Your Employee Rights Under the **Family and Medical Leave Act**

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

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

The birth, adoption or foster placement of a child with you. Your serious mental or physical health condition that makes you unable to work, To care for your spouse, child or parent with a serious mental or physical health condition. and

Certain gualifying 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

Am I eligible to take FMLA leave?

You are an **eligible employee** if <u>all</u> 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

Ref.: 29 CFR §825.300

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

You work for an elementary or public or private secondary school, You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by

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

Your employer may request certification from a health care provider

to verify medical leave and may request certification of a qualifying

bargaining agreement that provides greater family or medical leave

State employees may be subject to certain limitations in pursuit of

by the law but are subject to the jurisdiction of the U.S. Office of

direct lawsuits regarding leave for their own serious health conditions

Most federal and certain congressional employees are also covered

The FMLA does not affect any federal or state law prohibiting

discrimination or supersede any state or local law or collective

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:

same reason when requesting additional leave.

Personnel Management or Congress.

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 Follow your employer's normal policies for requesting leave. determines that you are eligible, your employer must notify you in Give notice at least 30 days before your need for FMLA leave, or writing: If advance notice is not possible, give notice as soon as possible.

> About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected leave.

What does my employer need to do?

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

on the same basis as if you had not taken leave, and

Continue your group health plan coverage while you are on leave

Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including

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

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

shift and location, at the end of your leave.

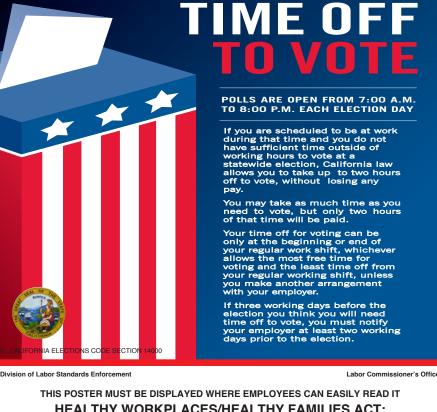
or cooperating with a WHD investigation.

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





HEALTHY WORKPLACES/HEALTHY FAMILIES ACT: CALIFORNIA PAID SICK LEAVE (as amended effective 1/1/2024)

employment.

discriminates against the employee

- An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later. Accrued paid sick leave shall carry over to the following year of employment and may be capped at 80 hours or 10 days. An employer can also provide 5 days or 40 hours, whichever is greater, of paid sick leave "up-front" at the beginning of a 12-month period. No accrual or carry over is required

Other accrual plans that meet specified conditions, including PTO plans, may also satisfy the requirements.

An employer shall provide paid sick days upon the oral or written request of an employee for themselves or

specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.

a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or

An employer may limit the use of paid sick days to 40 hours or five days, whichever is greater, in each year of

An employee may use paid sick days beginning on the 90th day of employment

Usage:

WH1420 REV 04/23

Civil Rights

Department

SCAN ME

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website http://www.dir.ca.gov/dlse/DistrictOffices.htm using the alphabetical listing of cities ocations, and communities. Staff is available in person and by telephone. 11/2023

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brained by downloading online at ffice. APPLICABILITY he provisions of this Order shall ni t this Order and the IWC's industr ections of the IWC's industry and · MINIMUM WAGES very employer shall pay to each en tho shall pay no less than the specif commencing with Labor Code sect commencing with Labor Code sect out. Auct: A supplement to this o MEALS AND LODGING CR For an employer who employs LODGING	https://www.dir.ca.gov ot apply to outside sales ry and occupation orde occupation orders may aployce wages not less ti fied minimum wage to tion 1474), effective Ap rdre is forthcoming. REDITS - TABLE used to meet part of th ac following: JANUARY 1, 2 Corr More 255 Employces En \$65.83 \$	/iwc/WageC spersons and rs. Exception be used whe han those st each employer ril 1, 2024; ie employer or Fewer ployees 661.13	d individuals and modif ere such prov tated above, o wyce: Fast Foose : Fast Foose	who are the pan ications provid sions are enfor n each effective Restaurant er re Facility emp vage obligation V 1, 2022 25 or Fewer Employees \$65.83	ent, spouse, or children of the ed by statute or in Section 1, ceable and applicable to the er date, per hour for all hours w aployers under Part 4.5.5, of i loyers under Labor Code sect , the amounts so credited pure JANUARY 1, 2023 All Employers regardless of number of Employees \$72.88	of Labor Standards e employer previou: Applicability, and i mployer. worked, except the f Division 2 of the L ion 1182.14, effect
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Ref.: CA Labor Code, Sec. 1183(d)

nd other facilities should always be a matter of choice. mployees should never be forced to use one, as a matter of plicy or due to harassment.

5. Does an employee have the right to be addressed by the name and pronouns that correspond to their gender identity or gender expression, even if different from their legal name and gender?

identity or gender expression, even if different from their legal name and gender? Yes. Employees have the right to use and be addressed by the name and pronouns that correspond with their gender identity or gender expression. These are sometimes known as "chosen" or "preferred" names and pronouns. For example, an employee does not need to have legally changed their name or birth certificate, nor have undergone any type of gender transition (such as surgery), to use a name and/or pronouns that correspond with their gender identity or gender expression. An employer may be legally obligated to use an employee's legal name in specific employment records, but when no legal obligation comples the use of a legal name, employers and co-workers must respect an employee's chosen name and pronouns. For example, some businesses utilize software for payroll and other administrative purposes, such as creating work schedules or generating virtual profiles. While it may be appropriate for the business to use a transgender employee's legal name for payroll purposes when legally required, refusing or failing to use that person's chosen name and pronouns, if different from their legal name, on a shift schedule, nametag, instant messaging account, or work ID card could be harassing or discriminatory. CRD recommends that employers take care to ensure that each employee's chosen name and pronouns are respected to the greatest extent allowed y law.

