OSHA Job Safety and Health IT'S THE LAW!

All workers have the right to:

A safe workplace.

SKU: AL2-27X40-ENG

- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for
- See any OSHA citations issued to your employer.

using your rights.

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

Contact OSHA. We can help.



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

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



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

Employers subject to the state minimum wage law are

obligated to pay the higher rate

OVERTIME PAY:

Federal Minimum Wage

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT \$7.25 PER HOUR BEGINNING JULY 24, 2009 The law requires employers to display this poster where employees can readily see it.



At least 1½ 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

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 o 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 employer ENFORCEMENT:

r 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 enalties 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 seriou 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 ADDITIONAL INFORMATION:

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 • UNITED STATES DEPARTMENT OF LABOR

Pregnant Workers Fairness Act (PWFA)

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.

The Pregnant Workers Fairness Act (PWFA) is a federal law that, starting June 27, 2023, requires covered employers to provide "reasonable accommodations" to a qualified worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship." An undue hardship is defined as causing significant difficulty or expense

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico

Reasonable accommodations" are changes to the work environment or the way things are usually done at work

WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS? Being able to sit or drink water

Some state laws provide greater employee protections; employers must comply with both

Receiving closer parking Having flexible hours

Receiving appropriately sized uniforms and safety apparel Receiving additional break time to use the bathroom, eat, and rest Taking leave or time off to recover from childbirth

Being excused from strenuous activities and/or exposure to chemicals not safe for pregnancy WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS?

Other laws that apply to workers affected by pregnancy, childbirth, or related medical conditions, include: Title VII which prohibits employment discrimination based on sex, pregnancy, or other protected categories (enforced by the U.S. Equal Employment Opportunity Commission

The ADA which prohibits employment discrimination based on disability (enforced by the EEOC) The Family and Medical Leave Act which provides unpaid leave for certain workers for pregnancy and to bond with a new child (enforced by the U.S Department of Labor)

The PUMP Act which provides nursing mothers a time and private place to pump at work (enforced by the U.S. Department of Labor) Learn more at www.EEOC.gov/Pregnancy-Discrimination Updated 6/23

Risk Management

YOU ARE REQUIRED TO IMMEDIATELY REPORT TO YOUR SUPERVISOR ANY PERSONAL BODILY INJURY WHICH HAPPENS AT WORK OR ONSET OF ANY OCCUPATIONAL DISEASE. DO THIS NO MATTER HOW SLIGHT THE INJURY OR WHETHER OR NOT MEDICAL TREATMENT IS REQUIRED

Disability Minimum Wage

EMPLOYEE RIGHTS FOR WORKERS WITH DISABILITIES PAID AT SPECIAL MINIMUM WAGES THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

This establishment has a certificate authorizing the payment of special minimum wages to workers who are disabled for the work they are performing. Authority to pay special minimum wages to workers with disabilities applies to work covered by the Fair Labor Standards Act (FLSA), McNamara-O'Hara Service Contract Act (SCA), and/or Walsh-Healey Public Contracts Act (PCA). Such special minimum wages are referred to as "commensurate wage rates" and are less than the basic hourly rates stated in an SCA wage determination and less than the FLSA minimum wage of \$5.85 per hour beginning July 24, 2007, \$6.55 per hour beginning July 24, 2008, and \$7.25 per hour beginning July 24, 2009. A "commensurate wage rate" is based on the worker's individual productivity, no matter how limited, in proportion to the wage and productivity of experienced workers who do not have disabilities that impact their productivity when performing essentially the same type, quality, and quantity of work in the geographic area from which the labor force of the

For purposes of payment of commensurate wage rates under a certificate, a worker with a disability is defined as: • An individual whose earnings or productive capacity is impaired by a physical or mental disability, including those related to age or injury, for the work to • Disabilities which may affect productive capacity include blindness, mental illness, mental retardation, cerebral palsy, alcoholism, and drug addiction. The following do not ordinarily affect productive capacity for purposes of paying commensurate wage rates: educational disabilities; chronic unemployment; receipt of welfare benefits; nonattendance at school; juvenile delinquency; and correctional parole or probation.

