You do not have to share a medical diagnosis but must provide enough information

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

What does my employer need to do?

you had not taken leave, and

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

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

jurisdiction of the U.S. Office of Personnel Management or Congress

• Allow you to take job-protected time off work for a qualifying reason,

you for requesting FMLA leave or cooperating with a WHD investigation

· How much of your requested leave, if any, will be FMLA-protected leave

If you are eligible for FMLA leave, your employer must:

About your FMLA rights and responsibilities, and

Where can I find more information?

and certain congressional employees are also covered by the law but are subject to the

• Continue your group health plan coverage while you are on leave on the same basis as

· Allow you to return to the same job, or a virtually identical job with the same pay, benefit

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

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

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

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

and other working conditions, including shift and location, at the end of your leave.

Updated 4/23

Sheryl Maxfield Director STATE OF OHIO

2024 MINIMUM WAGE

www.com.ohio.gov

**NON-TIPPED EMPLOYEES** A Minimum Wage of \$10.45 per hour effective January 1, 2024. "Non-Tipped Employees" includes any employee who does not engage in an occupation in which he/she customarily and regularly receives more than thirty dollars

"Employees" under the age of 16 shall be paid no less than the current federal minimum wage rate "Current Federal Minimum Wage" is \$7.25 per hour.

TIPPED EMPLOYEES

"Tipped Employees" includes any employee who engages in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips. Employers electing to use the tip credit provision must be able to show that tipped employees receive at least the minimum wage when direct or cash wages and the tip credit amount are combined.

**OVERTIME** 1. An employer shall pay an employee for overtime at a wage rate of one and one-half times the employee's wage rate for hours in excess of 40 hours in one work week, except for employers grossing less than \$150,000 per year.

1. Each employer shall keep records for at least three years, available for copying and inspection by the Director of the Ohio Department of Commerce, showing the following information concerning each employee: A.Name B.Address

Equal Opportunity Employer and Service Provider POST IN A CONSPICUOUS PLACE

of organizations.

members of an owner

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.

"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

Having flexible hours Receiving appropriately sized uniforms and safety apparel

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

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

Learn more at www.EEOC.gov/Pregnancy-Discrimination

TO THE EMPLOYER Furnish a copy of this notice to any employee separated from your employment. Enter in the box below: The name of your company

Last day worked

authority, must be reemployed upon conclusion of such service.

In addition, employees who leave employment to perform military service, which includes the

performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competen

Ohio law prohibits discrimination on the basis of disability in hiring, promotion, tenure, discharge,

In addition, applicants and employees must be provided with a reasonable accommodation for

Ohio law prohibits discrimination against persons 40 years of age or older on the basis of age

in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral,

Ohio law prohibits harassment in the workplace on any basis set forth herein, which includes

the creation of a racially or sexually hostile work environment, verbally or physically abusive

treatment, and requiring submission to sexual advances as a condition of employment, continued

In addition, all reasonable steps should be taken to prevent and promptly correct harassment in

the workplace, which includes the establishment of a policy against harassment and a procedure

Ohio law prohibits retaliation against any person because that person has opposed any unlawful

- ENFORCEMENT -

discriminatory practice, or because that person has made a charge, testified, assisted or

The Ohio Civil Rights Commission (OCRC) investigates complaints of discrimination and

for receiving, investigating and remedying complaints of workplace harassment

participated in any manner in any investigation, proceeding or hearing.

terms, conditions and privileges of employment, or any other matter directly or indirectly related to

pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of

employment, or any other matter directly or indirectly related to employment.

their disabilities, except when the accommodation imposes an undue hardship.

## Clock number or employee number

Your Ohio unemployment compensation account number and your plant number

The address at which employee payroll records are kept

## Governor Mike DeWine

Know Your Rights

The Ohio Civil Rights Act protects applicants and employees of private employers, state, county and local governments, educational institutions, labor organizations, employment agencies and personnel placement services from unlawful discriminatory employment practices

Ohio law prohibits discrimination on the basis of *race or color* in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, any facially neutral employment policy or practice that results in a discriminatory impact on the basis of race or color is a prohibited form of discrimination unless such policy or practice is job-related and based upon business necessity.

