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

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

Your serious mental or physical health condition that makes you 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.

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

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

schedule by working less hours each day or week. Read Fact Sheet 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

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

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 all of the following apply:

lef.: 29 CFR §825.300

EXEMPTIONS

EXAMINEE

RIGHTS

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

- 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 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
- How do I request FMLA leave? Generally, to request FMLA leave you must:
- Follow your employer's normal policies for requesting leave. · Give notice at least 30 days before your need for FMLA leave, or If advance notice is not possible, give notice as soon as possible

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

Your employer may request certification from a health care 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.

- If you are eligible for FMLA leave, your **employer** <u>must</u>: Allow you to take job-protected time off work for a qualifying
- on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your 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

determines that you are eligible, your employer must notify you in About your FMLA rights and responsibilities, and · How much of your requested leave, if any, will be FMLA-protected

you are eligible or not eligible for FMLA leave. If your employer

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





WH1420 REV 04/23

PAY DAY NOTICE

PAY DAY IS ON:

■ MONDAY ☐ FRIDAY

☐ SATURDAY

☐ TUESDAY □ SUNDAY ■ WEDNESDAY

☐ THURSDAY

PAY SCHEDULE IS:

□ WEEKLY

□ SEMI MONTHLY

□ BIWEEKLY ■ MONTHLY

PAYCHECKS ARE ISSUED ON THE:

OF THE MONTH

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.

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

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

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

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 **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.

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

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.

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

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

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

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

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

have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not

to have test results disclosed to unauthorized persons. The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants **ENFORCEMENT**

may also bring their own court actions. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT





WAGE AND HOUR DIVISION 1-866-487-9243
UNITED STATES DEPARTMENT OF LABOR www.dol.gov/agencies/whd



EMERGENCY NUMBERS CALL 911

POLICE:

HOSPITAL:

AMBULANCE:

FIRE DEPARTMENT:

OSHA:

FEDERAL

PHYSICIAN:

POISON CONTROL:

Know Your Rights: Workplace Discrimination is Illegal

What can You Do if You Believe Discrimination has Occurred?

1–800–669–6820 (TTY) 1–844–234–5122 (ASL video phone)

EMPLOYERS HOLDING FEDERAL CONTRACTS

companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: 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 of employment. Asking About, Disclosing, or Discussing Pay

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

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

FORM 17

Revised 12/2020

N.C. WORKERS' COMPENSATION NOTICE TO INJURED **WORKERS AND EMPLOYERS**

All employees of this business, except specifically excluded executive officers, suffering work-related injuries may be entitled to Workers' Compensation benefits from the employer or its insurance carrier.

IF YOU HAVE A WORK-RELATED INJURY OR AN OCCUPATIONAL DISEASE

The Employee Should:

- Report the injury or occupational disease to the Employer immediately.
- Give written notice to the Employer within 30 days.
- File a claim with the Industrial Commission on a Form 18 immediately, but no later than 2 years from injury date or occupational disease. Give a copy to the Employer.
- If medical treatment and wage loss compensation are not promptly provided, call the insurance carrier/administrator or request a hearing before the Industrial Commission using a Form 33 Request for Hearing. Commission forms are available at website www.ic.nc.gov or by calling the Help Line.
- Your employer's workers' compensation insurance carrier is
- The insurance policy number is
- Your employer's workers' compensation insurance policy is valid from

For assistance: Call the Industrial Commission HELP LINE—(800) 688-8349.

Website: www.ic.nc.gov

The Employer Should:

Provide all necessary medical services to the Employee.

- Report the injury to the carrier/administrator and file a Form 19 Report of Injury within 5 days with the Industrial Commission, if the Employee misses more than 1 day from work or if cumulative medical costs exceed \$4,000.00.
- Give a copy of your completed Form 19 to the Employee along with a copy of a blank Form 18 **Notice of Accident.**
- Ensure that compensation is promptly paid as required under the Workers' Compensation Act.

NORTH CAROLINA INDUSTRIAL COMMISSION **1235 MAIL SERVICE CENTER** RALEIGH, NORTH CAROLINA 27699-1235

TO EMPLOYER: THIS FORM MUST BE PROMINENTLY POSTED IF YOU HAVE WORKERS' COMPENSATION INSURANCE OR QUALIFY AS SELF-INSURED. (N.C. Gen. Stat. §97-93).

