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

government agency. Most federal employees are covered by

Title II of the FMLA, administered by the Office of Personnel

Follow your employer's normal policies for requesting leave.

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 provided

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

EMPLOYEE RIGHTS

pre-employment screening or during the course of employment.

ENFORCEMENT

MAXIMUM HOURS WHEN SCHOOL IS IN SESSION

Three (3) hours per day on school day

Eight (8) hours per day on non-school day

Eighteen (18) hours per week

Six (6) hours per day on school day

Eight (8) hours per day on non-school day

Thirty (30) hours per week

Six and one-half (6.5) hours per day on school day

Eight (8) hours per day on non-school day

Thirty-two and one-half (32.5) or forty (40) hours per week

Excavating Operations.

Pool or Billiard Room.

OCCUPATIONS PROHIBITED FOR MINORS UNDER 18 YEARS OF AGE

Limited exemptions for 16 and 17 year old apprentices and student-learners may apply. For questions, please call (502) 564-3534.

Driver's License, Birth Certificate, Government Document with Date of Birth

POST THIS ORDER WHERE ALL EMPLOYEES MAY READ

PAID FOR WITH STATE FUNDS

Complaints: Employees or their authorized representative have the right to file a complaint with the Division of Occupational Safety and Health Compliance requesting an inspection

Proposed Penalties: An employer may be assessed a penalty up to \$7,000 for each serious violation and up to \$7,000 for each other-than-serious violation. Failure to correct a violation within the specified time period may result in penalties up to \$7,000 per day. An employer who commits a willful or repeat violation(s) may be assessed a penalty up to \$70,000 for

Contesting Procedures: An employer who has been cited may contest the action before the Kentucky Occupational Safety and Health Review Commission. Equally, any employee

or employee representative of an employer who has been cited may also contest the action. Any party wishing to contest a citation(s) must notify the Division of Occupational Safety and Health Compliance in writing of its intent to do so. Notices of contest must be postmarked within 15 working days of receipt by the employer of the citation(s). Notices of contest

within 72 hours from when the incident is reported to the employer, the employer's agent, or another employee. Mechanical power press point-of-operation injuries must be reported

to the Division of Occupational Safety and Health Compliance within 30 days of the occurrence. Employees have a right to report a safety and health concern or report a work-related

Education and Training Services: The Division of Occupational Safety and Health Education and Training assists employers who are interested in preventing workplace injuries and

illnesses by developing and improving their workplace safety management programs. All assistance, such as on-site audits, consultation, and training, is provided cost-free upon request.

Kentucky provides occupational safety and health protections under a plan approved in 1973 by the U.S. Department of Labor. Questions and concerns regarding Kentucky's program

may be addressed to the Education and Labor Cabinet, Office of Federal-State Coordinator. The U.S. Department of Labor monitors Kentucky's program. Any person who has a

complaint regarding the administration of the Kentucky program may contact the U.S. Department of Labor, OSHA, Atlanta Federal Center, 61 Forsyth Street SW, Atlanta, Georgia,

if they believe a hazardous condition(s) exists in their workplace. The name of the complainant will be kept confidential upon request.

The FMLA does not affect any federal or state law prohibiting

discrimination or supersede any state or local law or collective

· Give notice at least 30 days before your need for FMLA leave, or

If advance notice is not possible, give notice as soon as possible.

How do I request FMLA leave?

Generally, to request FMLA leave you must:

same reason when requesting additional leave.

The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you unable to work,

To care for your spouse, child or parent with a serious mental or physical health condition, and Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

to 26 workweeks of FMLA leave in a single 12-month period to care 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

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

- You have worked for your employer at least 12 months, the 12 months before your leave, and

- 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 Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and You work for an elementary or public or private secondary school, Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including You work for a public agency, such as a local, state or federal shift and location, at the end of your leave

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation After becoming aware that your need for leave is for a reason that

may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in

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

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

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

The Secretary of Labor may bring court actions to restrain violations and

assess civil penalties against violators. Employees or job applicants may

KENTUCKY.

EDUCATION AND LABOR CABINET

MAXIMUM HOURS WHEN

SCHOOL IS NOT IN SESSION

Eight (8) hours per day

Forty (40) hours per week

NO RESTRICTIONS

NO RESTRICTIONS

REVISED September 2022

TEAM ____

KENTUCKY.

