

Georgia & Federal Employment Notices

OSHA 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.

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

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

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



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 (DOL) 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 or other family member 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 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.

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.
- Allow you to return to the same or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

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 services.

REEMPLOYMENT RIGHTS
You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:
- you ensure that your employer receives advance written or verbal notice of your service.
- you have five years or less of cumulative service in the uniformed services while with that particular employer.
- you return to work or apply for reemployment in a timely manner after conclusion of service; and
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

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

ENFORCEMENT
- The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/etls. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/etls/etls.asp.
- 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.

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/userraposters/federal-law-notice-employees-your-rights-notify-employers-of-their-rights-under-userrra-and-employers-may-meet-this-requirement-by-displaying-the-text-of-this-notice-which-they-currently-place-notices-for-employees.

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

PROHIBITIONS
Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.
EXEMPTIONS
Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

Workers' Compensation Bill of Rights
WC-BILL OF RIGHTS
GEORGIA STATE BOARD OF WORKERS' COMPENSATION
BILL OF RIGHTS FOR THE INJURED WORKER
As required by law, O.C.G.A. §34-9-81.1, this is a summary of your rights and responsibilities. The Workers' Compensation Law provides you 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.

1. If you are injured on the job, you may receive medical rehabilitation and income benefits. These 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 for by your employer or the Board 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 be entitled to lifetime medical benefits.
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 first week.

5. Accidents are classified as being either catastrophic or noncatastrophic. Catastrophic injuries are those involving amputations, severe paralysis, severe head injuries, severe burns or severe spinal cord injuries that prevent the employee from being able to perform his or her prior or work or 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 \$500 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) 656-0849.
6. In all other cases (non-catastrophic), you are entitled to receive two-thirds of your average weekly wage but not more than \$500 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 a permanent total disability, then your weekly 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 \$533.33 per week, not to exceed 350 weeks.

7. When you are able to return to work, but are only get a lower paying job as a result of your injury, you can be entitled to a weekly payment of not more than \$533.33 per week for no longer than 350 weeks.
8. Your dependent(s), in the event you die as a result of an on-the-job injury, will be entitled to a weekly payment of not more than \$533.33 per week for no longer than 350 weeks.

9. If you have questions PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0662 OR VISIT https://www.sbcw.ga.gov/
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Child Labor Summary Sheet

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.

Table with 3 columns: MINIMUM AGE, EMPLOYMENT CERTIFICATE, HOURS OF WORK, HAZARDOUS OCCUPATIONS, ALCOHOLIC BEVERAGES, PROHIBITED OCCUPATIONS, MINORS IN ENTERTAINMENT.

NOTE: Minors working for a parent/guardian who owns the business are exempt from all but the hazardous/prohibited occupation restrictions.

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.

FOR MORE DETAILED INFORMATION ON CHILD LABOR PLEASE CALL:
Georgia Department of Labor Wage & Hour Division 1-877-709-8185
U.S. Department of Labor Wage & Hour Division (678) 237-0521 (Atlanta) (912) 652-4221 (Savannah)

Workers' Compensation PANEL OF PHYSICIANS OFFICIAL NOTICE

This business operates under the Georgia Workers' Compensation Law. 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.
A worker injured on the job must select a doctor from the list below. The minimum panel shall consist of at least six physicians, including an orthopedic surgeon with no more than two physicians from industrial clinics (see O.C.G.A. § 34-9-201). Further, this panel shall include one minority physician, whenever feasible (see Rule 201 for definition of minority physician). The Board may grant exceptions to the required size of the panel where it is demonstrated that more than four physicians are not reasonably accessible. One change to another doctor from the list may be made without permission. Further changes require the permission of the employer or the State Board of Workers' Compensation.

The insurance company providing coverage for this business under the Workers' Compensation Law is:
Insurer Name: _____ Phone: _____
Address: _____
Insurer Email: _____

PHYSICIANS CONTACT INFORMATION: Name/Address/Phone and Website listed below:
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
(Additional doctors may be added on a separate sheet)
IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0662 OR VISIT https://www.sbcw.ga.gov/

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.

Equal Pay For Equal Work

EQUAL PAY FOR EQUAL WORK ACT POLICY
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
No employer having employees subject to any provisions of this section shall discriminate, within any establishment in which such employees are employed, between employees on the basis of sex by paying wages at a rate less than the rate paid to the opposite sex.
EXCEPT WHERE SUCH PAYMENT IS MADE PURSUANT TO:
1. A seniority system;
2. A merit system;
3. A system which measures earnings by quantity or quality of production, or
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 proceeding. Any person who violates any provision of this Code section shall, upon conviction thereof, be punished by a fine not to exceed \$100.00. (OCA Section 34-5-3.)

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

Unemployment Insurance
NOTICE
Employers cannot deduct any money from employees' paychecks to pay unemployment insurance tax. The funding for unemployment insurance benefits comes from taxes paid by employers.
OFFICES WHERE UNEMPLOYMENT INSURANCE CLAIMS MAY BE FILED:
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, LANGRANGE, MACON, MILLEDGEVILLE, MOUNTAIN VIEW, SAVANNAH, STATESBORO, THOMASVILLE, THOMSON, TIFTON, TOCOCOA, VALDOSTA, VIDALIA, WAYCROSS

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

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 _____ AND _____ OF THE MONTH

Emergency Notice
AMBULANCE: _____ FIRE-RESCUE: _____
HOSPITAL: _____ PHYSICIAN: _____
ALTERNATE: _____ POLICE: _____
OSHA: _____ HAZARDOUS MATERIAL: _____

Federal Minimum Wage
EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT
\$7.25 PER HOUR BEGINNING JULY 24, 2009

OVERTIME PAY:
At least 1 1/2 times the regular rate of pay for all hours worked over 40 in a workweek.
CHILD LABOR:
An employer 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.

NURSING MOTHERS (PUMP AT WORK):
The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

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.

Pregnant Workers Fairness Act (PWFA)
WHAT IS PWFA?
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 pregnant worker.

WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS?
- Being able to sit or drink water
- Receiving closer parking
- Having flexible hours
- Receiving additional break time to use the bathroom, eat, and rest
- Receiving advance notice 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?
- Title VII which prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin.
- The ADA which prohibits employment discrimination based on disability (enforced by the EEOC).
- The Pregnancy Discrimination Act (PDA) which prohibits employment discrimination based on pregnancy, childbirth, or related medical conditions (enforced by the EEOC).
- The Pump Act which provides nursing mothers a time and private place to pump at work (enforced by the U.S. Department of Labor).

Equal Employment Opportunity
Know Your Rights: Workplace Discrimination is Illegal
under Federal law who from discrimination on the following bases:
Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

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

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
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability or a sincerely held religious belief, observance or practice

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

Individuals with Disabilities
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.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS
The Department of Labor's Federal Contract Compliance Programs (FCCP) 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 the Federal Acquisition Regulation (FAR).