Wage and Hour Act

employees at least \$7.25 per hour.

be allowed the tip credit.

Youth Employment

Minimum Wage: \$7.25 per hour (effective

Employers in North Carolina are required to pay the

higher of the minimum wage rate established by state

or federal laws. The federal minimum wage increased

to \$7.25 per hour effective July 24, 2009; therefore,

employers in North Carolina are required to pay their

An employer may pay as little as \$2.13 per hour to

tipped employees so long as each employee receives

enough in tips to make up the difference between the

wages paid and the minimum wage. Employees must be

allowed to keep all tips, except that pooling is permitted

if no employee's tips are reduced more than 15%. The

employer must keep an accurate and complete record of

tips as certified by each employee monthly or for each

pay period. Without these records, the employer may not

Certain full-time students may be paid 90% of the

Time and one-half must be paid to all employees after

40 hours of work in any one workweek with some

exceptions. The state overtime provisions specifically

do not apply to certain types of employees and do not

apply to employees classified as exempt under the FLSA.

Rules for all youths under 18 years old are: Youth

employment certificates are required. To obtain a YEC,

Hazardous or Detrimental Occupations: State and

federal labor laws protect youth workers by making it

illegal for employers to hire them in dangerous jobs. For

example, non-agricultural workers under 18 years of age

may not operate a forklift; operate many types of power

equipment such as meat slicers, circular saws, band saws,

bakery machinery or woodworking machines; work as an

electrician or electrician's helper; or work from any height

above 10 feet, including the use of ladders and scaffolds

Certain exemptions apply for Supervised Practice Youth

Internships. For a complete list of prohibited jobs, please

Additional rules for 16- and 17-year-olds are: No work

between 11 p.m. and 5 a.m. when there is school the

next day. Exception: When the employer gets written

Additional rules for 14- and 15-year-olds are: Where

work can be performed: Retail businesses, food service

establishments, service stations and offices of other

businesses. Work is not permitted in manufacturing,

mining or construction, or with power-driven machinery.

Youths 14 years of age cannot work on the premises of a

business holding an ABC permit for the on-premises sale

or consumption of alcoholic beverages, except that youths

14 years of age can work on the outside grounds of the

premises with written consent from a parent or guardian

if the youth is not involved with the preparation, serving,

dispensing or sale of alcoholic beverages. (NOTE: Unless

action is taken by the N.C. General Assembly, this rule

will apply to youths under 16 years of age effective Jan.

Maximum hours per day: Three on school days; eight

Maximum hours per week: 18 when school is in session;

Hours of the day: May work only between 7 a.m. and

7 p.m. (9 p.m. from June 1 through Labor Day when

Breaks: 30-minute breaks are required after any period

Additional rules for youths under 14 years old are:

Work is generally not permitted except when working

for the youth's parents; in newspaper distribution to

consumers; modeling; or acting in movie, television,

These state youth employment provisions do not apply

40 when school is not in session.

of five consecutive hours of work.

to farm, domestic or government work.

school is not in session).

radio or theater production.

Ref.: N.C.G.S. §§ 95-9, 9-25.15

permission from the youth's parents and principal.

visit our website at www.labor.nc.gov.

Exemptions may be found in NCGS § 95-25.14.

please visit our website at www.labor.nc.gov.

minimum wage, rounded to the lowest nickel.

N.C. Department of Labor Wage and Hour Notice to Employees

Wages are due on the regular payday. If requested in writing, final paychecks must be sent by trackable mail. When the amount of wages is in dispute, the employer's

Employees must be notified in writing of paydays. commission, bonus and other pay matters. Employers must notify employees in writing of any reduction in the rate of promised wages at least one pay period prior to

the Uniform Electronic Transactions Act (Chapter 66,

Article 40 of the N.C. General Statutes) are met.

employer's benefit may not be taken if they reduce wages below the minimum wage. No reductions may be made to overtime wages owed. Deductions for cash or inventory shortages or for loss or damage to an employer's property may not be taken unless the employee receives seven days' advance notice. This seven-day rule does not apply to these deductions

The withholding or diversion of wages owed for the

If the employer provides vacation pay plans to employees, the employer shall give vacation time off or payment in lieu of time off, as required by company policy or practice. Employees must be notified in writing of any company policy or practice that results in the loss or

The wage payment provisions apply to all private-sector employers doing business in North Carolina. The wage payment provisions do not apply to any federal, state or ocal agency or instrumentality of government.

they are due to the employee. The state of North Carolina may bring civil or criminal actions against the employer for violations of the law. The employee may also sue the employer for back wages. The court may award attorney's fees, costs, liquidated damages and interest. Anyone having a question about the Wage and Hour Act

1-800-NC-LABOR (1-800-625-2267)

Any worker who is defined as an employee by the N.C.