KEY ELEMENTS OF COMMENSURATE WAGE RATES • Nondisabled worker standard—The objective gauge (usually a time study of the production of workers who do not have disabilities that impair their productivity for the job) against which the productivity of a worker with a disability is measured. Prevailing wage rate—The wage paid to experienced workers who do not have disabilities that impair their productivity for the same or similar work and who are performing such work in the area. Most SCA contracts include a wage determination specifying the prevailing wage rates to be paid for SCA-

covered work • Evaluation of the productivity of the worker with a disability—Documented measurement of the production of the worker with a disability (in terms of quantity and quality). The wages of all workers paid commensurate wages must be reviewed, and adjusted if appropriate, at periodic intervals. At a minimum, the productivity of hourly-paid workers must be reevaluated at least every six months and a new prevailing wage survey must be conducted at

least once every twelve months. In addition, prevailing wages must be reviewed, and adjusted as appropriate, whenever the applicable state or federal

OVERTIME Generally, if you are performing work subject to the FLSA, SCA, and/or PCA, you must be paid at least 1 times your regular rate of pay for all hours

YOUTH EMPLOYMENT

Minors younger than 18 years of age must be employed in accordance with the youth employment provisions of FLSA. No persons under 16 may be employed in manufacturing or on a PCA contract.

FRINGE BENEFITS Neither the FLSA nor the PCA have provisions requiring vacation, holiday, or sick pay nor other fringe benefits such as health insurance or pension plans.

SCA wage determinations may require such fringe benefit payments (or a cash equivalent). Workers paid under a certificate authorizing commensurate wage rates must receive the full fringe benefits listed on the wage determination.

WORKER NOTIFICATION

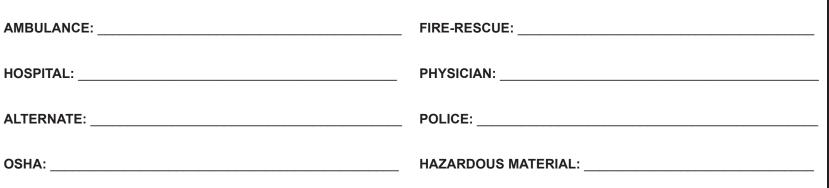
Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the employer of the terms of the certificate under which such worker is employed.

Workers with disabilities paid at special minimum wages may petition the Administrator of the Wage and Hour Division of the Department of Labor for a review of their wage rates by an Administrative Law Judge. No particular form of petition is required, except that it must be signed by the worker with a disability or his or her parent or guardian and should contain the name and address of the employer. Petitions should be mailed to: Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210. Employers shall display this poster where employees and the parents and guardians of workers with disabilities can readily see it.

> 1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627 **<u>www.wagehour.dol.gov</u>** U.S. Department of Labor • Employment Standards Administration • Wage and Hour Division

For additional information:

Emergency Notice









Family Medical Leave Act

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION 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 employees.

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for: • The birth, adoption or foster placement of a child with you, · Your serious mental or physical health condition that makes you unable to work, • To care for your spouse, child or parent with a serious mental or physical health condition, and

 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 single 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 #28M(c) 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. Airline flight crew employees 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 had at least 50 employees during at least 20 workweeks in the current or previous 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 by Title II of the FMLA, 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

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. 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. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel

What does my employer need to do? If you are eligible for FMLA leave, your employer must: Allow you to take job-protected time off work for a qualifying reason,

· Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:

 About your FMLA rights and responsibilities, and · How much of your requested leave, if any, will be FMLA-protected leave. Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process

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 Updated 4/23

USERRA

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS 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 REEMPLOYMENT RIGHTS

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 have the right to be reemployed in your civilian job if you

 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.

not been absent due to military service or, in some cases, a comparable job. RIGHT TO BE FREE FROM DISCRIMINATION AND

If you are eligible to be reemployed, you must be restored

to the job and benefits you would have attained if you had

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;

any benefit of employment because of this status.

retention in employment;

promotion; or

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

• 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

HEALTH INSURANCE PROTECTION

ENFORCEMENT • The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. • For assistance in filing a complaint, or for any other

information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its 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

 You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA. 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

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.

connection.







applicable, for representation.