6. Does an employee have the right to dress in a way that

corresponds with their gender identity and gender expression? Yes. An employer who imposes a dress code must enforce it in inatory manner. This means that each emplo a non-discriminatory manner. This means that each employe must be allowed to dress in accordance with their gender identity and expression. While an employer may establish a dress code or grooming policy in accord with business necessity, all employees must be held to the same standard regardless of their gender identity or expression.

7. Can an employer ask an applicant about their sex assigned at birth or gender identity in an interview?N

Employers may ask non-discriminatory questions, such as quiring about an applicant's employment history or asking fo professional references. But an interviewer should not ask questions designed to detect a person's gender identity or gender transition history such as asking about why the persor anged their name. Employers should also not ask question about a person's body or whether they plan to have surgery. Want to learn more Visit: https://bit.ly/3hTG1E0

If bathrooms, showers, and locker rooms are sex-segregated, can employees choose the one that is most appropriate for them? TO FILE A COMPLAINT Yes. All employees have a right to safe and appropriate restroor and locker room facilities. This includes the right to use a restroom or locker room that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth. In addition, where possible, an employer should provide on applic according to the safet and the safet of the safet of the provide safet of the safet of t **Civil Rights Department**

Toll Free: 800.884.1684 / TTY: 800.700.2320 California Relay Service (711) Have a disability that requires a reasonable accommodation CRD can assist you with your complaint

CRD-E04P-ENG / November 202

Civil Rights

Civil Rights Department

For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

THE RIGHTS OF EMPLOYEES WHO ARE TRANSGENDER O

GENDER NONCONFORMIN

CALIFORNIA LAW PROTECTS

THINGS YOU NEED TO KNOW

TRANSGENDER AND GENDER

NONCONFORMING PEOPLE FROM

DISCRIMINATION. HARASSMENT.

AND RETAILIATION AT WORK, THESE

CIVIL RIGHTS DEPARTMENT (CRD).

Does California law protect transgender and gender nonconforming employees from employment discrimination?

tors are protected from discri

Yes. All employees, job applicants, unpaid interns, volunteers, and

curractors are protected from discrimination at work when based on a protected characteristic, such as their gender identity, gender expression, sexual orientation, race, or national origin. This means that private employers with five or more employees may not, for example, refuse to hire or promote someone because they identify as – or are perceived to identify as – transgender or non-binary, or because they express their gender in non-stereotypical ways.

Employment discrimination can occur at any time during the hiring or employment process. In addition to refusing to hire o promote someone, unlawful discrimination includes dischard

2. Does California law protect transgender and gender nonconforming employees from harassment at work?

Yes. All employers are prohibited from harassing any employee

intern, volunteer, or contractor because of their gender identity or gender expression. For example, an employer can be liable if co-workes create a hostile work environment – whether in person or virtual – for an employee who is undergoing a gender transition. Similarly, an employer can be liable when customers

other third parties harass an employee because of their gende identity or expression, such as intentionally referring to a gend nonconforming employee by the wrong pronouns or name.

Yes. Employers are prohibited from retaliating against any employee who asserts their right under the law to be free from discrimination or harassment. For example, an employer commit unlawful retaliation when it responds to an employee making a discrimination complaint – to their supervisor. human resources

an easily accessible, gender-neutral (or "all-gender"), single user facility for use by any employee. The use of single stall restrooms

3. Does California law protect employees who compla about discrimination or harassment in the workpla

staff, or CRD – by cutting their shifts.

Ref.: CA Govt. Code, Sec. 12950(a)(2)

an employee, subjecting them to worse working conditions, or unfairly modifying the terms of their employment because of their gender identity or gender expression.

nation at work when base

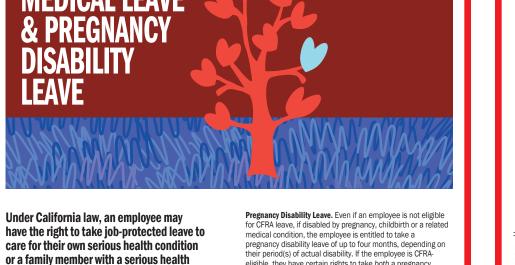
PROTECTIONS ARE ENFORCED BY THE



care provider. Except in a medical emergency where there is no time to obtain it, your employer may require

exigency.

YOUR EMPLOYER* HAS AN OBLIGATION TO



EMERGENCY NUMBERS AMBULANCE: FIRE-RESCUE: HOSPITAL: PHYSICIAN: **ALTERNATE:** POLICE: CAL/OSHA: Posting is required by Title 8 Section 1512 (e), California Code of Regulations State of California March 1990 Department of Industrial Relations



3. Up to 12 weeks of job-protected leave to eligible employee

Op to 12 weeks of job-protected leave to engine employees to care for themselves, a family member (child of any age, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling) or a designated person (with blood or family-like relationship to employee); to bond with a new child; or for certain military exigencies 4. Up to five days of job-protected bereavement leave within three months of the death of a family member (child, spouse, parent, sibling, grandparent, grandchild, domestic partner, o

5. Up to forum months of job-protected leave to employees disabled because of pregnancy, childbirth, or a related medica condition, as well as the right to reasonable accommodations, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition Up to five days of job-protected leave following a reproductive loss event (failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction)