National Origin and Ancestry Ohio law prohibits discrimination on the basis of national origin or ancestry in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

Sex, Including Pregnancy, Sexual Orientation, and Gender Identity Ohio law prohibits discrimination on the basis of sex or pregnancy in hiring, promotion, tenure,

discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

Women affected by pregnancy, childbirth or related medical condition must be afforded leave for

a reasonable period of time and may not be discharged under a policy providing insufficient or no

The U.S. Supreme Court, in the case of Bostock v. Clayton Cty., Georgia. U.S. 140 S. Ct.

Ohio law prohibits discrimination on the basis of *religion* in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment. In addition, applicants and employees must be provided with a reasonable accommodation for religious

beliefs and practices, except when the accommodation imposes an undue hardship. **Military Status** 

Complaints must be filed with the OCRC within two years of the last act of discrimination or

For more information or assistance in filing a complaint, please call toll free:

1-888-278-7101, TTY (614) 752-2391 or visit our website at: www.crc.ohio.gov

# **Workplace Domestic Violence**

Family Violence Doesn't Stay Home When its Victims Go to Work If you or someone you know is experiencing family violence, we can help.

BRAVO (LGBTQI Services) 866-862-7286 Ohio Alliance to End Sexual Violence 888-886-8388 Ohio Department of Aging . . 800-266-4346 Ohio Domestic Violence Network . 800-934-9840

NOTICE TO EMPLOYEES THIS EMPLOYER PROVIDES UNEMPLOYMENT INSURANCE COVERAGE FOR EMPLOYEES

Employees who become unemployed (or are working less than full-time) may be eligible for unemployment insurance. Apply by phone at 1-877-644-6562 (OHIOJOB) or online at http://unemployment.ohio.gov

Be prepared to provide the following information when applying: Social Security

Driver's license or State ID number

Names, Social Security numbers, and dates of birth of all dependent children • Employer's identification notice (pay stubs or W2 form) · Name and addresses of all the other employers for whom work was performed during the last 18 months

APPLY FOR WORK AT YOUR NEAREST OHIOMEANSJOBS CENTER

Kimberly Hall - Director

Ohio Department of Jobs and Family Services JFS 55341 (Rev. 4/2019)

This institution is an equal opportunity provider and employer. A proud partner of the American Job Center network.

## **Equal Employment Opportunity** Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

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

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

Most private employers

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

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of: Color

 National origin · Sex (including pregnancy and related conditions, sexual orientation, or gender identity) Age (40 and older)

• 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

 Benefits Job training Classification Referral Obtaining or disclosing genetic information of employees

Conduct that might reasonably discourage someone from opposing discrimination, 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? 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/ I-800-669-6820 (TTY)

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

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

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

programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive 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.

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

Executive Order 11246, as amended, prohibits employment discrimination by Federal

contractors based on race, color, religion, sex, sexual orientation, gender identity, or

national origin, and requires affirmative action to ensure equality of opportunity in all

Executive Order 11246, as amended, protects applicants and employees of Federal

contractors from discrimination based on inquiring about, disclosing, or discussing

individuals with disabilities from discrimination in hiring, promotion, discharge, pay,

by Federal contractors. Disability discrimination includes not making reasonable

fringe benefits, job training, classification, referral, and other aspects of employment

their compensation or the compensation of other applicants or employees.

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified

action to recruit, employ, and advance in employment, disabled veterans, recently

aspects of employment.

Disability

Asking About, Disclosing, or Discussing Pay

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 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:

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 question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.