Updated 6/22 **Polygraph Protection**

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

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. **EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal

Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY

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

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR





Worker's Compensation Fraud INFORMATION LEADING TO THE DISCOVERY AND OR CONVICTION OF WORKERS' COMPENSATION FRAUD. Making a false statement to obtain workers' compensation benefits (Ala. Criminal Code, Section 13A-11-124) is a Class C Felony under Alabama law. Class C Felonies are punishable by imprisonment for as much as 10 years and monetary fines o up to \$15,000.

> FIVE TYPES OF WORKERS' COMPENSATION FRAUD Agent ~ Employer ~ Employee ~ Medical ~ Legal

WORKERS' COMPENSATION FRAUD CAN BE:

Reporting an off the job accident as an on the job accident. Reporting an accident that never happened.

Complaints of accident injury symptoms that are exaggerated or non-existent. Malingering - to avoid work when injury is healed.

Not reporting outside income from other work-related activities while drawing workers' compensation benefits from another employer.

Making false or fraudulent statements for the purpose of obtaining workers' compensation benefits

TO REPORT WORKERS' COMPENSATION FRAUD CALL:

1-800-923-2533 or 334-242-7345

Worker's Compensation

If you are injured on the job, or contract an occupational disease, notify your employer immediately. Your employer will advise you of the physician to see for authorized medical treatment.

WORKERS' COMP INSURANCE CARRIER: ASSISTANCE IS AVAILABLE UNDER THE ALABAMA WORKERS' COMPENSATION LAW INCLUDING MEDIATION SERVICE. FOR INFORMATION CALL:

1-800-528-5166 Department of Industrial Relations Workers'

Compensation Division 649 Monroe Street Montgomery, AL 36131

CODE OF ALABAMA, 1975, § 25-5-290(d), REQUIRES THAT THIS NOTICE

IRS Withholding

BE POSTED IN ONE OR MORE CONSPICUOUS PLACES IN YOUR BUSINESS.

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

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Were there major changes to...

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

return, you may need to file a new Form W-4. See your employer

Withholding?, or use the Withholding Calculator at www.irs.gov/

individuals on the IRS website. Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your itemized deductions? Your tax credits? 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. If you can answer "yes"... To any of these or you owed extra tax when you filed your last

PAYDAY IS ON

Payday Notice

■ MONDAY ■ TUESDAY ■ WEDNESDAY ■ THURSDAY ■ FRIDAY ■ SATURDAY ■ SUNDAY

PAY SCHEDULE IS

☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐

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

OF THE MONTH PAYCHECKS ARE ISSUED ON THE

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

Employees (current and former), including managers and

• Union members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?

you, regardless of your immigration status, on the bases of:

• Sex (including pregnancy and related conditions, sexual

use, or disclosure of genetic tests, genetic services, or family

or participating in a discrimination lawsuit, investigation, or

What Employment Practices can be Challenged as

sincerelyheld religious belief, observance or practice

Obtaining or disclosing genetic information of employees

Requesting or disclosing medical information of employees

Conduct that might reasonably discourage someone from

• Conduct that coerces, intimidates, threatens, or interferes

with someone exercising their rights, or someone assisting

or encouraging someone else to exercise rights, regarding

disability discrimination (including accommodation) or pregnancy

What can You Do if You Believe Discrimination has Occurred?

Additional information about the EEOC, including information about

filing a charge of discrimination, is available at www.eeoc.gov.