Wage and Hour Act (N.C. Gen Stat. 95-25.2(4)), the

N.C. Employee Fair Classification Act, the Internal

Revenue Code as adopted under N.C. Employment

or the N.C. Revenue Act (N.C. Gen. Stat. 105-163.1(4)) shall be treated as an employee. N.C. Industrial Commission's Employee Classification

> N.C. Industrial Commission 1233 Mail Service Center Raleigh, NC 27699-4333

Employee Classification Section

payment of the undisputed portion cannot restrict the right of the employee to continue a claim for the rest of pay rates, policies on vacation and sick leave, and of

Deductions from paychecks are limited to those required by law and those agreed to in writing on or before payday. If the written authorization that the employee signs does not specify a dollar amount, the employee must receive prior to payday (1) written notice of the actual amount to be deducted, (2) written notice of their right to withdraw the authorization, and (3) be given a reasonable opportunity to withdraw the authorization. The written authorization or written notice may be given in an electronic format, provided the requirements of

made at termination. An employer may not use fraud or duress to require employees to pay back protected

forfeiture of vacation time or pay. Employees not so notified are not subject to such loss or forfeiture.

The department's Wage and Hour Bureau investigates complaints and may collect back wages plus interest if

Security laws (N.C. Gen. Stat. 96-1(b)(10)), the N.C. Workers' Compensation Act (N.C. Gen. Stat. 97-2(2)), Any employee who believes that he or she has been misclassified as an independent contractor by his or her employer may report the suspected misclassification to the Section by phone, email or fax. When filing a complaint,

• Workers' Compensation Claims • Wage and Hour Complaints • Occupational Safety and Health Complaints

please provide the physical location, mailing address, and f available, the telephone number and email address for the employer suspected of employee misclassification:

Email: emp.classification@ic.nc.gov Phone: 919-807-2582

Employment at Will North Carolina is an employment-at-will state. The term "employment-at-will" simply means that unless there is a specific law to protect employees or an employment tract providing otherwise, then an employer can treat its employees as it sees fit and the employer can discharge an employee at the will of the employer for any reason

Fax: 919-715-0282

Right-to-Work Laws North Carolina is a "right-to-work" state. Right-to-work applies to collective bargaining or labor unions. The right of persons to work cannot be denied or reduced in any way because they are either members of a labor union (including labor organization or labor association) or chose not to be a member of any such labor union. An employer cannot require any person, as a condition of employment or continuation of employment, to pay any dues or other fees of any kind to a labor union. Also, an employer cannot enter into an agreement with a labor union whereby (1) non-union members are denied the right to work for the employer, (2) membership is made a condition of employment or continuation of employment, or (3) the labor union acquires an employment monopoly

NCDOL has no enforcement authority regarding labor union laws. For employee concerns regarding labor unions, contact the Regional Office of the National Labor Relations Board. The NLRB is an independent federal agency that protects the rights of private sector employees to join together, with or without a union, to improve their wages and working conditions. Regional

> NLRB—Region 11 Office 4035 University Parkway, Suite 200 Winston-Salem, NC 27106-3325

Retaliatory Employment Discrimination

The department's Retaliatory Employment Discrimination Bureau investigates complaints filed by employees against their employers for alleged violations of the N.C. Retaliatory Employment Discrimination Act (REDA). Under REDA, an employer may not retaliate against an employee for engaging in REDA-protected activities, such as filing a claim or initiating an inquiry, related to certain rights under the following:

• Mine Safety and Health Complaints • Genetic Testing Discrimination • Sickle Cell or Hemoglobin C Carriers Discrimination • N.C. National Guard Service Discrimination • Participation in the Juvenile Justice System • Exercising Rights Under Domestic Violence Laws • Pesticide Regulation Complaints • Drug Paraphernalia Complaints

the application of REDA, may call: 1-800-NC-LABOR (1-800-625-2267) A REDA complaint must be filed with the bureau within 180 days of the date of retaliation.

www.labor.nc.gov

Follow NCDOL on

license of their respective copyright holders.