EDUCATION AND

Occupational Safety and Health

results disclosed to unauthorized persons.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER

WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

Operation of Power-driven bakery machines including vertical dough or batter mixers.

Power-driven paper products machines including scrap paper baler and cardboard box

In, about or in connection with any establishment where alcoholic liquors are distilled,

rectified, compounded, brewed, manufactured, bottled, sold for consumption or

dispensed unless permitted by the rules and regulations of the Alcoholic Beverage

Control Board (except they may be employed in places where the sale of alcoholic

beverages by the package is merely incidental to the main business actually conducted).

Manufacturing bricks, tile, and kindred products.

Wrecking, demolition, and shipbreaking operations.

Roofing operations and all work on or about a roof.

Power-driven circular saws, band saws, and Guillotine shears.

"No individual in the United States shall, on the grounds of race, color, religion, sex, national origin, age, disability,

political affiliation or belief, be excluded from participation in, or denied the benefits of, or be subjected to

discrimination under any program or activity under the jurisdiction of the Education and Labor Cabinet."

also bring their own court actions.

About your FMLA rights and responsibilities, and

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



WH1420 REV 04/23

Personnel Management or Congress.

If you are eligible for FMLA leave, your **employer** <u>must</u>: Register for work when you file your claim. Allow you to take job-protected time off work for a qualifying

You must also meet monetary eligibility requirements based on your earnings in the "base period," the first four of the five completed calendar quarters preceding your claim. These earnings also determine the amount of benefits you may be entitled to draw. Generally, if you have worked for more than a year and earned at east \$1500 during your base period, you may meet the monetary requirements for a claim

Be unemployed through no fault of your own:

IF YOU LOSE YOUR JOB OR ARE LAID OFF:

INFORMATION ABOUT UNEMPLOYMENT

INSURANCE BENEFITS EMPLOYERS ARE SUBJECT TO KENTUCKY

YOU MAY BE ELIGIBLE FOR UNEMPLOYMENT BENEFITS IF YOU

LOSE YOUR JOB. ARE LAID OFF OR YOUR HOURS ARE REDUCED TO QUALIFY FOR BENEFITS, YOU MUST

Be able and available to work and making a reasonable effort to obtain new work; and

File your claim within the first week after you become unemployed, by filing on the internet at www. oet.ky.gov, or by telephone at 502-875-0442 Monday through Friday, 7:30am-5:30pm ET (this is not After filing your claim, file continuing claims bi-weekly while you are unemployed, through the web site or by toll-free telephone at 877-369-5984 or 877-3MY-KYUI.

You may be eligible for partial benefits if you are still employed by your regular employer but are working less

than your normal full-time hours due to lack of available work. Benefits are not paid in the case of reduction in hours due to total disability, vacation or personal reasons. **WORKERS' COMPENSATION RECIPIENTS**

If you missed at least seven weeks of earnings due to injury in any quarter during your base period, and

were eligible for Workers' Compensation (whether or not you drew it), you may be able to use wages earned

before your injury to qualify for unemployment benefits. To qualify, you must file your claim within the first our weeks that you are unemployed following the period covered by Workers' Compensation. Contact your nearest Unemployment Insurance office for more information.

CONTRIBUTIONS TO THE UNEMPLOYMENT BENEFIT FUND ARE PAID BY EMPLOYERS. NO

DEDUCTIONS ARE MADE FROM EMPLOYEE WAGES FOR THAT PURPOSE! -DO NOT COMMIT FRAUD-

Education and Workforce Development

Office of Employment and Training

Cabinet Department for Workforce Investment

If you make a false statement in claiming benefits, you can be disqualified for up to 52 weeks. You could face other penalties as well including felony charges, fines and possible imprisonment. Also, all benefits fraudulently received must be repaid to the Division of Unemployment Insurance. Interest will accrue and there may be a lien filing fee as well as a lien release fee.