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

If you believe you have been discriminated against in a program of any institution

no employer shall hinder or delay the Director of the Ohio Department of Commerce

To prevent the curtailment of opportunities for employment and avoid undue hardship to individuals whose earning capacity is affected or impaired by physical or mental

deficiencies or injuries, a sub-minimum wage may be paid, as provided in the rules

and regulations set forth by the Director of the Ohio Department of Commerce.

2 Any individual employed as a baby-sitter in the employer's home or a live-in

companion to a sick, convalescing, or elderly person whose principal duties do not

3. Any individual employed as an outside salesman compensated by commissions

or in a bona fide executive, administrative, or professional capacity, or computer

State, a political subdivision of a State, or an interstate government agency, if

a nominal fee to perform the services for which the individual volunteered; and

4. Any individual who volunteers to perform services for a public agency which is a

(i)the individual receives no compensation or is paid expenses, reasonable benefits, or

(ii) such services are not the same type of services which the individual is employed to

5. Any individual who works or provides personal services of charitable nature in a

hospital or health institution for which compensation is not sought or contemplated;

eighteen years of age and owned and operated by anon-profit organization or group

6. Any individual in the employ of a camp or recreational area for children under

7. Employees of a solely family owned and operated business who are family

\*For information about additional exemptions, please visit the Ohio Division of

For further information about minimum wage issues, please contact: The Ohio

Department of Commerce Division of Industrial Compliance 6606 Tussing Road

Reynoldsburg, Ohio 43068. Phone: 614-644-2239. TTY/TDD: 1-800-750-0750. An

Industrial Compliance or U.S. Department of Labor websites

in the performance of these duties

INDIVIDUALS EXEMPT FROM MINIMUM WAGE

1. Any individual employed by the United States

SUB-MINIMUM WAGE RATE

include housekeeping

perform for such public agency:

# **Pregnant Workers Fairness Act (PWFA)**

Receiving closer parking Receiving additional break time to use the bathroom, eat, and rest

The PUMP Act which provides nursing mothers a time and private place to pump at work (enforced by the U.S. Department of Labor)

**Employers' Identification** 

Use the space below to list the dates of your employment and your clock number (if any) with the employer

whose name and address appear in the box above Dates of Employment

FAILURE TO PRESENT THIS NOTICE AT THE TIME YOU FILE A CLAIM MAY DELAY BENEFIT PAYMENTS

## **Fair Employment** Ohio law prohibits discrimination on the basis of *military status* in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

**EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW** 

n addition, any policy or practice limiting or prohibiting the use of any language in the workplace is a prohibited form of discrimination unless such limitation or prohibition is job-related and based

1731 (2020), as well as other federal court cases, have extended sex discrimination to include prohibition of employment discrimination on the basis of sexual orientation and gender identity.

**EMERGENCY** 

## Ohio Employee Assistance Program . 800-221-6327 \*Optum Behavioral Solutions 24hr . 800-852-1091 800-589-5888 Ohio State Legal Services Association Public Children Services Association of Ohio . 614-224-5802 The Center for Family Safety and Healing. .. 614-722-8200

# **Unemployment Compensation**

Mike DeWine - Governor

Know Your Rights: Workplace Discrimination is Illegal

What Organizations are Covered?

What Types of Employment Discrimination are Illegal?

· Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)

 Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability or a sincerely held

religious belief, observance or practice

 Requesting or disclosing medical information of employees iling a charge, or participating in an investigation or proceeding.

Portal/Login.aspx **Call** 1–800–669–4000 (toll free)

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:

"Employers" who gross less than \$385,000 shall pay their employees no less than the current federal minimum wage rate.

will get a wage increase from \$5.05 to \$5.25. per hour PLUS TIPS

RECORDS TO BE KEPT BY THE EMPLOYER

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210

Us" webpage at https://www.dol.gov/agencies/ofccp/contact. PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex

discrimination causes or may cause discrimination in providing services under such Federal financial assistance.

which receives Federal financial assistance, you should immediately contact the

Federal agency providing such assistance. ALL RIGHTS RESERVED, COPYRIGHT BY STATE AND FEDERAL POSTER, INC

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

**Polygraph Protection** 

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

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons. The 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 THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

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.