YOUR EMPLOYER* HAS AN OBLIGATION TO	care provider. Except in a medical emergency where there is no time to obtain it, your employer may require you to supply a written medical certification from your						any person. This includes a prohibition against harassment	on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition
 Reasonably accommodate your medical needs related to pregnancy, childbufth, or related conditions (such as temporarily modifying your childbufth) or related conditions (such as temporarily modifying your 	health care provider of the medical need for your reasonable accommodation, transfer or PDL. If the need is an emergency or unforeseeable, you must provide	Under California law, an employee may have the right to take job-protected leave to	Pregnancy Disability Leave. Even if an employee is not eligible for CFRA leave, if disabled by pregnancy, childbirth or a related modified condition the employee is entitled to take a	Posting is required by Title 8 Section	on 1512 (e), California Code of Regulations	DISCRIMINATION	based on any characteristic listed above, such as sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, breastfeeding, and/or related medical	 Up to five days of job-protected leave following a reproductive loss event (failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction)
 work duties, providing you with a stool or chair, or allowing more frequent breaks); Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of your pregnancy; Provide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job when you are no longer 	this certification within the time frame your employer requests, unless it is not practicable for you to do so under the circumstances despite your diligent, good faith efforts. Your employer must provide at least 15 calendar days for you to submit the certification. See if your employer has a copy of a medical certification form to give to your health care provider to complete.	care for their own serious health condition or a family member with a serious health condition, or to bond with a new child (via birth, adoption, or foster care). California	medical condition, the employee is entitled to take a pregnancy disability leave of up to four months, depending on their period(s) of actual disability. If the employee is CFRA- eligible, they have certain rights to take both a pregnancy disability leave and a CFRA leave for reason of the birth of their child.	TATE OF CALIFORNIA NUMBER OF INDUSTRIAL RELATIONS	State of California Department of Industrial Relations Cal/OSHA Publications <u>DOSHPublications@dir.ca.gov</u>	& HARASSMENT	 conditions. 2. All employers are required to take reasonable steps to prevent all forms of harassment, as well as provide information to each of their employees on the nature, illegality, and legal remedies that apply to sexual harassment. 3. Employers with five or more employees and public employers must train their employees regarding the prevention of sexual 	 Protections against retailation when a person opposes, reports, or assists another person to oppose unlawful discrimination, including filing an internal complaint or a complaint with CRD REMEDIES/FILING A COMPLAINT
 disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layoff; Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area to express breast milk in private as set forth in the Labor Code; and Never discriminate, harass, or retaliate on the basis of pregnancy. 	 Please note that if you fail to give your employer reasonable advance notice or, if your employer requires it, written medical certification of your medical need, your employer may be justified in delaying your reasonable accommodation, transfer, or PDL. 	law also requires employers to provide job- protected leave and accommodations to employees who are disabled by pregnancy, childbirth, or a related medical condition.	Reinstatement. Both CFRA leave and pregnancy disability leave contain a guarantee of reinstatement to the same position or, in certain instances, a comparable position at the end of the leave, subject to any defense allowed under the law. Notice. For foreseeable events (such as the expected birth of a child or a planned medical treatment for the employee or of		Y NOTICE	The California Civil Rights Department (CRD) enforces laws that protect you from illegal discrimination and harassment	harassment, including harassment based on gender identity, gender expression, and sexual orientation. DISCRIMINATION/REASONABLE ACCOMMODATIONS	 The law provides remedies for individuals who experience prohibited discrimination, harassment, or retaliation in the workplace. These remedies can include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages.
 FDR PREGNANCY DISABILITY LEAVE PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical oxidition. Your health care provider determines how much time you will need. Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work in your same or a comparable position if you request a written guarantee. Your sour peaks, time for prenatal or bost shaft written medical certification for prenatal or postnatal medical appointments, and octor-ordered bed rest, and covers condition such as severe moring sickness, gestational diabetes, pregnancy, nduced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression. DL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider, including 	ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA) When the California Family Rights Act (CFRA), if you have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to a family care or medical leave (CFRA leave). This leave may adoption, or foster care placement of your child, spinter adoption, or foster care placement of your child, spinter adoption, or foster care placement of your child, spinter spotse, domestic partner, grandparent, grandchild, sibling, with the employee (CFRA leave, but employers are not required to do so, unless the employee is taking CFRA leave may be eligible for benefits administered by Employment Development Department.	 Under the California Family Rights Act of 1993 (CFRA), many employees have the right to take job-protected leave, which is leave that will allow them to return to their job or a similar job after their leave ends. This leave may be up to 12 work weeks in a 12-month period for: the employee's own serious health condition; the serious health condition of a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling, or someone else with a blood or family-like relationship with the employee ("designated person"); or the birth, adoption, or foster care placement of a child. If an employee takes leave for their own or a family member's serious health condition, leave may be taken on an intermittent or reduced work schedule when medically necessary, among other circumstances. Eligibility. To be eligible for CFRA leave, an employee must 	a family member), the employee must provide, if possible, at least 30 days' advance notice to their employer that they will be taking leave. For events that are unforeseeable, employees should notify their employers, at least verbally, as soon as they learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy. Certification. Employers may require certification from an employee's health care provider before allowing leave for pregnancy disability or for the employee's own serious health condition. Employers may also require certification from the health care provider of the employee's family member, including a designated person, who has a serious health condition, before granting leave to take care of that family member. Want to learn more?	 