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

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

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

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 all 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

How do I request FMLA leave?

Follow your employer's normal policies for requesting leave.

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

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

· 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

Generally, to request FMLA leave you must:

same reason when requesting additional leave.

Personnel Management or Congress.

- If you are eligible for FMLA leave, your employer must You work for a **covered employer** if **one** of the following applies: · Allow you to take job-protected time off work for a qualifying 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 government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel

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

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

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

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?

Your employer may request certification from a health care provide to verify medical leave and may request certification of a qualifying 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 The FMLA does not affect any federal or state law prohibiting



WH1420 REV 04/23

lef.: 29 CFR §825.300

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

EXEMPTIONS

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

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective

loss to the employer

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.

pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certail employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic

employees of security service firms (armored car, alarm, and guard), and of

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

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.

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.



CC-Form-1A Oklahoma Workers' Compensation Notice and Instruction to Employers and Employees

All employees of this employer who are entitled to benefits of the Administrative Workers' Compensation Act are hereby notified that this employer has complied with all rules of the Workers' Compensation Commission and that this employer has secured payment of compensation for all employees and their dependents in accordance with the Act. All employees are further notified this employer will furnish first aid, medical, surgical, hospital, optometric, podiatric, chiropractic and nursing services, medicine, crutches and other apparatus as may be reasonably necessary in connection with the injury received by the employee, as well as payments of compensation to any injured employee or the employee's dependents as provided in the Act.

Any employee who has suffered a compensable injury covered by the Administrative Workers' Compensation Act is entitled to vocational rehabilitation services, including retraining and job placement, if, as a result of the injury, the employee is unable to perform work for which the person has previous training

The Oklahoma Workers' Compensation Commission has a Counselor Division to provide information to injured workers, employers, and other intereste Mediation is available to help resolve certain workers? compensation disputes. For information, call the Counselor Division at 405-522-5308 or In-State Toll ree 855-291-3612.



Date of Expiration of Insurance Policy (Not applicable to employers authorized to self insure.)

Insurer Name and Address

Employee's Responsibilities In Case of Work Related Injury

If accidentally injured or affected by cumulative trauma or an occupational disease arising out of and in the course of employment, however slight, the employee should notify the employer immediately. If this employer is a partnership, notice shall be given to any partner. If this employer is a corporation, notice shall be given to any agent or officer of the corporation upon whom legal process may be served. Notice shall also be given to the person in charge of business at the location of operations where the injury occurred. Unless oral or written notice is given to the employer within thirty (30) days, the

The employee may file a claim for compensation with the **WORKERS' COMPENSATION COMMISSION** for an accidental injury, death, cumulative trauma or occupational disease or illness occurring **ON OR AFTER** February 1, 2014. Forms to file a compensation claim should be furnished by this employer and also are available from the Workers' Compensation Commission. The forms are posted on the Commission's website, www.wcc.ok.gov. A claim for compensation must be filed with the Commission within the time specified by law, or be forever barred. Based on law effective May 28, 2019, a claim for compensation for any accidental injury must be filed with the Commission within one (1) year of the date of injury or, if the employee has received benefits under Title 85A for the injury, six (6) months from the date of the last issuance of such benefits; a death claim must be filed within two (2) years of the

date of death; a claim for compensation for occupational disease or illness must be filed within two (2) years of the last injurious exposure; and a claim for compensation for cumulative trauma must be filed within one (1) year of the date of injury.

Claims for compensation for accidental injury, death, cumulative trauma or occupational disease or illness occurring BEFORE February 1, 2014 may be filed with the WORKERS' COMPENSATION COURT OF EXISTING CLAIMS and are subject to different notice of injury requirements and claims filing deadlines than those for accidental injury, death, cumulative trauma or occupational disease or illness occurring on or after February 1, 2014. Failure to comply with applicable notice requirements and deadlines may operate to forever bar the claim. Contact the WORKERS' COMPENSATION COURT OF EXISTING CLAIMS for additional information.