POS-UI-5.1 (REV. 11.12)

Kentucky 275 East Main Street

KENTUCKY LAW REQUIRES

EQUAL EMPLOYMENT OPPORTUNITY

THE KENTUCKY CIVIL RIGHTS ACT PROHIBITS EMPLOYMENT RECRUITMENT ADVERTISING

• PROMOTION TRANSFER

 COMPENSATION PHYSICAL FACILITIES ANYOTHER TERMS. CONDITIONS OR PRIVILEGES

• TORACCO-SMOKING STATUS THE KENTLICKY CIVIL RIGHTS ACT PROHIBITS EMPLOYMENT DISCRIMINATION BY:

AGE (40 YEARS OLD AND OVER)

EMPLOYMENT DISCRIMINATION BASED ON:

discrimination in relation to an employee's pregnancy, childbirth, and related medical conditions In addition, under the KPWA it is unlawful for an employer to fail to make reasonable accommodations fo

any employee with limitations related to pregnancy, childbirth, or related medical conditions who requests an accommodation, *including but not limited to*: (1) the need for more frequent or longer breaks; (2) time off to recover from childbirth; (3) acquisition or modification of equipment; (4) appropriate seating; (5) temporary transfer to a less strenuous or less hazardous position; (6) job restructuring; (7) light duty; modified work schedule; and (8) private space that is not a bathroom for expressing breast milk.

FOR HELP WITH DISCRIMINATION, CONTACT THE KENTUCKY COMMISSION ON HUMAN RIGHTS

E-MAIL: KCHR.MAIL@KY.GOV WEBSITE: KCHR.KY.GOV FACEBOOK: KENTUCKY COMMISSION ON HUMAN RIGHTS

POSTING THIS NOTICE IS REQUIRED BY LAW



RACE

• COLOR

• RELIGION

• NATIONAL ORIGIN

LICENSING AGENCIES

DISCRIMINATION REGARDING: PLACEMENT

TRAINING AND APPRENTICESHIP

 LABOR ORGANIZATIONS EMPLOYMENT AGENCIES

Kentucky Pregnant Workers Act, (eff. 6/27/2019)

332 W. BROADWAY, SUITE 1400, LOUISVILLE, KENTUCKY 40202. PHONE: 502.595.4024 TOLL-FREE: 800.292.5566. FAX: 502.595.4801



CALL 911

POLICE:

PHYSICIAN:

FIRE DEPARTMENT:

POISON CONTROL:

PAY DAY NOTICE

PAY DAY IS ON:

□ WEDNESDAY □ SUNDAY

☐ THURSDAY

PAY SCHEDULE IS:

PAYCHECKS ARE ISSUED ON THE:

MINIMUM WAGE = \$7.25 per hour (Effective July 1, 2009)

KENTUCKY WAGE AND HOUR LAWS

WAGES **PAYMENT OF WAGES:**

Any employee who leaves or is discharged from employment shall be paid in full all wages or salary earned not later than the next normal pay period following the date of dismissal or voluntary

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

The law requires employers to display this poster where employees can readily see it.

UNLAWFUL FOR EMPLOYER TO WITHHOLD WAGES No employer shall deduct the following from the wages of employees: No employer shall withhold from any employee's wages any part of the agreed wage rate; unless

a) the employer is required to do so by local, state, or federal law; or

b) when a deduction is expressly authorized in writing by the employee to cover b) Cash shortages in a common money till, cash box or register used by two (2) or more

d) Losses due to acceptance by an employee of checks which are subsequently

dishonored if such employee is given discretion to accept or reject any check; or e) Losses due to defective or faulty workmanship, lost or stolen property, damage to property, default of customer credit or nonpayment for goods or services received by the customer if such losses are not attributable to employee's willful or intentional

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 violation are determined to be willful or repeated. The law also prohibits retaliating against or discharging

Certain occupations and establishments are exempt from the minimum wage, and/or overtime

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern

pay provisions. Certain narrow exemptions also apply to the pump at work requirements.

Some state laws provide greater employee protections; employers must comply with both. Some employers incorrectly classify workers as "independent contractors" when they are

actually employees under the FLSA. It is important to know the difference between the two

because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime

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

workers who file a complaint or participate in any proceeding under the FLSA.

Mariana Islands, and the Commonwealth of Puerto Rico.

disregard of employer's interest. TIME AND ONE HALF FOR WORK DONE ON SEVENTH DAY OF WEEK Any employer who permits any employee to work seven days in any one workweek shall pay

the rate of time and a half for the time worked on the seventh day. This shall not apply where an employee is not permitted to work more than forty (40) hours during the workweek. TIPPED EMPLOYEES

Any employee engaged in an occupation in which more than \$30 dollars per month is customarily and regularly received in tips, the employer may pay a minimum of \$2.13 per hour if the employer records can establish for each week where credit is taken, when adding the tips received to wages paid, not less than the minimum wage is received by the employee. No employer shall:

Use all or part of any tips or gratuities received by employees toward the payment of the minimum wage.