PAYCHECKS FOR EMPLOYEES WILL OF THE WEEK: MONDAY TUESDAY WEDNESDAY THURSDAY PAY SCHEDULE IS AS FOLLOWS: WEEKLY BIWEEKLY I 	 BE ISSUED ON THE FOLLOWING DAY FRIDAY SATURDAY SUNDAY SEMI MONTHLY MONTHLY 	 in employment based on your actual or perceived: ANCESTRY AGE (40 and above) COLOR DISABILITY (physical, developmental, mental health/psychiatric, HIV and AIDS) GENETIC INFORMATION GENDER EXPRESSION GENDER IDENTITY MARITAL STATUS MEDICAL CONDITION (genetic characteristics, cancer, or a record or history of cancer) MILITARY OR VETERAN STATUS NATIONAL ORIGIN (includes language restrictions and possession of a 	 California law prohibits employers with five or more employees and public employers from discriminating based on any protected characteristic listed above when making decisions about hining, promotion, pay, benefits, terms of employment, layoffs, and other aspects of employment. Employers cannot limit or prohibit the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation. Employers cannot discriminate against an applicant or employee because they possess a California driver's license or D issued to an undocumented person. Employers must reasonably accommodate the religious beliefs and practices of an employee, unpaid intern, or job applicant, including the wearing or carrying of religious clothing, jewelry or artifacts, and hairstyles, facial hair, or body hair, which are ato f an individual's observance of their religious beliefs. Employers must reasonably accommodate an employee or job applicant with a disability to enable them to perform the essential functions of a job. ADDITIONAL PROTECTIONS 	 If you believe you have experienced discrimination, harassment, or retaliation, you may file a complaint with CRD. Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with CRD. Complaints must be filed within three years of the last act of discrimination/harassment/retaliation. For those who are under the age of 18, complaints must be filed within three years after the last act of discrimination/harassment/retaliation or one year after the last act of discrimination/harassment/ retaliation or one year after the last act of discrimination/harassment/ retaliation or one year after their eighteenth birthday, whichever is later.
 Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PEL), administered by the California Employment Development Department. At your discretion, you can use any vacation or other paid time off during your PDL. Your employer may require or you may choose to use any available sick leave during your PDL. Your employer is required to continue your group health coverage during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the duration of your leave. Taking PDL may impact certain of your benefits and your seniority date; please contact your employer for details. 	TO FILE A COMPLAINT Civil Rights Department calcivilrights.ca.gov/complaintprocess Toll Free: 800.884.1684 / TTY: 800.700.2320 California Relay Service (711) Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint. For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required	have more than 12 months of service with their employer, have worked at least 1,250 hours in the 12-month period before the date they want to begin their leave, and their employer must have five or more employees. Pay and Benefits During Leave. While the law provides only unpaid leave, some employers pay their employees during CFRA leave. In addition, employers may choose (or employers may require) use of accrued paid leave while taking CFRA leave under certain circumstances. Employees on CFRA leave may also be eligible for benefits administered by the Employment Development Department. Taking CFRA leave may impact certain employee benefits and seniority date. If employees want more information regarding	Visit: calcivilrights.ca.gov/family-medical-pregnancy-leave/ 		OLLOWING LOCATION: FORNIA DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION OF LABOR STANDARDS ENFORCEMENT CA LABOR CODE SECTIONS 204, 204A, 204B, 205, AND 205.5	driver's license issued to undocumented immigrants) RACE (includes hair texture and hairstyles) RELIGION (includes religious dress and grooming practices) REPRODUCTIVE HEALTH DECISIONMAKING SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) SEXUAL ORIENTATION Ref.: 2 CCR § 11013(d)	 California law offers additional protections to those who work for employers with five or more employees. Some exceptions may apply. These additional protections include: 1. Specific protections and hiring procedures for people with criminal histories who are looking for employment 2. Protections against discrimination based on an employee or job applicant's use of cannabis off the job and away from the workplace For translations of this guidance, visit: www.calcivilrights.ca.gov/poster 	Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint. The Fair Employment and Housing Act is colified at Government (account of the section 12900-12999. The regulations implementing the Act are at Code of Regulations, title 2, division 4.1 10023, require all employees to past this document, it must be conspicuously notified in hing offices, on employee builtetin boards, in employment gency senting rooms, union halts, and other places employees gather. Any employer whose workforce at any facility or estabilisment consists of more than 10% of non-English speaking persons must also post this notice in the appropriate language or languages. <u> rsy/required</u> CRD E07P-ENG / January 2024
*PDL, CFRA leave, and anti-discrimination protections apply to employers of 5 or more employees; anti ** <child* a="" adopted,="" an="" biological,="" child="" child,="" employ<br="" foster="" legal="" means="" of="" or="" stepchild,="" ward,="">loco parentis.</child*>		eligibility for a leave and/or the impact of the leave on seniority and benefits, they should contact their employer.	Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.					
*** "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal gua was a child.	ardian, or other person who stood in loco parentis to the employee when the employee	For additional translations of this guidance, visit: <u>www.calcivilrights.ca</u>	a.gov/posters/required CRD-100-21ENG / January 2023					
Ref.: 2 CCR §11095	CRD-E09P-ENG / January 2023	Ref.: 2 CCR §11095			CTUTE		E RIGHTS BOR STANDARDS ACT	
It is the public policy of the State of Californ appropriate government or law enforcement employee, or another employee with autho the violation or noncompliance, and to prov	nia to encourage employees to notify an t agency, person with authority over the prity to investigate, discover, or correct	practices in the employee's employm A whistleblower can also be an employe	ent or place of employment. e who refuses to participate in an activity			\$7 BEGINNING	NIMUM WAGE 125 PER HOUR JULY 24, 2009	
public body conducting an investigation, hea to believe their employer is violating a state complying with a local, state or federal rule of <u>Who is protected?</u> Pursuant to <u>California Labor Code Section 11</u>	aring or inquiry, when they have reason te or federal statute, or violating or not or regulation. <u>102.5</u> , employees are the protected class	 noncompliance with a local, state or feder <u>What protections are afforded to w</u> An employer may not make, adopt, preventing an employee from being a 	ral rule or regulation. <u> vhistleblowers?</u> or enforce any rule, regulation, or policy whistleblower. t an employee who is a whistleblower.		DERAL	The law requires employers to display thi OVERTIME PAY At least 1½ 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 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. TIP CREDIT 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	 serious injury of any minor employee, and are determined to be willful or repeated. workers who file a complaint or participations. Certain narrow exemplations and establishme pay provisions. Certain narrow exemplations and provisions apply to workers in Mariana Islands, and the Commonw. Some state laws provide greater emplations and state and stat	ents are exempt from the minimum wage, and/or overtime options also apply to the pump at work requirements. in American Samoa, the Commonwealth of the Northern

