# 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 informatio

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 work location

lef.: 29 CFR §825.300

### Airline flight crew employees have different "hours of service"

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 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:

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

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 Where can I find more information? same reason when requesting additional leave.

Your employer may request certification from a health care provide to verify medical leave and may request certification of a qualifying

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.



complaint proces



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

SCAN ME

WH1420 REV 04/23

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

your employer cannot retaliate against you for requesting FMLA leave

or punish you for exercising your rights under the law. For example,

After becoming aware that your need for leave is for a reason that

may qualify under the FMLA, your employer must confirm whether

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

# Unemployment Insurance for Employees

## IMPORTANT

This employer is registered with the Mississippi Department of Employment Security, and the employees are covered by Unemployment Insurance. This insurance is carried to protect you in case you become unemployed through no fault of your own.

Nothing is deducted from your pay to cover its cost.



MISSISSIPPI DEPARTMENT of EMPLOYMENT SECURITY An equal opportunity employer and program, MDES has auxiliary aids and services available upon request to those with disabilities. Those needing TTY assistance may call 800-582-2233.

Funded by the U.S. Department of Labor through the Mississippi Department of Employment Security.

Employer: Please Post in a Conspicuous Place Extra Copies on Request

#### NOTICE TO EMPLOYEES Availability of Unemployment Compensation

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of UI eligibility laws for the state of Mississippi.

You may file a UI claim with the Mississippi Department of Employment Security (MDES) in the first week that employment stops or work hours are reduced.

#### TO FILE AN UNEMPLOYMENT CLAIM

- Visit our website at MDES.MS.GOV
- Call MDES at 1-888-844-3577 from 7:00 am to 10:00 pm seven days a week. Call wait time may be longer during peak hours and seasons
- Email questions to BenefitPay@mdes.ms.go

## **EMPLOYEE RIGHTS** UNDER THE FAIR LABOR STANDARDS ACT

## FEDERAL MINIMUM WAGE \$7.25 PER HOUR

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

- **OVERTIME PAY** At least 1<sup>1</sup>/<sub>2</sub> 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.
- 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 TIP CREDIT employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.
- PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

- ADDITIONAL · Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements INFORMATION
  - Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. · Some state laws provide greater employee protections; employers must comply with both.
  - Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not
  - · Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor





#### Mississippi Workers' Compensation Commission 1428 Lakeland Drive / Post Office Box 5300

Jackson, Mississippi 39296-5300 (601) 987-4200 http://www.mwcc.state.ms.us

Liles Williams, Chairman John R. Junkin, Commissioner Debra H. Gibbs, Commissioner

Ray C. Minor, Executive Director

### NOTICE CONCERNING CHANGES TO THE WORKERS' **COMPENSATION LAW, EFFECTIVE JULY 1, 2012**

Pursuant to Senate Bill 2576, which was passed during the 2012 Regular Session of the Mississippi Legislature, the Mississippi Workers' Compensation Commission is required to promulgate a written statement specifying the changes being made to the Workers' Compensation Law by this Bill. This statement is to be made available to every employer in this State subject to the Workers' Compensation Law. This written statement is available at the Commission's website: http://www.mwcc.state.ms.us/, and the Commission will attempt to reach as many employers as possible by mailing written copies of this statement

## **MISSISSIPPI WORKERS' COMPENSATION NOTICE OF COVERAGE**

Please take notice that your Employer is in compliance with the requirements of the Mississippi Workers' Compensation Law, and [select one]

has been approved by the Mississippi Workers' Compensation Commission to act as a self-insurer.

or

### maintains workers' compensation insurance coverage with the following:

(Name of insurance carrier or self-insurance group)

(address & telephone number)

Individual workers' compensation claims will be submitted to and processed by:

(Name of third party claims administrator or claims office)

(address & phone number)

III. This workers' compensation coverage is effective for the following period:

IV. All job related injuries or illnesses should be reported as soon as possible to your immediate supervisor, or to the person listed below:

to

(Name of employer contact person)

(Title & Department/Division)

Please be advised that any person who willfully makes any false or misleading **V**. statement or representation for the purpose of obtaining or wrongfully withholding any benefit or payment under the Mississippi Workers' Compensation Law may be charged with violation of Miss. Code Ann. §71-3-69 (Rev. 2000) and upon conviction be subjected to the penalties therein provided.