Require an employee to remit to the employer any gratuity, or any portion thereof, except for the purpose of withholding amounts required by federal or state law. • Employees may enter into an agreement to divide tips among themselves. If employees enter into this type of agreement, the amounts retained by the employees shall be considered tips of the individuals who retain them. If an employer requires the use of a tip pool, then the account used to hold the tip pool shall be segregated from the employer's other business records and the employer shall make the account open to the pool's participants.

PERFORMANCE BONDS: Performance Bonds must be kept on file for employers in the construction and mining industries (including the transportation of minerals) who have conducted business within the Commonwealth for less than five (5) consecutive years. For more information, see KRS 337.200. Certain exemptions from minimum wage and overtime apply. For questions, please call (502) 564-3534.

RECORDS

REST PERIODS: No employer shall require any employee to work without a rest period of at least ten (10) minutes during each four (4) hours worked. This shall be in addition to the regularly scheduled lunch period. No reduction in compensation shall be made for hourly or

LUNCH PERIODS: Employers shall grant their employees a reasonable period for lunch, and such time shall be as close to the middle of the employee's scheduled work shift as possible. In no case shall an employee be required to take a lunch period sooner than three (3) hours after the work shift commences, nor more than five (5) hours from the time the work shift commences. This section shall not be construed to negate any provision of a collective

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 mawork outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit

of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an

based on tips received by their employees. Employers must pay tipped employees a cash wage

employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equa

breast milk for their nursing child for one year after the child's birth each time the employee needs

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

leaving or fourteen (14) days following such date of dismissal or voluntary leaving whichever last occurs.

c) when a deduction is expressly authorized in writing by the employee for other deductions not amounting to a rebate or deduction from the standard wage arrived

d) Deductions for union dues where such deductions are authorized by joint wage

agreements or collective bargaining contracts negotiated between employers and

at by collective bargaining or pursuant to wage agreement or statute; or

No employer shall employ any employee for a workweek longer than forty hours unless such

employee receives compensation for employment in excess of forty hours in a workweek. The

rate of pay for time in excess of forty hours shall be not less than one and one-half the hourly

insurance premiums, hospital, or medical dues; or

employees or their representatives.

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

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

certain work hours restrictions. Different rules apply in agricultural employment.

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

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages

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

RECORD RETENTION: ONE (1) YEAR AFTER ENTRY Every employer subject to the provisions of the Kentucky Minimum Wage Law shall make and preserve records containing the following information: (a) Name, address, and Social Security Number of each employee;

(c) Regular hourly rate of pay; (d) Overtime hourly rate of pay for hours in excess of forty hours in a workweek; (e) Additions to cash wages at cost, or deductions (meals, board, lodging, etc.) from stipulated wages in the amount deducted, or at cost of the item for which deductions are made;

(f) Total wages paid for each workweek and date of payment. bargaining agreement or mutual agreement between the employee and employer.

program or activity under the jurisdiction of the Education and Labor Cabinet."

affiliation or belief, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any

(b) Hours worked each day and each week by each employee;

POST THIS ORDER WHERE ALL EMPLOYEES MAY READ "No individual in the United States shall, on the grounds of race, color, religion, sex, national origin, age, disability, political

www.labor.ky.gov PAID FOR WITH STATE FUNDS

Education and Labor Cabinet

Division of Wages and Hours

Phone (502) 564-3534

500 Mero Street, 3rd Floor, Frankfort, Kentucky 40601-4381

Ref.: KRS 337.325

Employees of this business are covered by the Kentucky Workers Compensation Act (KRS Chapter 342). Conspicuous posting of this Notice is required by law. Employer Name:___ Address: **Workers Compensation Carrier**

EMPLOYEES: IF INJURED - NOTIFY your supervisor IMMEDIATELY; when possible, Notice should be in writing. FAILURE to notify your supervisor could result in denial of benefits. OBTAIN MEDICAL CARE. Your employer must pay for ALL NECESSARY MEDICAL CARE to treat a workplace injury. The employee may select the physician or medical facility to render care. If the employer is enrolled

in an approved Managed Care Plan employee selection of physicians is LIMITED

COMMONWEALTH OF KENTUCKY WORKERS COMPENSATION NOTICE

BECAUSE OF SEX

(or third party administrator):