of individuals. "Employee" means any person employed by an employer, private 3. An employer may not retaliate against an employee for refusing to participate or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public 4. An employer may not retaliate against an employee for having exercised his or corporation, political subdivision, or the University of California. [California Labor Code Section 1106

What is a whistleblower?

enforcement agency, person with authority over the employee, or to another employee the law. with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

A violation of a state or federal statute. 2. A violation or noncompliance with a local, state or federal rule or regulation, or Attorney General will refer your call to the appropriate government authority for Ref.: CA Lab. Code § 1102.8(a)

in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation. her rights as a whistleblower in any former employment.

Under <u>California Labor Code Section 1102.5</u>, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment A "whistleblower" is an employee who discloses information to a government or law and work benefits, pay lost wages, and take other steps necessary to comply with

How to report improper acts

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225. The review and possible investigation.

SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES:

California Code of Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.html), or

is covered by the Hazard Communication standard (www.dir.ca.gov/title8/5194.html)

must provide employees information on the hazardous chemicals in their work areas.

access to safety data sheets, and training on how to use hazardous chemicals safely

on each hazardous substance in the workplace upon request of an employee, an

employee's collective bargaining representative, or an employee's physician.

exposure to potentially toxic materials or harmful physical agents.

the exposure limits allowed by Cal/OSHA standards.

WHEN CAL/OSHA COMES TO THE WORKPLACE:

Employees have the right to see and copy their medical records and records of

Employers must allow access by employees or their representatives to accurate

records of employee exposures to potentially toxic materials or harmful physical

measuring of employee exposure to hazards conducted to comply with Cal/OSHA

A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to

Inspections are also conducted when an employee files a valid complaint with Cal/

Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness,

When an inspection begins, the Cal/OSHA investigator will show official identification.

If the investigation shows that the employer has violated a safety and health standard

monetary penalty, may be issued in lieu of a citation for certain non-serious violations.

or order, Cal/OSHA may issue a citation. Each citation carries a monetary penalty and specifies a date by which the violation must be abated. A notice, which carries no

Penalty amounts depend in part on the classification of the violation as regulatory,

previous violation involving the same hazardous condition. Base penalty amounts,

penalty adjustment factors, and minimum and maximum penalty amounts are set

html). In addition, a willful violation that causes death or permanent impairment of

The law provides that employers may appeal citations within 15 working days of

An employer who receives a citation, Order to Take Special Action, or Special

Order must post it or a copy, including the enclosed multi-language employee

notification, prominently at or near the place of the violation or unsafe condition for

three working days, or until the unsafe condition is corrected, whichever is longer,

to warn employees of danger that may exist there. Any employee may protest the

time allowed for correction of the violation to the Division of Occupational Safety and

forth in California Code of Regulations, title 8, section 336 (www.dir.ca.gov/title8/336.

the body of any employee can result, upon conviction, in a fine of up to \$250,000 or

imprisonment up to three years, or both, and if the employer is a corporation or limited

general, serious, repeat, or willful; and whether the employer failed to abate a

The employer, or someone the employer chooses, will be given an opportunity to

accompany the investigator during the inspection. An authorized representative of

the employees will be given the same opportunity. Where there is no authorized

employee representative, the investigator will talk to a reasonable number of

employees about safety and health conditions at the workplace.

VIOLATIONS, CITATIONS, AND PENALTIES:

liability company, the fine may be up to \$1.5 million.

receipt to the Occupational Safety and Health Appeals Board.

Health or the Occupational Safety and Health Appeals Board.

Any employee or their representative has the right to observe monitoring or

make sure your company is obeying workplace safety and health laws.

agents, and notify employees of any exposures in concentration or levels exceeding

Employers shall make available on a timely and reasonable basis a safety data sheet

Employers who use any substance that is listed as a hazardous substance in



LABOR LAW

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

STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS Division of Workers' Compensation

Notice to Employees--Injuries Caused By Work

You may be entitled to workers' compensation benefits if you are injured or become ill because of your job. Workers' compensation covers most work-related physical or mental injuries and illnesses. An injury or illness can be caused by one event (such as hurting your back in a fall) or by repeated exposures (such as hurting your wrist from doing the same motion over and over)

the minimum hourly wage, the employer must make up the difference.

employee to express breast milk.

ENFORCEMEN

PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express

reast 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

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/

willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money

or recommend criminal prosecution. Employers may be assessed civil money penalties for each

penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened

from view and free from intrusion from coworkers and the public, which may be used by the

Benefits. Workers' compensation benefits include:

Medical Care: Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, medical equipment and travel costs that are reasonably necessary to treat your injury. You should never see a bill. There are limits on chiropractic, physical therapy and occupational therapy visits.

Temporary Disability (TD) Benefits: Payments if you lose wages while recovering. For most injuries, TD benefits may not be paid for more than 104 weeks within five years from the date of

plemental Job Displacement Benefit: A nontransferable voucher, if you are injured on or

4. Medical Provider Networks. Your employer may be using an MPN, which is a group of health care providers designated to provide treatment to workers injured on the job. If you have predesignated a personal physician or medical group prior to your work injury then you may go there to receive treatment from your predesignated doctor. If you are treating with a non-MPN doctor for an existing injury, you may be required to change to a doctor within the MPN. For more information, see the MPN contact information below

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

rtain full-time students, student learners, apprentices, and workers with disabilities may be

paid less than the minimum wage under special certificates issued by the Department of Labor.

pay protections and correctly classified independent contractors are not.