# **IRS Withholding**

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

Your nonwage income (interest, dividend, capital gains, etc.)?

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

Your family wage income (you or your spouse started or

embezzlement, etc.) that resulted in economic loss to the employer

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

UNITED STATES DEPARTMENT OF LABOR

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

easons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

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

An eligible employee who is the spouse, child, parent or next of kin of a covered

You have the right to use FMLA leave in **one block of time**. When it is medically

· Certain qualifying reasons related to the foreign deployment of your spouse, child or

servicemember with a serious injury or illness may take up to 26 workweeks of FMLA

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.

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

You have at least 1,250 hours of service for your employer during the 12 months before

You work for a public agency, such as a local, state or federal government agency. Most

Your employer has at least 50 employees within 75 miles of your work location.

You work for a private employer that had at least 50 employees during at least 20

federal employees are covered by Title II of the FMLA, administered by the Office of

Airline flight crew employees have different "hours of service" requirements.

You work for an elementary or public or private secondary school, or

You work for a **covered employer if one** of the following applies.

The birth, adoption or foster placement of a child with you.

leave in a single 12-month period to care for the servicemembe

Read Fact Sheet #28M(c) for more information

You are an eligible employee if all of the following apply:

You have worked for your employer at least 12 months,

workweeks in the current or previous calendar year

reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You work for a covered employer,

Personnel Management

**EXAMINEE RIGHTS** 

WAGE AND HOUR DIVISION

Were there major changes to...

applicants to the uniformed services.

REEMPLOYMENT RIGHTS

Your itemized deductions? Your tax credits?

ended a job)?

How do I request FMLA leave?

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

**USERRA** • FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS •

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

in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, 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

then an employer may not deny you: • initial employment; • 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

f 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;

when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

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

assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An

interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may

request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. • You may also bypass the VETS process

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

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.

**Minor Labor Laws** 

STATE OF OHIO **MINOR LABOR LAWS** www.com.ohio.gov Mike Dewine, Governor

Sheryl Maxfield, Director

John Husted, Lt. Governor

**OHIO REVISED CODE CHAPTER 4109\*** 

For more than 18 hours in any school weel

10. Power-driven woodworking machines

4. Require all minors to work at least in pairs

PAYCHECKS ARE ISSUED ON THE

AMBULANCE:

HOSPITAL:

. Provide each minor employee with a photo identification card

2. Occupations in connection with mining, other than coal

11. Coal mines

applicable laws

Logging and sawmilling Motor vehicle occupations

2. After 11 p.m. on any night preceding a day that school is in session.

I. All manufacturing; mining; processing; public messenger service

PROHIBITED OCCUPATIONS FOR MINORS UNDER 16 YEARS OF AGE

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

"MINOR" MEANS ANY PERSON LESS THAN 18 YEARS OF AGE WORKING PERMITS: Every minor 14 through 17 years of age must have a working permit unless otherwise stated in Chapter 4109. WAGE AGREEMENT: No employer shall give employment to a minor without agreeing with him/her as to the wages or compensation he/she shall receive for each day, week, month, year or per piece for work performed. REST PERIOD: No employer shall employ a minor more than 5 consecutive hours without a rest period of at least 30 minutes

RESTRICTIONS ON WORKING HOURS FOR MINORS 14 and 15 YEARS OF AGE No person under 16 shall be employed: 1. During school hours except where specifically permitted by Chapter 4109 . Before 7 a.m. or after 9 p.m. from June 1st to September 1st or during any school holiday of 5 school days or more; or after 7 p.m. at any other time 3. For more than 3 hours a day in any school day