, Contact Person:

to the Approved Provider Network, except in certain emergencies. FOR INJURIES REQUIRING CONTINUING CARE the EMPLOYEE MUST DESIGNATE A TREATING PHYSICIAN, a form to do so will be furnished by your employer or its

04/09/09

Address:

This employer IS 🗆 IS NOT 🗅 participating in a Managed Care Plan for medical care. The name of the Managed Care Plan is _, its representative is phone number

DISABILITY BENEFITS to replace wages lost due to a workplace injury are payable

under the Workers Compensation Act after seven (7) days of disability. A CLAIM

MUST BE filed with the Department of Workers Claims WITHIN TWO YEARS of the date of injury, or last payment of temporary total disability benefits. NEED ASSISTANCE? Contact your employer's claim representative. If your questions about workers' compensation rights are not promptly answered call THE

KENTUCKY DEPARTMENT OF WORKERS CLAIMS at 1-800-554-8601 to speak to an Ombudsman or Workers' Compensation Specialist.

EMPLOYER SUPERVISORS - NOTIFY MANAGEMENT IMMEDIATELY OF ALL INJURIES SO THAT A TIMELY REPORT CAN BE MADE AS REQUIRED BY

Any employer who discriminates based on sex is liable to the employee or employees

affected in the amount of the unpaid wages. If the employer is in willful violation,

he is liable for an additional equal amount as liquidated damages. The court may order other appropriate action, including reinstatement of employees discharged

The employee or employees affected may maintain an action to collect the amount

due. At the written request of any employee, the Commissioner may bring any legal action necessary to collect the claim for unpaid wages in behalf of the employee. An agreement between an employer and employee to work for less than the wage

to which such employee is entitled will not bar any legal action or voluntary wage

STATUTE OF LIMITATIONS: Court action may be commenced no later than six months after the cause of action

POSTING OF LAW:

WAGE DISCRIMINATION

in violation of KRS 337.420 – 337.433.



UPDATED September 2022

DEFINITIONS (KRS 337.420 to 337.433 and KRS 337.990 (11))

Any individual employed by any employer, including but not limited to individuals

employed by the State or any of its political subdivisions, instrumentalities, or

A person who has two or more employees within the State in each of twenty or more calendar weeks in the current or preceding calendar year and an agent of

All compensation for employment, including payment in kind and amounts paid

by employers for employee benefits, as defined by the Commissioner in regulations PROHIBITION OF THE PAYMENT OF WAGES BASED ON SEX:

The employer is prohibited from discriminating between employees of opposite

sexes in the same establishment by paying different wage rates for comparable

work on jobs which have comparable requirements. This prohibition covers any employee in any occupation in Kentucky. Any employer in violation shall not reduce the wages of any employee in order to comply with KRS 337.420 - 337.433. No employer can discharge or discriminate against any employee for the reason that the employee sought to invoke or assist in the enforcement of KRS 337.423.

EXEMPTIONS FROM COVERAGE:

A differential paid through an established seniority system or merit increase system is permitted by KRS 337.423 if it does not discriminate on the basis of sex. Employers subject to the Fair Labor Standards Act of 1938, as amended, are excluded "when that act imposes comparable or greater requirements than contained" in KRS 337.420 - 337.433. However, to be excluded, the employer

must file with the Commissioner of the Kentucky Office of Workplace Standards a statement that he is covered by the Fair Labor Standards Act of 1938, as amended. **ENFORCEMENT OF LAW AND POWER TO INSPECT:** The Commissioner or his authorized agent has the power to enter the employer's premises to inspect records, compare character of work and operations of employees, question employees, and to obtain any information necessary to administer and enforce KRS 337.420 - 337.433. The Commissioner or his authorized

representative may examine witnesses under oath, and require by subpoena the attendance and testimony of witnesses and the production of any documentary evidence relating to the subject matter of any investigation undertaken pursuant to KRS 337.425. If a person fails to obey a subpoena, the Circuit Court of the Judicial District wherein the hearing is being held may issue an order requiring the subpoena to be obeyed. Failure to obey the court order may be punished as **COLLECTION OF UNPAID WAGES:**

Ref.: KRS 337.433

What Organizations are Covered?

Discharge, firing, or lay-off

All employers shall post this abstract in a conspicuous place in or about the premises wherein any employee is employed.