2001 M.W.C.C. Notice of Coverage Form

Ref.: Miss. Code Ann. §71-3-81

#### THE FOLLOWING INFORMATION WILL BE NEEDED TO **COMPLETE YOUR CLAIM BY PHONE**

- Full legal name;
- Social Security Number;
- Driver's License Number or State Issued Identification number;
- Alien Registration Number or Visa Number if you are not a U.S. citizen:
- Names and addresses of employers you worked for in the last eighteen (18) months
- The dates you worked and the reason you are no longer working for each employer

If you experience issues or need more information about filing a UI claim, you can quickly find the answers to most questions on our website under FREQUENTLY ASKED QUESTIONS.

MDES Communications 033120

To file a UI claim online visit: MDES.MS.GOV

To file a UI claim by phone call: 1-888-844-3577

Ref.: MS Code § 71-5-515



## **EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT**

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.

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

As provided in Senate Bill 2576, within ten (10) days of receipt of this written statement from the Commission, "every employer shall post the Commission's statement in a conspicuous place or places in and about his place or places of business and adjacent to the Notice of Coverage as required by Section 71-3-81." These changes shall take effect and be in force from and after July 1, 2012, and shall apply to injuries occurring on or after July 1, 2012.

A copy of this statement is being mailed to all known employers and/or their insurers. All insurers and third party administrators are asked to please notify their insureds of these requirements immediately upon receipt of this statement.

The following is a summary of the changes made to the Workers' Compensation Law by Senate Bill 2576. The changes themselves are underlined for easy reference.

Section 71-3-1 is amended as follows in relevant part

(1)...[T] his chapter shall be fairly and impartially construed and applied according to the law and the evidence in the record, and, notwithstanding any common law or case law to the contrary, this chapter shall not be presumed to favor one party over another and shall not be liberally construed in order to fulfill any beneficent purposes.

(3) The primary purposes of the Workers' Compensation Law are to pay timely temporary and permanent disability benefits to every worker who legitimately suffers a work-related injury or occupational disease arising out of and in the course of his employment, to pay reasonable and necessary medical expenses resulting from the work-related injury or occupational disease, and to encourage the return to work of the worker.

#### -Section 71-3-7\* is amended as follows in relevant part:

(1)... In all claims in which no benefits, including disability, death and medical benefits, have been paid, the claimant shall file medical records in support of his claim for benefits when filing a petition to controvert. If the claimant is unable to file the medical records in support of his claim for benefits at the time of filing the petition to controvert because of a limitation of time established by Section 71-3-35 or Section 71-3-53, the claimant shall file medical records in support of his claim within sixty (60) days after filing the petition to controvert.

(2) Where a preexisting physical handicap, disease, or lesion is shown by medical findings to be a material contributing factor in the results following injury, the compensation which, but for this subsection, would be payable shall be reduced by that proportion which such preexisting physical handicap, disease, or lesion contributed to the production of the results following the injury. The preexisting condition does not have to be occupationally disabling for this apportionment to apply.

(4) No compensation shall be payable if the use of drugs illegally, or the use of a valid prescription medication(s) taken contrary to the prescriber's instructions and/or contrary to label warnings, or the use of medical cannabis in accordance with the Mississippi Medical Cannabis Act and rules and regulations adopted thereunder, or intoxication due to the use of alcohol of the employee was the proximate cause of the injury, or if it was the willful intention of the employee to injure or kill himself or another.

#### -Section 71-3-15 is amended as follows in relevant part:

(1) ... A physician to whom the employee is referred by his employer shall not constitute the employee's selection, unless the employee, in writing, accepts the employer's referral as his own selection. However, if the employee is treated for his alleged work-related injury or occupational disease by a physician for six (6) months or longer, or if the employee has surgery for the alleged work-related injury or occupational disease performed by a physician, then that physician shall be deemed the employee's selection.