Compliance Programs (OFCCP) enforces the nondiscrimination

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

and affirmative action commitments of companies doing business

EMPLOYERS HOLDING FEDERAL CONTRACTS OR

The Department of Labor's Office of Federal Contract

Contact the EEOC promptly if you suspect discrimination. Do not

delay, because there are strict time limits for filing a charge of

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

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

discrimination on the following bases:

Visit an EEOC field office (information at

Call 1–800–669–4000 (toll free)

1-800-669-6820 (TTY)

www.eeoc.gov/field-office)

E-Mail info@eeoc.gov

SUBCONTRACTS

discrimination (180 or 300 days, depending on where you live/

opposing discrimination, filing a charge, or participating in an

All aspects of employment, including:

Pay (unequal wages or compensation)

· Discharge, firing, or lay-off

investigation or proceeding.

• Interference, coercion, or threats related to exercising rights

regarding disability discrimination or pregnancy accommodation

Harassment (including unwelcome verbal or physical conduct)

• Failure to provide reasonable accommodation for a disability or a

Retaliation for filing a charge, reasonably opposing discrimination,

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

Who is Protected?

What Organizations are Covered?

State and local governments (as employers)

Educational institutions (as employers)

Most private employers

Staffing agencies

Color

Religion

Disability

proceeding.

Discriminatory?

Hiring or promotion

Benefits

Referral

Job training

Classification

National origin

Age (40 and older)

orientation, or gender identity)

employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

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.

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on

compensation of other applicants or employees. 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 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

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. Washington, D.C. 20210

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/agencies/

of 1964, as amended, Title VI of the Civil Rights Act of 1964, as

Individuals with Disabilities

amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

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 perform the essential functions of the job. If you believe you have been discriminated against in a program

of any institution which receives Federal financial assistance, you

should immediately contact the Federal agency providing such

Child Labor Laws

Each employer shall obtain and display the proper Child Labor Certificate(s) for each location where minors under the age of 18 are employed. To apply for a certificate(s) go to www.labor.alabama.gov

Employment Certificate Class II Certificate To employ minors age 16/17 (Renewed annually) To employ minors age 14/15 During the Months when Public Schools are in Session No more than 3 hours after school **During the Months when Public Schools** • No more than 8 hours on a non-school day. are in Session No more than 6 days per week Minors 16-17-18 years old who are enrolled in No more than 18 hours per week public or private school, may NOT work after Not before 7am or after 7pm on Any Day of the 10pm or before 5am on an night preceding a **Work Time Restrictions** school day. • Not during school hours (8am-3pm) (Minors under age 19) **During Months when Public Schools are During Months when Public Schools are NOT in NOT in Session** Session Minors 16 and older do not have an hour No more than 8 hours a day restriction during this time. No more than 6 days per week No more than 40 hours per week Not before 7am or after 9pm each day A documented 30 minute break is **Breaks** required for any 14 or 15 year old who is employed No break law for age 16 and older. for more than 5 hours continuously. See AL §25-8-33 to 35 for a detailed list of prohibited | See AL §25-8-43 for a detailed list of **Occupations** prohibited occupations. Each employer must keep on premises an Employee Information Form (available at www.labor. alabama.gov), Proof of Age, and Time Records showing the number of hours worked each day,

• Children of parents who own their own buisness are **NOT** exempt from Alabama Child Labor Law

serve, sell, dispense, or handle alcohol.)

Alcoholic Beverages Employees must be:

6 and older may be employed in such establishments as busboys, janitors, dishwaters, cooks, hostesses, or seaters

Inspections by the Department of Labor The department of Labor has the right to enter, without warrant or notice, any business establishment for the purpose of routine inspections

This notice is to be posted in a conspicuous place. This notice is for reference only. For full text, consult §25-8-32 to 63. Any difference in state or federal law regarding child labor, the law providing the most protection to the minor takes precedence. FOR MORE INFORMATION CONTACT:

The Alabama Department of Labor Child Labor Enforcement 649 Monroe Street Montgomery, AL 36131 (334)956-7390 www.labor.alabama.gov

Unemployment Compensation

child.labor@labor.alabama.gov

YOUR JOB INSURANCE

(2) you are separated from your job through no fault of your own. However, if you voluntarily leave your employment without good cause connected with your work of if you are discharged for "cause", your benefits may be postponed and reduced or entirely denied.