Any person who discharges or in any other manner discriminates against an employee because such employee has: (a) made any complaint to his employer, the Commissioner or any other person,

(b) instituted or caused to be instituted any proceeding under or related to KRS 337.420 - 337.433, or

(c) testified or is about to testify in any such proceedings, shall be assessed a civil penalty of not less than \$100 nor more than \$1,000. FOR FURTHER INFORMATION CONTACT: Education and Labor Cabinet

Division of Wages and Hours Mayo-Underwood Building 500 Mero Street, 3rd Floor Frankfort, Kentucky 40601 Phone: (502) 564-3534 www.labor.ky.gov

"No individual in the United States shall, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any program or activity under the jurisdiction of the Education and Labor

POST THIS ORDER WHERE ALL EMPLOYEES MAY READ

PAID FOR WITH STATE FUNDS

UPDATED September 2022

Know Your Rights: Workplace Discrimination is Illegal

What can You Do if You Believe Discrimination has Occurred?

Visit an EEOC field office (information at www.eeoc.gov/field-office)

EMPLOYERS HOLDING FEDERAL CONTRACTS

OR SUBCONTRACTS

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of contractors from discrimination based on inquiring about, disclosing, or discrimination or the compensation of other applicants or employees.

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 makin reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal

individuals with disabilities at all levels of employment, including the executive level

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity,

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

Race, Color, National Origin, Sex

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Compliance Poster Company™

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

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

leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet

Am I eligible to take FMLA leave? You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer.
- You have at least 1,250 hours of service for your employer during Your employer has at least 50 employees within 75 miles of your

lef.: 29 CFR §825.300

EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for

Employers are generally prohibited from requiring or requesting any **EXAMINEE PROHIBITIONS** employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain

private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective

employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain

employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie

KENTUCKY CHILD LABOR LAWS HOURS OF WORK PERMITTED FOR MINORS 14 TO 18 YEARS OF AGE

WORK BEFORE

7:00 A.M.

6:00 A.M.

Power-driven hoisting apparatus, including forklifts.

Mining, other than coal mining.

Operation of Power-Driven Metal Forming, punching, and shearing machines.

Operating power-driven meat processing equipment, including meat slicers and other

MAY NOT WORK AFTER

7:00 P.M. (9:00 P.M. June 1

through Labor Day)

10:30 P.M. preceding school

day/1:00 A.M. preceding non-

11:00 P.M. preceding school

day/1:00 A.M. preceding non-

14 & 15 years 16 & 17 years 16 & 17 years with Parental Permission

AGE

School in session" means the time established by local school district authorities, pursuant to KRS 160.290. Parental or guardian permission must be in writing and shall remain at the employer's place of business. A minor may work up to thirty-two and one-half (32.5) hours in any one (1) workweek if a parent or legal guardian gives permission in writing. A minor may work up to forty (40) hours in any one (1) work week if a parent or legal guardian gives permission in writing and the principal or head of the school the minor attends certifies in writing that the minor has maintained at least a 2.0 grade point average in the most recent grading period. School certification shall be valid for one (1) year nless revoked sooner by the school authority. The parental permission and school certification shall remain at the employer's place of business Lunch Break. Minors under 18 years of age shall not be permitted to work more than five (5) hours continuously without an interval of at least thirty (30) minutes for a lunch period. The beginning and ending of the lunch period shall be documented

Occupations in or about Plants or Establishments Manufacturing or Storing Explosives or Articles Containing Explosive Components. Motor-vehicle Driver and outside helper on a motor vehicle. Coal Mine Occupations. Logging or Sawmill Operations. Operation of Power-Driven Woodworking machines. Exposure to Radioactive Substances.

food slicers, in retail establishments (such as grocery stores, restaurants, kitchens and Delis), wholesale establishments, and most occupations in meat slaughtering, packing, processing, or rendering. Minors fourteen (14) but not yet sixteen (16) years of age may NOT be employed in: manufacturing, mining, or processing occupations, including occupations requiring the performance of any duties in workrooms or workplaces where goods are manufactured, mined, or otherwise processed; occupations which involve the operation or tending of hoisting apparatus or any power-driven machinery other than office machines; operation of motor vehicles or service as helpers on such vehicles; public messenger service; occupations in connection with: (1) transportation of persons or property by rail, highway, air, water, pipeline, or other means, (2) warehousing and storage, (3) communications and public utilities, or (4) construction

PROOF OF AGE REQUIRED FOR MINORS 14 BUT NOT YET 18 YEARS OF AGE Education and Labor Cabinet