#### -Section 71-3-17 is amended as follows in relevant part:

(c)(24) Disfigurement: The commission, in its discretion, is authorized to award proper and equitable compensation for serious facial or head disfigurements not to exceed Five Thousand Dollars (\$5,000.00). No such award shall be made until a lapse of one (1) year from the date of the injury resulting in such disfigurement.

#### -Section 71-3-19 is amended as follows:

An employee who as a result of injury is or may be expected to be totally or partially incapacitated for a remunerative occupation and who, under the direction of the commission is being rendered fit to engage in a remunerative occupation may, in the discretion of the commission under regulations adopted by it, receive additional compensation necessary for his maintenance, but such additional compensation shall not exceed <u>Twenty-five Dollars (\$25.00)</u> a week for not more than fifty-two (52) weeks.

#### -Section 71-3-25 is amended as follows in relevant part:

If the injury causes death, the compensation shall be known as a death benefit and shall be payable in the amount and to or for the benefit of the following persons:

(a) An immediate lump-sum payment of <u>One Thousand Dollars (\$1,000.00)</u> to the surviving spouse, in addition to other compensation benefits.

(b) Reasonable funeral expenses not exceeding Five Thousand Dollars (\$5,000.00) exclusive of other burial insurance or benefits.

#### -Section 71-3-63 is amended as follows in relevant part:

(3)... Attorneys may not recover attorney's fees based upon benefits voluntarily paid to an injured employee for temporary or permanent disability. Any settlement negotiated by an attorney shall not be considered a voluntary payment.

#### -Section 71-3-121\*\* is amended as follows

(1) In the event that an employee sustains an injury at work or asserts a work-related injury, the employer shall have the right to administer drug and alcohol testing or require that the employee submit himself to drug and alcohol testing. If the employee has a positive test indicating the presence, at the time of injury, of any drug illegally used or the use of a valid prescription medication(s) taken contrary to the prescriber's instructions and/or contrary to label warnings, or the use of medical cannabis in accordance with the Mississippi Medical Cannabis Act and rules and regulations adopted thereunder, or eight one-hundredths percent (.08%) or more by weight volume of alcohol in the person's blood, it shall be presumed that the proximate cause of the injury was the use of a drug illegally, or the use of a valid prescription medication(s) taken contrary to the prescriber's instructions and/or contrary to label warnings, or the use of medical cannabis in accordance with the Mississippi Medical Cannabis Act and rules and regulations adopted thereunder, or the intoxication due to the use of alcohol by the employee. If the employee refuses to submit himself to drug and alcohol testing immediately after the alleged work-related injury, then it shall be presumed that the employee was using a drug illegally, or was using a valid prescription medication(s) contrary to the prescriber's instructions and/or contrary to label warnings, or the use of medical cannabis in accordance with the Mississippi Medical Cannabis Act and rules and regulations adopted thereunder, or was intoxicated due to the use of alcohol at the time of the accident and that the proximate cause of the injury was the use of a drug illegally, or the use of a valid prescription medication(s) taken contrary to the prescriber's instructions and/or contrary to label warnings, or the use of medical cannabis in accordance with the Mississippi Medical Cannabis Act and rules and regulations adopted thereunder, or the intoxication due to the use of alcohol of the employee. The burden of proof will then be placed upon the employee to prove that the use of drugs illegally, or the use of a valid prescription medication(s) taken contrary to the prescriber's instructions and/or contrary to label warnings, or the use of medical cannabis in accordance with the Mississippi Medical Cannabis Act and rules and regulations. adopted thereunder, or intoxication due to the use of alcohol was not a contributing cause of the accident in order to defeat the defense of the employer provided under Section 71-3-7.