Employees who believe they have been retaliated against

in their employment because of activities under the

above statutes, or employers who have questions about





Printed 9/22

LABOR LAW

Certificate of Coverage and Notice to Workers as to Benefit Rights

Employers covered by the Employment Security Law of North Carolina (Chapter 96 of the North Carolina General Statutes) contribute to a special fund set aside for the payment of unemployment insurance benefits. No money is withheld from workers' checks for unemployment insurance purposes.

If your work hours are substantially reduced or your job is eliminated due to lack of work you may qualify for unemployment insurance benefits. If you work less than the equivalent of (3) customary scheduled full time days, during any payroll week because work was not available, you may be eligible for unemployment insurance benefits. An employer may file claims for employees through the use of automation in case of partial unemployment. An employer may file an attached claim for an employee only once during a benefit year, and the period of partial unemployment for which the claim is filed may not exceed six consecutive weeks. You must notify the employer of any wages earned from all sources during the payroll week. Unemployment insurance benefit payments are processed in Raleigh, North Carolina. Please be sure that your employer has your

correct mailing address.

If you lose your job with this employer, you may contact the

who refuse suitable work may be denied unemployment insurance

By law, workers who become unemployed for other reasons or

Security at the address shown on the bottom of this poster. During Labor Disputes [Section 96-14.7(b)]

An individual is disqualified for benefits if the Division determines the individual's total or partial unemployment is caused by a labor dispute at your place of employment or any location owned by the employer within the state of North Carolina. Once the labor dispute has ended, such workers shall continue to be ineligible for unemployment insurance benefits for the period of time that is reasonably necessary to resume operations in the workers' place of

Instructions for Employers

all employees may see it. Additional copies may be obtained online at des.nc.gov. 2. You must notify affected workers of a vacation period within a reasonable period of time before it begins.

3. Benefit claims for attached workers may be filed

online at des.nc.gov.

North Carolina Department of Commerce

For More Information, Contact:

Division of Employment Security

P.O. Box 25903 des.nc.gov

Department of Commerce, Division of Workforce Solutions (DWS) at www.nccommerce.com/workforce to assist you in securing suitable work. DWS provides a wide variety of services free of charge. If suitable work is not readily available you may file a claim for unemployment insurance benefits with the Division of Employment Security at des.nc.gov, or by phone at 877-841-9617.

If you have any questions about unemployment insurance benefits or need more information, contact the Division of Employment

1. Post this notice on your premises in such a place that

Telephone: (919) 707-1237

OSH Notice to Employees

Safety and Health

The OSH Division has the following responsibilities and powers.

N.C. Department of Labor Responsibilities The state of North Carolina has a federally approved program to administer the Occupational Safety and Health Act in North Carolina. This program is administered by the N.C. Department of Labor, Occupational Safety and Health (OSH) Division.

Inspections—The OSH Division conducts workplace inspections that can be

triggered by complaints, accidents or because the workplace has been randomly

NORTH CAROLINA

INDUSTRIAL COMMISSION

Citations—Following an inspection, the employer may be cited for one or more violations of the OSHA standards. The employer will be given a timetable to correct Penalties—The Commissioner shall have the authority to assess penalties against any employer who violates the requirements of the OSH Act. The Commissioner shall adjust minimum and maximum civil penalties in accordance with the requirements set forth in the U.S. Consumer Price Index for All Urban Consumers published

by the U.S. Department of Labor as necessary to comply with federal law. The

Commissioner shall have a period of 60 calendar days from the date a final rule is

published in the Federal Register to publish the civil penalties in the North Carolina

verbatim or can rewrite them to meet state conditions, as long as the new version is

Register under 13 NCAC 07A .0301 or any related or subsequent regulations setting penalty standards in compliance with Part 1903 of Title 29 of the Code of Federal Regulations, and on its website. OSHA Standards—The division adopts all federally mandated OSHA standards

A copy of any specific standard adopted by the OSH Division is available free of charge. The entire "General Industry" or "Construction Industry" standards are available for a nominal cost by calling 1-800-625-2267 or 919-707-7876.