Division of Wages and Hours 500 Mero Street, 3rd Floor Frankfort, Kentucky 40601 Phone (502) 564-3534 www.labor.ky.gov

Ref.: KRS 339.400

Safety and Health on the Job

Kentucky Revised Statute (KRS) Chapter 338 establishes a program for protecting occupational safety and health. This notice details the safety and health protections for public and private sector employees working in the Commonwealth of Kentucky and must be prominently displayed in the Employer Responsibilities: Employers shall furnish employment and places of employment which are free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to employees; and comply with the occupational safety and health regulations, standards, and rules issued pursuant to KRS 338. Employers must provide

information and training on hazards in the workplace including all hazardous substances. Required training must be provided to all employees in a language and vocabulary they understand. It is illegal to retaliate against an employee for exercising any of their rights under the law, including raising a safety and health concern or reporting a work-related injury Employee Responsibilities: Employees shall comply with the occupational safety and health regulations, standards, and rules issued pursuant to KRS 338 which are applicable to their own actions and conduct Records: Employees may request from their employer copies of their medical records, tests that measure hazards in the workplace, as well as the injury and illness log.

Standards: Kentucky's occupational safety and health standards are adopted by the Kentucky Occupational Safety and Health Standards Board. The Board consists of 13 members, comprised of the Secretary of Education and Labor who serves as Chair, and 12 other members equally representing agriculture, industry, labor, and the safety and health profession. The Board meets annually and additionally as needed. All meetings are open to the public. Inspections: The Division of Occupational Safety and Health Compliance conducts workplace inspections to determine the cause or prevent the occurrence of occupational injuries and illnesses. During an inspection a representative of the employer and a representative authorized by the employees are given an opportunity to accompany the Compliance Officer for the purpose of aiding the inspection. Where there is no authorized employee representative, the Compliance Officer must consult with a reasonable number of employees regarding

Discrimination Protections: Employees are protected against discharge and other discriminatory actions for having filed complaints and exercising any other right provided by the occupational safety and health laws. Employees who feel they have been so discriminated against may file a complaint with the Education and Labor Cabinet within 120 days of the alleged discrimination. Private sector employees also have the option of filing discrimination complaints with the U.S. Department of Labor at osha.gov within 30 days of the alleged discrimination. Complaint forms are available at elc.ky.gov. Citations: A citation(s) alleging violation of a Kentucky occupational safety and health law(s) or regulation(s) may be issued to an employer following an inspection. The citation(s) is provided to the employer and specifies an abatement date by which the alleged violation must be corrected. To inform employees, the employer must post each citation at or near the location of the alleged violation for three (3) days or until the violation is corrected, whichever is longer.

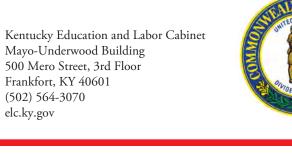
Recordkeeping: Employers are required to maintain records of occupational fatalities, injuries, and illnesses experienced by their employees. Records must be kept using OSHA 300, 300-A, 301, or equivalent forms. Certain employers are required to submit injury and illness data electronically at osha.gov/injuryreporting/ita. Unless requested to do so by the U.S. Bureau of Labor Statistics, employers with 10 or fewer employees, or whose establishment(s) fall within an exempted North American Industry Classification System code are exempt Reporting: Employers must report to the Division of Occupational Safety and Health Compliance the work-related death of an employee, including death resulting from a heart attack, within 8 hours from when the incident is reported to the employer, the employer's agent, or another employee. Work-related incidents resulting in the loss of an eye, an amputation, or the in-patient hospitalization of an employee, including hospitalization resulting from a heart attack, must be reported to the Division of Occupational Safety and Health Compliance

30303; (678) 237-0400.

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injury or illness without being retaliated against.



each violation and not less than \$5,000 for each willful violation

will be transmitted to the Review Commission in accordance with its rules.



to discrimination under any program or activity under the jurisdiction of the Education and Labor Cabinet. updated January 2024

No individual in the United States shall, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief,

be excluded from participation in, or denied the benefits of, or be subjected

LABOR LAW

EMERGENCY NUMBERS

AMBULANCE:

HOSPITAL:

□ WEEKLY **□** SEMI MONTHLY **□** BIWEEKLY ■ MONTHLY

AND

OSHA:

☐ FRIDAY ■ MONDAY **□** TUESDAY **□** SATURDAY

OF THE MONTH

TIME:

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