RESTRICTIONS ON WORKING HOURS FOR MINORS 16 and 17 YEARS OF AGE No person 16 or 17 who is required to attend school shall be employed: . Before 7 a.m. on any day that school is in session or 6 a.m. if the person was not employed after 8 p.m. the previous night

7.Loading or unloading goods to and from trucks 8. All warehouse work except office and clerical 9. Work in connection with cars and trucks involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a

Power-driven bakery machines . Occupations involved in the manufacture of brick, tile and kindred products 1. Occupations involved in the manufacture of chemicals 5. Manufacturing or storage occupations involving explosives . Occupations involving exposure to radioactive substances and to ionizing radiations

D. Occupations involved in the operation of power-driven circular saws, band saws and guillotine shears

I. Be in compliance with all applicable Ohio and Federal laws relating to the employment of minors

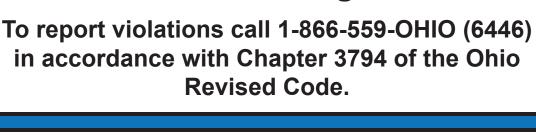
2. Provide at least one supervisor who is over the age of eighteen, for each six minor employees

5. Not employ any minor who does not have an appropriate Age and Schooling Certificate

15. Maritime and longshoreman occupations 16. Railroads Excavation operations 18. Power-driven and hoisting apparatus Roofing operations 20. Wrecking, demolition, and shipbreaking.

7. Not employ any minor in any door-to-door sales activity during school hours except where specifically permitted 8. Not employ minors under 16 in door-to-door sales activity before 7 a.m. or after 7 p.m. 9. Not employ minors 16 and 17 years of age in door-to-door sales activity before 7 a.m. or after 8 p.m. This is a summary of ORC 4109. This summary does not include all of the requirements for minor labor laws. Persons should refer to 4109 for specific requirements

3. Have been and be in compliance with Ohio's Motor Vehicle Financial Responsibility, Workers' Compensation, Unemployment Compensation, and all other



For further information about Minor Labor issues, please contact: The Ohio Department of Commerce, Division of Industrial Compliance & Labor, 6606 Tussing

## **PAY SCHEDULE IS** ☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐

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

**Emergency Notice** 

**HAZARDOUS MATERIAL** 

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: with a disqualifying discharge or under other than honorable conditions. If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases

If you can answer "yes"...

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

Updated 6/22

LIST OF MINORS EMPLOYED: Employer shall keep a list of minors employed at each establishment and a list must be posted in a conspicuous place to which all minor employees have access TIME RECORDS: Every employer shall keep a time book or other written record showing actual starting and stopping time of each work and rest period. These records must be kept for two (2) years.

For more than 8 hours in any day when school is not in session 6. For more than 40 hours in any week that school is not in session nor during school hours, unless employment is incidental to bona fide programs of vocational cooperative training, work-study, or other work-oriented programs with the purpose of educating students, and the program meets standards established by the state

2. Work in freezers and meat coolers and all preparation of meats for sale (except wrapping, sealing, labeling, weighing, pricing and stocking) 3. Transportation; storage; communications; public utilities; construction; repair 4. Work in boiler or engine rooms; maintenance or repair of machinery 5. Outside window washing from window sills or scaffolding and/or ladders 6. Cooking and baking; operating, setting up, adjusting, cleaning, oiling or repairing power-driven food slicers, grinders, food choppers, cutters, bakery type mixers

PROHIBITED OCCUPATIONS FOR MINORS 14 through 17 YEARS OF AGE . Occupations involving slaughtering, meat-packing, processing or rendering 7. Power-driven paper products machines Power-driven metal forming, punching and shearing machines

MINORS UNDER 16 YEARS OF AGE MAY NOT ENGAGE IN DOOR-TO-DOOR EMPLOYMENT UNLESS The for-profit employer is REGISTERED with the Ohio Department of Commerce, DOOR-TO-DOOR SALES EMPLOYERS SHALL:

Road, Reynoldsburg, OH 43068 Phone: 614-644-2239. TTY/TDD: 800-750-0750. An Equal Opportunity Employer and Service Provider **No Smoking** 

applicable to them. This information can be accessed through the Ohio Department of Commerce website at www.com.ohio.gov.