MPN Effective Date: MPN Identification number

If you need help locating an MPN physician, call your MPN access assistant at:

WAGE AND HOUR D

SAFETY AND HEALTH PROTECTION ON THE JOB CAL OSHA

State of California

epartment of Industrial Relations

California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and procedures to comply with the state's workplace safety and health standards and orders. The law requires that this poster be displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.gov/samples/search/guery.htm.

regulations.

OSHA

or fatality.

WHAT AN EMPLOYER MUST DO:

All employers must provide work and workplaces that are safe and healthful. In other words, as an employer, you must follow state laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers, and substantial monetary penalties.

You must display this poster in a conspicuous place where notices to employees are customarily posted so everyone on the job can be aware of basic rights and responsibilities

You must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the requirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov/title8/3203.html) and provide access to employees and their designated representatives.

You must be aware of hazards your employees face on the job and keep records showing that each employee has been trained in the hazards unique to each job assignment.

You must correct any hazardous condition that you know may result in injury to employees. Failure to do so could result in criminal charges, monetary penalties, and even incarceration

You must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured employee. Failure to report a serious injury or illness, or death, within 8 hours can result in a minimum civil penalty of \$5,000.

WHAT AN EMPLOYER MUST NEVER DO:

Never permit an employee to do work that violates Cal/OSHA workplace safety and health regulations

Never permit an employee to be exposed to harmful substances without providing adequate protection

Never allow an untrained employee to perform hazardous work.

EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:

As an employee, you (or someone acting for you) have the right to file a confidential complaint and request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office (see below). Your name is not revealed by Cal/OSHA, unless you request otherwise. You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/OSHA investigator inspecting your workplace.

You and your designated representative have the right to access the employer's IIPP. Any employee has the right to refuse to perform work that would violate an occupational safety or health standard or order where such violation would create a real and apparent hazard to the employee or other employees.

You may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions, or for otherwise exercising your rights to a safe and healthful workplace. If you feel that you have been fired or punished for exercising your rights, you may file a complaint about this type of discrimination by contacting the nearest office of the California Department of Industrial Relations, Division of Labor Standards Enforcement (Labor Commissioner's Office) or the San Francisco office of the U.S. Department of Labor, Occupational Safety and Health Administration. (Employees of state or local government agencies may only file these complaints with the California Labor Commissioner's Office.) Consult your local telephone directory for the office nearest you

EMPLOYEES ALSO HAVE RESPONSIBILITIES:

To keep the workplace and your coworkers safe, you should tell your employer about any hazard that could result in an injury or illness to an employee. While working, you must always obey state workplace safety and health laws.

HELP IS AVAILABLE:

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To learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free information, required forms, and publications. You can also contact a local district office of Cal/OSHA. If you prefer, you may retain a competent private consultant, or ask your workers' compensation insurance carrier for guidance in obtaining information.

Call the FREE Worker Information Helpline – (833) 579-0927 DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA) HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 – Telephone (510) 286-7000

Cal/OSHA Consultation Services

District Office	es ————	Cal/OSHA Consultation Services			
American Canyon	3419 Broadway St., Ste. H8, American Canyon 94503	(707) 649-3700	Field / Area Offices	s	
Bakersfield Foster City Fremont	7718 Meany Ave., Bakersfield 93308 1065 East Hillsdale Bl., Ste. 110, Foster City 94404 39141 Civic Center Dr., Ste. 310, Fremont 94538	(661) 588-6400 (650) 573-3812 (510) 794-2521	 Fresno / Central Valley 	2550 Mariposa Mall, Rm. 2005 Fresno 93721	(559) 445-6800
Fresno Long Beach	2550 Mariposa St., Rm. 4000, Fresno 93721 1500 Hughes Way, Suite C-201, Long Beach 90810	(559) 445-5302 (424) 450-2630	 La Palma / Los Angeles / Orange County 	1 Centerpointe Dr., Ste. 150 La Palma 90623	(714) 562-5525
Los Angeles Modesto Monrovia	320 West Fourth St., Rm. 820, Los Angeles 90013 4206 Technology Dr., Ste. 3, Modesto 95356 800 Royal Oaks Dr., Ste. 105, Monrovia 91016	(213) 576-7451 (209) 545-7310 (626) 239-0369	•Oakland/ Bay Area	1515 Clay St., Ste 1103 Oakland 94612	(510) 622-2891
Oakland Redding	1515 Clay St., Ste. 1303, Box 41, Oakland 94612 381 Hemsted Dr., Redding 96002	(510) 622-2916 (530) 224-4743	•Sacramento / Northern CA	1750 Howe Ave., Ste. 490 Sacramento 95825	(916) 263-0704
Sacramento San Bernardino	1750 Howe Ave., Ste. 430, Sacramento 95825 464 West Fourth St., Ste. 332, San Bernardino 92401	(916) 263-2800 (909) 383-4321	•San Bernardino	464 West Fourth St., Ste. 339 San Bernardino 92401	(909) 383-4567
San Diego San Francisco	7575 Metropolitan Dr., Ste. 207, San Diego 92108 455 Golden Gate Ave., Rm. 9516, San Francisco 94102	· · ·	•San Diego / Imperial County	7575 Metropolitan Dr., Ste. 204 San Diego 92108	(619) 767-2060
Santa Ana Van Nuys Pogiopal Offi	2 MacArthur Place, Ste. 720, Santa Ana 92707 6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401	(714) 558-4451 (818) 901-5403	•San Fernando Valley	6150 Van Nuys Blvd., Ste. 307 Van Nuys 91401	(818) 901-5754
Regional Office San Francisco	455 Golden Gate Ave., Rm 9516, San Francisco 94102	(415) 557-0300	Consultation Region	on Office ———	
Sacramento Santa Ana Monrovia	1750 Howe Ave., Ste. 440, Sacramento 95825 2 MacArthur Place, Ste. 720, Santa Ana 92707 800 Royal Oaks Dr., Ste. 105, Monrovia 91016	(916) 263-2803 (714) 558-4300 (626) 471-9122	•Fresno	2550 Mariposa Mall, Rm. 3014 Fresno 93721	(559) 445-6800

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 Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees RIGHTS 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.