(2) The results of the drug and alcohol tests, employer-administered or otherwise, shall be considered admissible evidence solely on the issue of causation in the determination of the use of drugs illegally, or the use of a valid prescription medication(s) taken contrary to the prescriber's instructions and/or contrary to label warnings, or the use of medical cannabis in accordance with the Mississippi Medical Cannabis Act and rules and regulations adopted thereunder, or the intoxication due to the use of alcohol of an employee at the time of injury for workers' compensation purposes under Section 71-3-7.

(3) No cause of action for defamation of character, libel, slander or damage to reputation arises in favor of any person against an employer under the provisions of this section.



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

#### All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative) participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

83724

072023

#### **Employers must:**

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



- prospective employee for refusing to take a test or for exercising othe 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 employe
  - 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.



**EMERGENCY NUMBERS** 

**CALL 911** 

G FRIDAY

MONTHLY

POLICE:

AMBULANCE:

PHYSICIAN:

HOSPITAL:

OSHA:

FIRE DEPARTMENT:

POISON CONTROL:

PAY DAY IS ON:

□ WEDNESDAY

**PAY SCHEDULE IS:** 

**PAYCHECKS ARE ISSUED ON THE:** 

□ THURSDAY

U WEEKLY

□ BIWEEKLY

MONDAY

□ TUESDAY

#### -Section 71-7-5 is amended as follows in relevant part

(d) An employer may administer drug and alcohol testing or require that the employee submit himself to drug and alcohol testing as provided under Section 71-3-121 in the event that the employee sustains an injury at work or asserts a work-related injury.

#### -A new section is created which states the following:

-The Workers' Compensation Commission shall promulgate a written statement specifying the changes made to the Workers' Compensation Law by this act to every employer in this state subject to the Workers' Compensation Law. Within ten (10) days of receipt of this written statement from the Commission, every employer shall post the Commission's statement in a conspicuous place or places in and about his place or places of business and adjacent to the Notice of Coverage as required by Section 71-3-81.

#### -This act shall take effect and be in force from and after July 1, 2012, and shall apply to injuries occurring on or after July 1, 2012.

MWCC June 14, 2012

\* as amended by Section 67, Chapter 303, Laws of 2022, eff. from and after passage (approved February 2, 2022) \*\* as amended by Section 68, Chapter 303, Laws of 2022, eff. from and after passage (approved February 2, 2022).

#### **EMPLOYERS**

Upon receipt of this summary, post in a conspicuous place or places in and about your places of business and adjacent to the Notice of Coverage as required by Section 71-3-81.

### **INSURERS**

Upon receipt of this summary, immediately provide a copy to each of your Mississippi insureds so that the posting requirements for employers can be timely satisfied.

Ref.: 2012 MS SB 2576 Section 10.

## Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.	<ul> <li>Assignment</li> <li>Pay (unequal wages or compensation)</li> <li>Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, obser or practice</li> <li>Benefits</li> </ul>		
Who is Protected?	<ul><li>Job training</li><li>Classification</li></ul>		
<ul> <li>Employees (current and former), including managers and temporary employees</li> <li>Job applicants</li> <li>Union members and applicants for membership in a union</li> </ul>	<ul> <li>Referral</li> <li>Obtaining or disclosing genetic information of employees</li> <li>Requesting or disclosing medical information of employees</li> <li>Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or</li> </ul>		
What Organizations are Covered?	participating in an investigation or proceeding • Conduct that coerces, intimidates, threatens, or inte		
<ul> <li>Most private employers</li> <li>State and local governments (as employers)</li> <li>Educational institutions (as employers)</li> <li>Unions</li> <li>Staffing agencies</li> </ul>	<ul> <li>Conduct that coerces, infiniteates, infeaters, of fine with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation</li> </ul>		
	What can You Do if You Believe		
What Types of Employment Discrimination are Illegal?	Discrimination has Occurred?		
Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:	Contact the EEOC promptly if you suspect discrimina Do not delay, because there are strict time limits for fi a charge of discrimination (180 or 300 days, dependii where you live/work). You can reach the EEOC in any the following ways:		
• Race • Color • Religion • National origin	Submit an inquiry through the EEOC's public porta https://publicportal.eeoc.gov/Portal/Log aspx		
<ul> <li>Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)</li> <li>Age (40 and older)</li> <li>Disability</li> </ul>	Call 1–800–669–4000 (toll free) 1–800–669–6820 (TTY) 1–844–234–5122 (ASL video phone)		
<ul> <li>Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)</li> </ul>	Visit an EEOC field office (information at www.eeoc.gov/field-office)		
<ul> <li>Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit,</li> </ul>	E-Mail info@eeoc.gov		
<ul> <li>investigation, or proceeding</li> <li>Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation</li> </ul>	Additional information about the EEOC, including information about filing a charge of discrimination, is available at <i>www.eeoc.gov.</i>		
What Employment Practices can be	EMPLOYERS HOLDING FEDERAL		