Public and private sector employers have a "general duty" to provide their employees

the inspector will obtain a warrant to conduct the inspection. The employer has the

Citations—If an OSH inspection results in one or more citations, the employer is

required to promptly and prominently display the citation(s) at or near the place

where the violation allegedly occurred. It must remain posted for three working days

with workplaces that are free of recognized hazards likely to cause serious injury or death. Employers must comply with the OSHA safety and health standards adopted Inspections—An employer has the legal right to refuse to allow an inspector to enter the workplace without an administrative inspection warrant. If this occurs,

Employer Rights and Responsibilities

Discrimination—It is illegal to retaliate in any way against an employee for raising a health or safety concern, filing a complaint, reporting a work-related injury or illness, or assisting an inspector. The department will investigate and may prosecute employers who take such action.

or until the violation has been corrected or abated, whichever is longer.

right to accompany the inspector during the physical inspection.

Contesting Penalties—Once an employer has been cited, he or she may request an "informal conference" with OSH officials to discuss the penalty, abatement or other issues related to the citation. This request must be made within 15 working days The employer may formally contest (by filing a "Notice of Contest") the citation(s)

Commission. The Review Commission is an independent body that hears and decides contestments by employers and employees concerning citations, abatement Employers wishing to know more about the procedures for filing a "Notice of Contest" should contact the Review Commission. Telephone: 919-733-3589.

or proposed penalty to the N.C. Occupational Safety and Health Review

Injury and Illness Records-Employers with 11 or more employees, unless specifically exempted, are required to maintain updated occupational injury and illness records of their employees. Recordkeeping forms and information concerning these requirements may be obtained from the Education, Training and Technical Assistance Bureau, N.C. Department of Labor. Call 1-800-625-2267 or 919-707-

Unemployment Insurance

Accident and Fatality Reporting—An employer must report the following:

please contact the Department of Commerce, Division of Employment Security, P.O. Box 25903, Raleigh, NC 27611-5903, 1-888-737-0259; www.ncesc.com. Ref.: N.C.G.S. Sec. 95-143

NCDOL does not handle matters relating to unemployment insurance. If you would like information about unemployment insurance policies or procedures, Within eight hours: Any work-related fatality.

To report an accident, call the OSH Division at

• Any work-related loss of an eye.

1-800-625-2267 or 919-779-8560.

Within 24 hours: • Any work-related in-patient hospitalization of one or more employees. • Any work-related amputation.

Employee Rights and Responsibilities Public and private sector employees must comply with occupational safety and health standards, rules, regulations, and those orders issued under OSHA that relate to their Complaints—An employee has a right to make a complaint regarding workplace conditions he or she believes are unsafe, unhealthy or in violation of OSHA

standards. When an OSH inspector is in an employee's workplace, that employee

To make a complaint, call 1-800-625-2267 or 919-779-8560. Complaints also

has a right to point out unsafe or unhealthy conditions and to freely answer any questions asked by the inspector. When making a complaint, the employee may request that his or her name be kept confidential.

Contesting Abatement—Employees may contest any abatement period set as a result of an OSH inspection at their workplace. An employee has the right to appear before the Review Commission to contest the abatement period and seek judicial Other OSHA Information

Labor. Federal authorities ensure that continued state administration is merited. Any person who has a complaint about the state's administration of OSHA may contact the Regional Office of the U.S. Department of Labor, 61 Forsyth St. S.W., Suite 6T50, Atlanta, GA 30303.

• Federal Monitoring—The OSH Division is monitored by the U.S. Department of

• Additional Information or Questions—Anyone having a question about any of the above information may write or call:

can be made online at www.labor.nc.gov.

N.C. Department of Labor Occupational Safety and Health Division 1101 Mail Service Center Raleigh, NC 27699-1101 Phone: 1-800-625-2267

E-mail: ask.osh@labor.nc.gov www.labor.nc.gov Josh Dobson, Commissioner of Labor

Fax: 919-707-7964

This notice must be posted conspicuously. **1-800-NC-LABOR** (1-800-625-2267)

www.labor.nc.gov

NCDOL does not handle matters relating to workers' compensation. If you

would like information about workers' compensation policies or procedures,

please contact the N.C. Industrial Commission at N.C. Industrial Commission,

4340 Mail Service Center, Raleigh, NC 27699-4340; 919-807-2500; www.ic.nc.

gov. Form 17 must be prominently posted and must be printed in the same colors

and format that appear on the Industrial Commission website. To download and

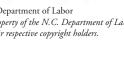
N.C. Workers' Compensation Notice to Injured Workers and Employers (Form 17)





print the current version of Form 17, visit www.ic.nc.gov.





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TO REORDER CALL: 1-800-817-7678



Podcast