Permanent Disability (PD) Benefits: Payments if you do not recover completely and your injury causes a permanent loss of physical or mental function that a doctor can measure.

after 1/1/2004, your injury causes permanent disability, and your employer does not offer you regular, modified, or alternative work.

Death Benefits: Paid to your dependents if you die from a work-related injury or illness.

Naming Your Own Physician Before Injury or Illness (Predesignation). You may be able to choose the doctor who will treat you for a job injury or illness. If eligible, you must tell your employer, in writing, the name and address of your personal physician or medical group before you are injured. You must obtain their agreement to treat you for your work injury. For instructions, see the written information about workers' compensation that your employer is required to give to new employees.

If You Get Hurt:

1. Get Medical Care. If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or police department. If you need first aid, contact your employer.

. Report Your Injury. Report the injury immediately to your supervisor or to an employer representative. Don't delay. There are time limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide you with a claim form within one working day after learning about your injury. Within one working day after you file a claim form, your employer or claims administrator must authorize the provision of all treatment, up to ten thousand dollars, consistent with the applicable treatment guidelines, for your alleged injury until the claim is accepted or rejected.

3. See Your Primary Treating Physician (PTP). This is the doctor with overall responsibility for treating your injury or illness.

- If you predesignated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured.
- If your employer is using a medical provider network (MPN) or a health care organization (HCO), in most cases you will be treated within the MPN or HCO unless you predesignated a personal physician or medical group. An MPN is a group of physicians and health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information.
- If your employer is not using an MPN or HCO, in most cases the claims administrator can choose the doctor who first treats you when you are injured, unless you predesignated a personal physician or medical group.

Ref.: 8 CCR § 9881

If you have questions about the MPN or want to file a complaint against the MPN, call the MPN

Contact Person at:

MPN website

Discrimination: It is illegal for your employer to punish or fire you for having a work injury or illness. for filing a claim, or testifying in another person's workers' compensation case. If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state

Questions? Learn more about workers' compensation by reading the information that your employer is required to give you at time of hire. If you have questions, see your employer or the claims administrator (who handles workers' compensation claims for your employer):

Claims Administrator

Workers' compensation insurer

(Enter "self-insured" if appropriate)

You can also get free information from a State Division of Workers' Compensation Information (DWC) & Assistance Officer. The nearest Information & Assistance Officer can be found at location:

or by calling toll-free (800) 736-7401. Learn more information about workers' compensation online: www.dwc.ca.gov and access a useful booklet "Workers' Compensation in California: A Guidebook for Injured Workers."

False claims and false denials. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony and may be fined and imprisoned.

Your employer may not be liable for the payment of workers' compensation benefits for any injury that arises from your voluntary participation in any off-duty, recreational, social, or athletic activity that is not part of your work-related duties.

DWC 7 (1/1/2016)

Employmen

State of Californi

Notice to Employees:

This employer is registered with the Employment Development Department (EDD) as required by the California Unemployment Insurance Code and is reporting wage credits to the EDD that are eing accumulated for you to be used as a basis for:

U Unemployment Insurance

(funded entirely by employers' taxes)

Unemployment Insurance (UI) is paid for by your employer and provides partial ncome replacement when you are unemployed or your hours are reduced due to no fault of your own. To claim UI benefit payments you must also meet all UI eligibility requirements, including that you must be available for work and searching for work. How to File a New UI Claim

Use one of the following methods:

- **Online:** UI OnlineSM is the fastest and most convenient way to file your UI claim. Visit UI Online (edd.ca.gov/UI_Online) to get started.
- Phone: Representatives are available at the following toll-free numbers, Monday through Friday between 8 a.m. to 12 noon (Pacific Standard Time) except during state holidays.
- English 1-800-300-5616 Cantonese 1-800-547-3506 Vietnamese 1-800-547-2058 Spanish 1-800-326-8937

Mandarin 1-866-303-0706 TTY 1-800-815-9387 Fax or Mail: When accessing UI Online to file a new claim, some customers will be instructed to fax or mail their UI application to the EDD. If this occurs, the Unemployment Insurance Application (DE 1101I), will display. For faster and more secure processing, fax the completed form to the number listed on the form. If mailing your UI application, use the address on the form and allow additional time for processing

mportant: Waiting to file your UI claim may delay benefit payments.

Disability Insurance

funded entirely by employees' contributions)

Disability Insurance (DI) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians who are unable to work due to a non-work-related illness, injury, pregnancy, or disability.

our employer must provide the Disability Insurance Provisions (DE 2515) brochure, to newly hired employees and to each employee who is unable to work due to a nonwork-related illness, injury, pregnancy, or disability.

to File a New DI Clai



form from your employer, physician/practitioner, visiting a State Disability

Mail: To file a claim with the EDD by mail, complete and submit a *Claim for*

Disability Insurance (DI) Benefits (DE 2501) form. You can obtain a paper claim

or call 1-800-480-3287. State government employees should call 1-866-352-7675.

TTY (for deaf or hearing-impaired individuals only) is available at 1-800-563-2441.