company with a Federal contract or subcontract, you are Federal contractors under these Federal law tected under Federal law from discrimination on the Any person who believes a contractor has violated following bases

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

#### Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based

on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects o

Asking About, Disclosing, or

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

#### ination has Occurred? Disability e EEOC promptly if you suspect discrimination ay, because there are strict time limits for filing Section 503 of the Rehabilitation Act of 1973, as discrimination (180 or 300 days, depending or amended, protects qualified individuals with disabilitie

CONTRACTS OR SUBCONTRACTS

or a sincerely-held religious belief, observance

live/work). You can reach the EEOC in any of from discrimination in hiring, promotion, discharge, page fringe benefits, job training, classification, referral, and na wavs other aspects of employment by Federal contractors n inquiry through the EEOC's public portal Disability discrimination includes not making reason https://publicportal.eeoc.gov/Portal/Login. accommodation to the known physical or mental tions of an otherwise qualified individual with a disability who is an applicant or employee, barring undue -800-669-4000 (toll free) hardship to the employer. Section 503 also requires that -800-669-6820 (TTY) Federal contractors take affirmative action to employ -844-234-5122 (ASL video phone) and advance in employment qualified individuals with disabilities at all levels of employment, including the an EEOC field office (information a

executive level. vww.eeoc.gov/field-office) **Protected Veteran Status** 

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires rmative action to recruit, employ, and advance in nployment, 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.

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receiv Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can

financial assistance

Individuals with Disabilities

# **PAY DAY NOTICE** □ SATURDAY □ SUNDAY SEMI MONTHLY

National Origin or disclosing genetic information ing or disclosing medical informatior

Discussing Pay

employees

#### PROGRAMS OR ACTIVITIES ASSISTANCE

(OFCCP)

U.S. Department of Labor

Washington, D.C. 20210

1-800-397-6251 (toll-free)

200 Constitution Avenue, N.W.

**RECEIVING FEDERAL FINANCIAL** Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Right Act of 1964, as amended. Title VI of the Civil Rights Act of

1964, as amended, prohibits discrimination on the basis

nation is covered by Title VI if the primary objectiv

of race, color or national origin in programs or activities

receiving Federal financial assistance. Employment

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

rohibits employment discrimination on the basis of sex i

educational programs or activities which receive Federal

mination or affirmative action obligations unde

OFCCP's authorities should contact immediately

If you are deaf, hard of hearing, or have a speech

relay services. OFCCP may also be contacted by

submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an

OFCCP regional or district office, listed in most telephon directories under U.S. Government, Department of Labo

disability, please dial 7-1-1 to access telecor

and on OFCCP's "Contact Us" webpage at

https://www.dol.gov/agencies/ofccp/contac

The Office of Federal Contract Compliance Program

			AND OF THE MONTH
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<ul> <li>All aspects of employment, including:</li> <li>Discharge, firing, or lay-off</li> <li>Harassment (including unwelcome verbal or physical conduct)</li> <li>Hiring or promotion</li> </ul>	The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a	Retaliation Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by	<ul> <li>If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance. (Revised 6/27/2023)</li> </ul>