IMPORTANT: Be sure that your employer is using your correct social security number; if not, your claim may be delayed. When you become unemployed:

> **ALABAMA DEPARTMENT OF LABOR** Alabama Administrative Code 480-4-2-.19 requires that this notice be posted conspicuously

Unemployment Compensation Fraud

 Making false statements to obtain unemployment compensation. Attempting to draw benefits while working. Continuing to file a claim after returning to work. Not being truthful when filing your initial or weekly claims.

Some examples of fraud include:

FRAUD PENALTIES ARE SEVERE

Up to a Class B Felony. Fines of up to \$500 AND up to 12 months in jail for each fraudulent week claimed. Mandatory ineligibility for up to a two year period. The Alabama Department of Industrial Relations is working with the Alabama Attorney General and local District Attorney's Offices to find

Penalties noted above subject to Section 25-4-145 Code of Alabama (1975)

Temporarily Laid Off? To prevent delays please notify your employer of the following: name change f you are working and earning less than your usual weekly gross

file a claim for partial benefits. Under current administrative rules, employers are allowed to file partial claims up to three consecutive

BY COMPUTER FOR YOUR CONVENIENCE

compensation claim.

amount in Alabama.

Department of Labor 649 Monroe Street Montgomery, Alabama 36130

Protected Veteran Status

Any person who believes a contractor has violated its

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

Persons under 14 years of age SHALL NOT BE EMPLOYED

Minors Age 14/15 Minors Age 16/17

Record Keeping starting and ending times, and break times for each employee 18 years of age and younger.

21 to serve alcoholic beverages for the consumption on premises (18 if licensee is RVP certified). 14 and 15 year old minors SHALL NOT work in any establishment that serves alcohol for consumption on premises. (Note: Members of the immediate family of the owner or operator who are 14 or 15 years of age may be employed in such establishments provided they do not

These visits shall be conudcted as frequently as needed to ensure that minors are employed in compliance with this act. The department shall enforce this act and may administer fines and/or prosecution for any violation of this act.

Workers in this establishment are covered by the Alabama Unemployment Compensation Law. YOU MAY BE ENTITLED TO BENEFITS IF: (1) You become totally or partially unemployed under conditions defined by law and you are otherwise eligible and qualified for benefits

• To file your unemployment claim, call toll free 1-866-234-5382 or file by internet at www.labor.alabama.gov. • To obtain general information concerning your rights to benefits for either total or partial unemployment, call toll free 1-800-361-4524 or write to the Alabama Department of Labor, 649 Monroe Street Montgomery, Alabama 36131, or log on to our website at www.labor. alabama.gov.

Being paid "under the table" while collecting unemployment compensation.

and prosecute Unemployment Compensation Fraud. Report Unemployment Compensation Fraud Call: 800-392-8019

Unemployment Compensation Partials

earnings for full-time employment, you may ask your employer to gross earnings from another employer

YOUR EMPLOYER HAS ELECTED TO FILE PARTIAL CLAIMS

available upon request.

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, **National Origin** Executive Order 11246, as amended, prohibits employment

Employers filing automated partial claims are not required to submit a claim on individuals' whose earnings for a given week are equal to or exceed \$275, which is currently the maximum weekly benefit

Use of this computerized partial claim system helps the Department of Labor speed up the payment process for filing an unemployment

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EMPLOYERS: Please post in a conspicuous place. Extra copies are

inquiring about, disclosing, or discussing their compensation or the

· Genetic information (including employer requests for, or purchase,

1-800-397-6251 (toll-free)

ofccp/contact.