PFL **Paid Family Leave**

(funded entirely by employees' contributions)

Paid Family Leave (PFL) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians who need time off work to care for seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner. Benefits are available to parents who need time off work to bond with a new child entering the family by birth, adoption, or foster care placement. Benefits are also available for eligible Californians who need time off work to participate in a qualifying event resulting from a spouse, registered domestic partner, parent, or child's military deployment to a foreign country.

Your employer must provide the Paid Family Leave (DE 2511) brochure, to newly nired employees and to each employee who is taking time off work to care for a seriously ill family members, to bond with a new child, or to participate in a qualifying military event.

How to File a New PFL Claim

Use one of the following methods:

Online: SDI Online is the fastest and most convenient way to file your claim. Visit <u>SDI Online</u> (edd.ca.gov/SDI_Online) to get started.

Mail: To file a claim with the EDD by mail, complete and submit a Claim for Paid Family Leave (PFL) Benefits (DE 2501F) form. You can obtain a paper claim form from your employer, a physician/practitioner, visiting a State Disability Insurance office, online at EDD Forms and Publications (edd.ca.gov/Forms), or by calling 1-877-238-4373.

Note: If your employer maintains an approved Voluntary Plan for PFL coverage, contact your employer for assistance.

For more information about PFL, visit <u>State Disability Insurance</u> (edd.ca.gov/disability) or call 1-877-238-4373.

State government employees should call 1-877-945-4747. TTY (for deaf or hearing-impaired individuals only) is available at 1-800-445-1312.

Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that What can You Do if You Believ **Protected Veteran Status** Discrimination has Occurred protect you from discrimination in empl f you believe you've been discriminated The Vietnam Era Veterans' Readjustment nce Act of 1974, as amended, 38 U.S.C ntact the EEOC promptly if you suspect against at work or in applying for a job, the EEOC may be able to help. crimination. Do not delay, because there are ict time limits for filing a charge of discriminat 4212, prohibits employment dis nd 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. 180 or 300 days, depending on where you live/ Who is Protected? vork). You can reach the EEOC in any of the following ways: ployees (current and former), including Submit an inquiry through the EEOC's public portal: <u>https://publicportal.eeoc.</u> gov/Portal/Login.aspx b applicants nion members and applicants for membership Retaliation in a union Call 1-800-669-4000 (toll free) Retaliation is prohibited against a person who What Organizations are Covered? files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes 1-800-669-6820 (TTY) 1-844-234-5122 (ASL video phone) Most private employers State and local governments (as employers) Visit www.eeoc.gov/field-office Any person who believes a contractor has violate Staffing agencies E-Mail <u>info@eeoc.gov</u> tion or affirmative action ligations under OFCCP's authorities should What Types of Employmen Additional information about the contact immediately scrimination are Illegal? EEOC, including information about available at *www.eeoc.gov*. s (OFCCP) partment of Labor stitution Avenue, N.W. Inder the EEOC's laws, an employer may no EMPLOYERS HOLDING FEDERAL migration status, on the bases of: ton, D.C. 20210 CONTRACTS OR SUBCONTRACTS 1-800-397-6251 (toll-free) The Department of Labor's Office of Federal If you are deaf, hard of hearing, or have a ograms (OFCCP) enforces speech disability, please dial 7-1-1 to access

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 pregnancy, childbirth, and related ations relay services. OFCCP ma nedical conditions, sexual orientation, or gender to OFCCP's Help Desk at https://ofccphelpd dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directorie Age (40 and older) under Federal law from discrimination on the 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 under U.S. Government, Department of Labor an OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact. Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, PROGRAMS OR ACTIVITIES National Origin discrimination lawsuit, investigation, or RECEIVING FEDERAL FINANCIAL ASSISTANCE Executive Order 11246, as amended, prohibits ference, coercion, or threats related o exercising rights regarding disability liscrimination or pregnancy accommo-Race, Color, National Origin, Sex ased on race, color, religion, sex, sexual rientation, gender identity, or national origin, ar In addition to the protections of Title VII of the Ci Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits What Employment Practices can be requires affirmative action to ensure equality of opportunity in all aspects of employment Challenged as Discriminatory? Asking About, Disclosing, or ion on the basis of race, color or aspects of employment, including: ational origin in programs or activities receiving Discussing Pay deral financial assistance. Employment Discharge, firing, or lay-off Executive Order 11246, as amended, protects applicants and employees of Federal contracto rom discrimination based on inquiring about, n is covered by Title VI if the prima welcome verbal or physical conduct) ring or promotion lisclosing, or discussing their cor ion or the rograms. Title IX of the compensation of other applicants or employees ay (unequal wages or con Education Amendments of 1972 n ailure to provide reasonable accommodation or a disability; pregnancy, childbirth, or relate redical condition; or a sincerely-held religiou mployment discrimination on the basis of sex i Disability ational programs or activities which receive Section 503 of the Rehabilitation Act of 1973, section 305 on the menabilitation fact of 1975, 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 Individuals with Disabilities Job training Classification n 504 of the Rehabilitation Act of 1973, as Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees

Know Your Rights:

IndependenciesIndepe	83705	Compliance Poster Co	ompanu™	TO RE	ORDER CALL: 1-800-817-7678
Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of Industrial Relations, which has	primary responsibility for administering the complaint alleging inadequacy in the admin Health Administration (OSHA), U.S. Depar	e Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a inistration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and	a charge, or participating in an investigation or proceeding Conduct that coerces, intimidates, threatens, or	 Use one of the following methods: Online: SDI Online is the fastest and most convenient way to file your claim. Visit <u>SDI Online</u> (edd.ca.gov/SDI_Online) to get started. 	programs. It is illegal to make a false statement or to withhold facts to claim benefits. For additional information, visit the <u>EDD</u> (edd.ca.gov).

limitations of an otherwise gualified individual

dation to the known physical or mental

ation is prohibited in all aspects of



