# **Iowa & Federal Employment Notices**

### DATE POSTED: Labor Laws change often. Please call your distributor twice a year to confim if you are in compliance. All Rights Reserved. Unauthorized copies are ille

**PRODUCT ID:** 

# **State Minimum Wage** Your Rights Under The Iowa Minimum Wage Law **Hourly Minimum Wage \$7.25 Effective January 1, 2008**

The minimum wage applies to most hourly wage earners employed in Iowa. Most small retail and service establishments grossing less than \$300,000 annually are not required to pay the minimum wage. The majority of supervisory and administrative employees paid a salary are not covered by the law. Employers are eligible to pay less than the minimum wage for the first 90 calendar days of employment. TIP CREDIT—The tip credit which an employer may claim with respect to "Tipped Employees" is 40% of the applicable minimum wage. ("Tipped Employees" customarily and regularly receive more than \$30.00 a month in tips.)

Enforcement

The lowa Division of Labor may bring action against employers who violate the state's minimum wage law. Courts may order payment of back wages. No employer can discriminate against or discharge an employee for filing a complaint or participating in a proceeding under this law.

> **Contact Information** Iowa Division of Labor 1000 East Grand Avenue Des Moines, IA 50319-0209 515-281-3606 or 800-JOB-IOWA www.iowaworkforce.org/labor

Federal Minimum Wage and Overtime Pay Applications of the minimum wage rates under federal law differ from those under lowa law. Iowa employers must comply with the more stringent applicable law. Overtime is covered by the federal Fair Labor Standards Act. A

> Il questions should be directed to: U.S. Department of Labor Wage & Hour Division 210 Walnut Street Des Moines, IA 50309 515-284-4625 www.dol.gov

The law requires displaying this poster where it can easily be seen by all employees. Iowa Workforce Development Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. For deaf and hard of hearing, use Relay 711.

# **Equal Employment Opportunity**

Equal Employment Opportunity is the Law

What Does Equal Employment Opportunity Mean? It guarantees the right of all persons to apply and be considered for job opportunities on the basis of the person's ability to do the job. While employed, you should not be treated unfairly because of any of the protected characteristics.

What Does the Law Cover? Chapter 216 of the Code of Iowa, as amended, (The Iowa Civil Rights Act), prohibits discrimination in employment because of a person's: • Race Age (18 and older) Creed National Origin Color Gender Identity Sex Sexual Orientation Pregnancy Disability Religion

To Whom Does the Law Apply? • Persons who apply for employment with, or employees of, private employers, state and local governments, and public and private educational institutions with four or more employees. • Employment agencies, labor unions, contractors, and sub-contractors, and apprenticeship programs.

What Other Resources Are Available to Help with a Discrimination Problem? You may also contact the local human rights, civil rights or human relations agency in your area, or the U.S. Equal Employment Opportunity Commission (EEOC), a federal agency. The EEOC District Office is located at:

> 310 West Wisconsin Ave., Suite 800 Milwaukee, WI 53203-2292

**OSHA** Job Safety and Health

Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being with OSHA, or reporting a work-related

IOTE: OSHA REQUIRES THAT REPRODUCTIONS OR FACSIMILES OF THE POSTER BE AT LEAST 8.5" X 14" INCHES WITH 10 P

 Receive information and training on job hazards, including all hazardous substances in your workplace.

**Occupational Safety** 

All workers have the right to:

A safe workplace.

retaliated against.

I Health Administration

- 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 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.

Contact OSHA. We can help.

# **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

injury or illness.

**IT'S THE LAW!** 

• 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 eve 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.

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 Management or Congress 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 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. Where can I find more information? 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 Divisio 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

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

**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

nedical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can t<mark>ake **up to 12 workweeks** of FMLA leave in a 12-month period for:</mark>

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



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



### **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.

OVERTIME PAY At least 1% times the 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 year 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.

### TIP CREDI

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

### 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 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 may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions f the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor iolation 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 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

> 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)**

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 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 lefined as causing significant difficulty or expense

"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
- 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 (EEOC)) 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

# **IRS Withholding**

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed Form W-4 with your employer did you... Marry or divorce? Gain or lose a dependent

Your itemized deductions? Your tax credits?

To any of these or you owed extra tax when you filed your last return, you may need to file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, aet Publication 919. How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS website.

Employer: Please poster or publish this Bulletin Board Poster so that your employees

f you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

### RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment; • reemployment; • retention in employment; promotion; or • any benefit of employment because of this status.

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

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

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



# **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.

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 and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of

involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic 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 respect to lie detector tests.

### **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



# **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 nplovment If you be eve vou've een discriminated against a Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment

### 414-297-1111

EEOC enforces Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, sex, or national origin; the Age Discrimination in Employment Act (ADEA), which protects persons age 40 or older; and the Americans with Disabilities Act (ADA).

### What Action Will an Agency Take?

The Commission's staff can answer questions about your rights under the Act and help you take the necessary steps to file a complaint if you decide to pursue a claim. Once a complaint is filed, the Commission will take all appropriate actions to process the complaint. There is no charge to file a complaint and you do not need an attorney to file a complaint with the Commission.

