- Inform any person of his or her potential rights under Section 24, Article X of the State Constitution and to assist the individual 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.

An employer found liable for intentionally violating minimum wage requirements is subject to a fine 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 additional details, see Section 24, Article X of the State of Florida Constitution, and section 448.110, Florida Statutes.

DISCRIMINATION

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

WHAT IS COVERED UNDER 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 RELATIONS
4075 Esplanade Way Suite 110,
Tallahassee, Florida 32399 <http://FCHR.state.fl.us>
Phone: (850) 488-7082 • Voice Messaging: 1-800-342-8170

CHILD LABOR LAWS

CHILD LABOR LAWS
The State of Florida and the Federal Fair Labor Standards Act (FLSA) 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 (FLSA). The stricter provisions must be observed and are denoted by bold lettering. The Federal law is italicized.

| | 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. FLSA: 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 IS 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. <i>FLSA: No limitations.</i> | 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 non-school days, when school days do not follow, until 9 p.m. FLSA: Daily maximum of 3 hrs. on school days, 8 hours non-school 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 non-school days, when school days do not follow, until 7 p.m. |
| HOURS OF WORK, WHEN SCHOOL IS NOT IN SESSION | Florida: No Limitations <i>FLSA: No limitations.</i> | 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. |
| 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 (HOs) 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 and 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 and vegetable slicers; slaughtering, meat packing, processing or rendering
 - Working on any scaffolding, roofs or ladders above 6 feet; roofing
 - Working, 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 in or around toxic substances, corrosives or pesticides
 - Firefighting
 - 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
- EXEMPTIONS**
- Minors (from their 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 in the U.S. Armed Forces
 - Minors who are enrolled in high school work programs
- 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 their 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 Department of Business and Professional Child Labor Program. Waiver applications are reviewed and granted on a case by case basis. To qualify, applicants must demonstrate that the requirements of Florida law cannot be waived. Employees 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 \$11,000 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.
- POSTING REQUIREMENTS:** 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 minors of the Child Labor laws.

For information on Florida laws contact:
Florida Department of Business and Professional Regulation - Child Labor Program
2601 Blair Stone Road - Tallahassee, FL 32399-2212 • Telephone 850.488.3131; Toll-Free 1.800.226.2536 • www.myfloridalicense.com
For information on Federal laws contact:
U.S. Department of Labor, Wage & Hour Division, listed in the telephone directory under U.S. Government; www.dol.gov/elaws/flsa.htm.

FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION AND THE UNITED STATES DEPARTMENT OF LABOR
"Working Together for Florida's Workforce"

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
• Minors in the entertainment industry registered with Child Labor Compliance
• A court may authorize an exemption from age and hour restrictions.

FMLA - FAMILY AND MEDICAL LEAVE ACT

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employers. Eligible employees can take up to **12 workweeks** of FMLA leave in a 12-month period for:

- The placement of a child with you.
- Your serious mental or physical health condition that makes you unable to work.
- For care for your spouse, child or parent with a serious mental or physical health condition.
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to **26 workweeks** of FMLA leave in a 12-month period to care for the servicemember. You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28MCo for more information. FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave? You are an eligible employee if all of the following apply:

- You work for a covered employer.
- You have worked for your employer at least 12 months.
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Some covered employers have different "hours of service" requirements:

- You work for a **covered employer** if one of the following applies:
 - You work for a private employer that has at least 50 employees during at least 20 weeks in the current or preceding calendar year.
 - You work for an elementary or public or private secondary school, or
 - You work for a public agency, such as a local, state or federal government agency.
- Most federal employees are covered employees. If the FMLA is administered by the Office of Personnel Management.

How do I request FMLA leave? Generally, to request FMLA leave you must follow your employer's normal policies for requesting leave.

- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

YOUR RIGHTS UNDER USERRA
The UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

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

- you ensure that your employer receives advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed services while with that particular employer;
- you return to work or apply for reemployment in a timely manner after conclusion of your service;
- 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 part or preferred 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 deny you - initial employment; - reemployment; - retention in employment; - promotion; or - any benefit of employment, if you - add that 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 poster was prepared by VETS, and may be viewed on the Internet at this address: <https://www.dol.gov/agencies/vets/pamphlets/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.



PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name)
Should be as follows:

☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Other

By: _____ Title: _____

UNEMPLOYMENT COMPENSATION - REEMPLOYMENT ASSISTANCE

To Employees:

- Your Employer is registered with the Florida Department of Revenue as an employer who is liable under the Florida Department of Revenue's Unemployment Compensation Act. Your employees are covered by the Reemployment Assistance Program, formerly known as Unemployment Compensation Program.
- **Reemployment assistance** takes the form of benefits paid to eligible unemployed workers. **Those taxes are paid by your employer and, by law, cannot be deducted from employee's wages.**
- You may be eligible to receive reemployment assistance benefits if you meet the following requirements:
 1. You must be totally or partially unemployed through no fault of your own.
 2. You must register for benefits at <https://connect.myfloridacomm.com>.
 3. You must register for work at www.employflorida.com.
 4. You must have a history of sufficient employment and wages.
 5. You must be **able** to work and **available** for work.
 6. You may file a claim for partial unemployment for any week you work less than full time due to lack of work if your wages during that week are less than your weekly benefit amount.
- You must report all earnings while claiming benefits. Failure to do so is a third-degree felony 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 discharge related to misconduct is removed from your record.
- 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 Florida Department of Commerce, Reemployment Assistance Program at:
 - Florida Department of Commerce
Division of Workforce Services
Reemployment Assistance Program
1-800-304-2418
www.floridajobs.org

This notice must be posted in accordance with Section 443.151(1) Florida Statutes, of the Florida Department of Commerce Assistance Program Law. RT-83 R. 06/23

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer did you...?

- Many divorces?
- Gain or lose a dependent?
- Adjust My tax withholding?
- Change your name?

Where there major changes to...

- Your non-wage income (interest, dividends, capital gains, etc.)?
- Your family wage income (you or your spouse have been added a job)?
- Your itemized deductions?
- Your credits?

Can you answer "YES"...

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

See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS web site. Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.

IRS
U.S. Department of the Treasury
Internal Revenue Service www.irs.gov

Publication 213
(Rev. 8-2009)
Cat. No. 110479

FEDERAL MINIMUM WAGE

EMPLOYERS RIGHTS UNDER THE FAIR LABOR STANDARDS ACT
FEDERAL MINIMUM WAGE \$7.25

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

OVERTIME PAY At least 1 1/2 times your regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

OF CREDIT Employees of "tipped employees" who meet certain conditions may claim a partial wage credit against the tip received by their employees. Employers that pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage. If an employee's tip combined with the employer's cash wage of at least \$2.13 per hour does not equal the minimum hourly wage, the employer must make up the difference.

LUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department enforces and/or recommends 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 child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements.
- 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 are incorrectly classified 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.



EQUAL OPPORTUNITY IS THE LAW

EQUAL OPPORTUNITY IS THE LAW

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 (including pregnancy, childbirth, and related medical conditions), sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or 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.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

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 the person whom the recipient has designated for this purpose); Julia Nnorum, Equal Opportunity Officer, Office of Civil Rights (OCR), Department of Economic Opportunity, Caldwell Building - MSC 150 107 East Madison Street Tallahassee, Florida 32399-4129

or Director, Civil Rights Center (CRC), U.S. Department of Labor
2000 Constitution Avenue NW, Room N-4123, Washington, DC 20210

electronically as directed on the CRC website at www.dol.gov/crc. If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. 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 the recipient). If the recipient does give 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.

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT



Job Safety and Health

IT'S THE LAW!

All workers have the right to:

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

- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.

- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.

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

This poster is available free from OSHA.



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

EMPLOYEE POLYGRAPH PROTECTION ACT

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

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

EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armed car, alarm, and guard), and of pharmaceutical manufacturers, distributors and