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

**Payday Notice** 

**PAYDAY IS ON** 

OF THE MONTH

# All workers have the right to:

- A safe workplace. ■ 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.
- using your rights.
- 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.

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



A safe workplace.

in your workplace.

Reduction Program (PERRP), or report a work-related injury or illness, without fear of retaliation. o File a complaint with PERRP about any safety or health concerns you may have about your workplace. You may have a representative file

a complaint with PERRP on your behalf.

Receive information and training about job

o Refuse a work assignment if you believe

it presents an imminent (life-threatening) danger to you or your co-workers. You may

have a representative contact PERRP on your

hazards, including all hazardous substances

All Ohio public employees have the right to:

o Raise a safety or health concern with your

employer or the Public Employment Risk

 Participate (or have your representative participate) in a PERRP inspection and speak

in private to the compliance officer.

o File a union grievance or file a complaint

See any citations PERRP issues to your

with the State Personnel Board of Review

within 60 days (by phone, online or by mail)

Reguest copies of your medical records, tests

if you have suffered retaliation for using your

that measure hazards in the workplace, and

Employers subject to the

agricultural employment.

Department of Labor

tate minimum wage law are

ligated to pay the higher rate

At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

and the public, which may be used by the employee to express breast milk.

# **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.

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

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 wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

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 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

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

WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

**Workers' Compensation** 

proximate cause (main reason) of the work-related injury. The burden of proof is on the employee to prove that the presence of alcohol or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act.



■ File a complaint with OSHA within Post OSHA citations at or near the 30 days (by phone, online or by mail) place of the alleged violations. if you have been retaliated against for FREE ASSISTANCE to identify and correct hazards is available to small and medium-See any OSHA citations issued to sized employers, without citation or penalty, through OSHA-supported consultation

OSHA Job Safety and Health

IT'S THE LAW!

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

Comply with all applicable OSHA standards.

fatalities within 8 hours, and all inpatient

hospitalizations, amputations and losses

Provide required training to all workers

Prominently display this poster in the

in a language and vocabulary they can

Report to OSHA all work-related

of an eye within 24 hours.

**Employers must:** 

injury or illness.

understand.

workplace.

programs in every state.

All Ohio public employers must: o Provide employees a workplace free from recognized hazards. It is illegal to retaliate against employees for using any of their rights under the law, including raising a

health and safety concern with you or with

PERRP, or reporting a work-related injury or

within eight hours, and all incidents resulting

in a hospitalization, amputation or loss of an

Comply with all adopted PERRP standards.

Report to PERRP all work-related fatalities

o Provide required training to workers in a

eye within 24 hours.

the alleged violations.

statistics to PERRP.

manner they can understand. o Prominently display this poster in the workplace. Post PERRP citations at or near the place of

Maintain, post and submit injury and illness

Free compliance assistance to identify

employers, without citation or penalty.

website, or send an email to:

and correct hazards is available to all public

To request compliance assistance visit our



## Contact PERRP at 1-800-671-6858. We can help! Fax 614-621-5754 • TTY 1-800-750-0750 • www.bwc.ohio.gov This poster is available free from PERRP. Minimum reproduction size is 8 1/2 x 14 inches

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 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

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The

Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum

wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties

may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations

are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the

between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent · 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

OHIO BUREAU OF WORKERS' COMPENSATION REQUIRED POSTING Effective October 13, 2004, Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means that an employee may dispute or prove untrue the presumption (or belief) that alcohol or a controlled substance not prescribed by the employee's physician is the

THIS LANGUAGE MUST BE POSTED WITH THE CERTIFICATE OF COVERAGE