### What Should I Do If I Believe I've Been Discriminated Against?

You should immediately contact:

### Iowa Civil Rights Commission

400 E. 14th Street, Grimes Building Des Moines, Iowa 50319 515-281-4121, 1-800-457-4416 515-242-5840 (FAX) http://www.state.ia.us/government/crc

You may contact the Commission by telephone or mail for information, or assistance in filing a complaint. The Commission's office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. You may leave a message at 515-281-4121 after hours for a return call. Your complaint must be filed within 300 days of the discriminatory act.

"Injustice anywhere is a threat to justice everywhere." - Martin Luther King, Jr.

# **Fair Housing**

Updated 9/18

Updated 9/18

### FAIR HOUSING OPPORTUNITY

lowa ensures all people the lawful right to be considered: For the house of their choice, In the neighborhood of their choice, In the price range they can afford;

And to receive fair, legal and equal treatment and services In the terms and conditions of buying, renting, or borrowing. The lowa Civil Rights Act, Chapter 216 of the Code of lowa, as amended, Prohibits discrimination in housing **BECAUSE OF** a person's

RACE NATIONAL ORIGIN COLOR	MENTAL PHYSICAL DISABILITY CREED SEX	FAMILIAL STATUS (presence of children) SEXUAL ORIENTATION RELIGION GENDER IDENTITY
	NATIONAL ORIGIN	NATIONAL PHYSICAL DISABILITY ORIGIN CREED

### There is NO CHARGE for services of the Commission COMPLAINTS MUST BE FILED WITHIN 300 DAYS OF THE ALLEGED INCIDENT

People who believe they or someone they know might be victims of housing discrimination should file a complaint immediately by contacting:

Iowa Civil Rights Commission Grimes State Office Bldg, 400 E. 14th St., Des Moines, Iowa 50319 515-281-4121 1-800-457-4416 (toll free in lowa) FAX 515-242-5840

Victims of housing discrimination may also contact: City human or civil rights, or human relations agencies which enforce local community ordinances; and HUD, a federal agency, which enforces Title VIII of the Civil Rights Act of 1968.

Federal law, Title VIII, prohibits housing discrimination BECAUSE OF a person's: Race, color, religion, sex, national origin, handicap, or familial status.

> U.S. Department of Housing & Urban Development (HUD) Fair Housing Enforcement Center 400 State Avenue, Kansas City, Kansas 66101-2406 913-551-6993

> > National Housing Discrimination HOTLINE 1-800-669-9777 TDD 1-800-927-9275

Notice for Housing Applicants and Providers: The Civil Rights Act of 1866 prohibits discrimination in housing BECAUSE OF a person's RACE or SKIN COLOR in all circumstances.

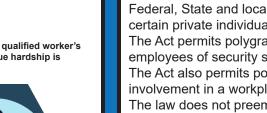


Updated 6/23

Updated 6/23

Updated 2/2





If you can answer "yes" ...

will see it. Please indicate where they can get forms and information on this subject.

# **State OSHA**

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

### **EMPLOYEES:**

 You have the right to notify your employer or lowa OSHA about workplace hazards. You may ask lowa OSHA to keep your name confidential. • You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.

• You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the OSH Act.

· You have a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation for at least 3 working days.

• Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.

 You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions. Your employer must post this notice in your workplace.

• You must comply with all occupational safety and health standards issued under the OSH Act that apply to your own actions and conduct on the job.

### **EMPLOYERS:**

• You must furnish your employees a place of employment free from recognized hazards. You must comply with the occupational safety and health standards issued under the OSH Act. Iowa OSHA Consultation can help you identify and correct hazards without citation or penalty.

To report a workplace fatality, hospitalization, amputation or the loss of an eye, visit www.iowaosha.gov or call 877-242-6742.

### For assistance and information contact:

Iowa Division of Labor Services 150 Des Moines Street Des Moines, Iowa 50309-1836 Phone: 515-242-5870 www.iowaosha.gov

Complaints About the Iowa OSHA Program You may file a complaint about the Iowa Division of Labor's operations or administration of the OSH Act by contacting:

> OSHA Regional Office 2300 Main Street, Suite 1010 Kansas City, MO 64108-2447 816-283-8745

# **Payday Notice**

### **PAYDAY IS ON**

DIMONDAY DITUESDAY DIWEDNESDAY DITHURSDAY DIFRIDAY DISATURDAY DISUNDAY

### **PAY SCHEDULE IS**

PAYCHECKS ARE ISSUED ON THE	AND	OF THE MONTH
AT:	TIME:	

# **Emergency Notice**

FIRE-RESCUE:

**PHYSICIAN:** 

AMBULANCE:	

**HOSPITAL:** 

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 Job applicants • Union members and applicants for membership in a union

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

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 bases of: Race

 Color Religion National origin Sex (including pregnancy and related 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 discrimination, or participating in a discrimination lawsuit, investigation, or proceeding. Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

### 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 sincerelyheld religious belief, observance or practice Benefits Job training Classification Referral Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding • 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 accommodation

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/Portal/Login.aspx

### **Call** 1–800–669–4000 (toll free) 1-800-669-6820 (TTY)

**JIDPH** 

lowa Departmen of Public Healt

1-844-234-5122 (ASL video phone) **Visit** an EEOC field office (information at www.eeoc.gov/field-office) E-Mail info@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:

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

discrimination by Federal contractors based on race

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

### Disability

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.

### Protected Veteran Status

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

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

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

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free)

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 guestion 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/ofccp/ contact.

### **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 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.

### 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.

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

Updated 6/23

# **Unemployment Insurance**

### **UNEMPLOYMENT INSURANCE**

If you become unemployed, you may be eligible for unemployment insurance benefits. If you are still employed but working fewer hours than your regular full-time work week and are earning less than your regular full-time wages, you may be entitled to partial benefits. Unemployment insurance benefits are made possible by taxes paid by this employer. No deductions are made from your paycheck for unemployment insurance.

### The same week you become unemployed, you may file a new unemployment insurance claim online or in-person.

### ONLINE

Updated 8/1

•Go to www.iowaworkforcedevelopment.gov and click on the Apply for Unemployment link. •You should file an initial claim the same week you are unemployed or working reduced hours. •Your unemployment insurance claim DOES NOT begin on the date your job ended or your hours were reduced.

•Your claim is effective the Sunday of the week you apply.

### **IN-PERSON**

•If you do not have access to a computer, visit the nearest IowaWORKS Center. •Delay in filing an unemployment insurance claim can result in the loss of all or part of the benefits you may be entitled to receive.

### INFORMATION

•For complete information about your unemployment insurance rights and responsibilities, review the Unemployment Handbook at www.iowaworkforcedevelopment.gov.

•To register for work and learn more about available work in your area, go to www.iowaworks.gov or visit your nearest lowaWORKS Center.

### **IOWAWORKS CENTER LOCATIONS**

•Burlington •Carroll •Cedar Rapids •Council Bluffs	•Decorah •Des Moines •Dubuque •Fort Dodge	•Mason City •Ottumwa •Sioux City
•Council Bluffs •Creston •Davenport	<ul><li>Fort Dodge</li><li>Iowa City</li><li>Marshalltown</li></ul>	•Spencer •Waterloo

### For the location of the lowaWORKS Center nearest you, call:

866-239-0843 or visit www.iowaworkforcedevelopment.gov.

### Iowa Workforce Development

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. For deaf and hard of hearing, use Relay 711.

LAW REQUIRES DISPLAYING THIS POSTER WHERE IT CAN EASILY BE SEEN BY ALL EMPLOYEES.

# **No Hate Crimes**

### NO HATE CRIMES IN IOWA

### Iowa's Hate Crime Laws:

• Prohibit public offenses of assault, criminal mischief, trespass, arson or intimidation by threat of violence committed BECAUSE OF protected characteristics:

race color religion ancestry	national origin political affiliation sex	age physical/mental disability sexual orientation
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### or because of the person's association with people of these traits

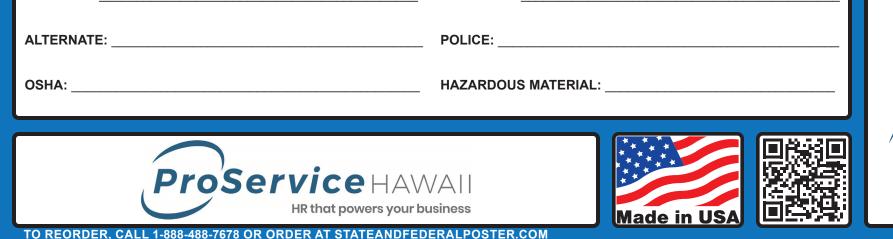
### Define Hate Crimes

 Provide victims civil relief against offenders • Provide enforceable penalties one degree higher than underlying offense Require sensitivity and Hate Crime In-service training for law enforcement Require monitoring of Hate Crime violations Allow for local ordinances

Follow these steps if you are a Victim of a Hate Crime or Helping a Victim: Call local law enforcement

· Preserve all physical evidence • Call Iowa Civil Rights Commission 515-281-4121 or 1-800-457-4416

If Hate Crime occurs in areas of housing, employment, credit, public accommodations, or education, it may also be a discriminatory act under lowa Code §216. Complaint must Be filed within 300 days of the incident.



**Smokefree Air Act** 

NO SMOKING

Pursuant to the Iowa Smokefree Air Act For more information or to register a complaint call

1-888-944-2247 or visit www.lowaSmokefreeAir.gov

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



Call U.S. Dept. of Housing and Urban Development (HUD) Washington DC Nat'l Housing Discrimination Hotline 1-800-669-9777; TDD 1-800-927-9275

If Hate Crime occurs in housing because of race, color, religion, national origin, sex, familial status or handicap, victim may be able to file complaint under Federal Fair Housing law, Title VIII.

> Iowa Civil Rights Commission 400 E. 14th Street Des Moines, Iowa 50319 Call 515-281-4121 or Toll Free In Iowa 1-800-457-4416 FAX 515-242-5840

For More Detailed Information Reference The Code of Iowa §729A, §708, §716, §712, §902, §903

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