Employer's Responsibilities

The employer must provide employees with immediate first aid, medical, surgical, hospital, optometric, podiatric, chiropractic, and nursing services, medicine, crutches and other apparatus as may be reasonably necessary in connection with the injury received by the employee. This applies to care for all injuries and illnesses arising out of and in the course of employment, regardless of their character. Within ten (10) days after the date of receipt of notice or knowledge of death or injury that results in the loss of time beyond the shift or medical attention away from the work site, the employer or the employer's representative MUST send a report thereof to the Workers' Compensation Commission via Electronic Data Interchange as specified in Commission rules.

No agreement by any employee to pay any portion of the premium paid by the employer to a carrier or a benefit fund or department maintained by the employer for the purpose of providing compensation or medical services and supplies as required by the workers' compensation laws, shall be valid. Any employer who makes a deduction for such purposes from the pay of any employee entitled to benefits under the workers' compensation laws shall be

> No agreement by any employee to waive workers' compensation rights and benefits shall be valid. Any person who commits workers' compensation fraud, upon conviction, shall be guilty of a felony punishable by imprisonment, a fine or both.

Workers' Compensation Commission 1915 North Stiles Avenue Oklahoma City, Oklahoma 73105-4918

Tele. 405-522-5308 (OKC) · 918-295-3732 (TU) · In-State Toll Free 855-291-3612

This notice must be posted and maintained by the employer in one or more conspicuous places on the work premises.



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.

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.



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



OKLAHOMA LAW PROHIBITS

DISCRIMINATION IN EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, DISABILITY, AGE, SEX OR GENETIC INFORMATION¹

If you are an employee, or an applicant for employment, and feel that because of race, color, religion, national origin, disability, age, sex or genetic information you have been discriminated against with respect to:

Qualifications, hire, discharge, recall, layoff, promotion, transfer, compensation, conditions, terms, privileges or responsibilities of employment, or sexual harassment, and wish to file or discuss the filing of a complaint contact:

Office of the Oklahoma Attorney General Office of Civil Rights Enforcement 313 N.E. 21st Street

Oklahoma City, Oklahoma 73105 Oklahoma City Office: (405) 521-3921 Tulsa Office: (918) 581-2342 Website: www.oag.ok.gov Email: ocre.complaints@oag.ok.gov

Contacting the Office of Civil Rights Enforcement does not conflict with or affect any other rights you may have, including any appeal procedures you may have through the Oklahoma Merit Protection or any internal grievance procedures you may have through your employer. However, an Employment Discrimination Complaint must be filed with the Office of Civil Rights Enforcement within 180 days after the alleged discriminatory act(s).

Title 25, Oklahoma Statutes, Section 1302



UNEMPLOYMENT INSURANCE BENEFITS

If you lose your job or if you work less than full time and get less than your full-time wages, you Reemployment Assistance for the Unemployed – Informational Booklet for Workers Who are Unemployed" by visiting the Oklahoma Employment Security Commission's website at www.oklahoma.gov/oesc/individuals. This document explains your rights and how to file an

The unemployment claim filing process can all be done online at www.ui.ok.gov. If you have questions or need assistance, you may contact the Oklahoma Employment Security Commission's Service Center at (405) 525-1500 or visit an Oklahoma Works office. To find your nearest office,

EMPLOYERS: It is required by Sec. 2-502 of the Oklahoma Employment Security Act that you shall post and maintain this notice in places readily accessible to individuals in your employ. Copies may be obtained from the Oklahoma Employment Security Commission online at Ref.: O.A.C. 240: 10-3-51



EMERGENCY NUMBERS CALL 911

AMBULANCE: PHYSICIAN: HOSPITAL: FIRE DEPARTMENT: POISON CONTROL:

Certificate

Break Periods

CHILD LABOR

Employment certificate is issued by the school and is required for all employed minors, including homeschooled minors and minors from out-of-state working in Oklahoma.

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

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

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

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

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

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

Employers are required to have an employment certificate from the school before a minor is allowed to work.

Note to Issuing Officer(s): Minors must comply with compulsory School Laws, Title 70, Section 10

Hours Standard School in session – minors restricted to: No more than three (3) hours per school day No more than eight (8) hours per non-school day

> No more than eight (8) hours per non-school day No more than forty (40) hours per non-school week For every five (5) hours worked – Thirty (30) minute rest

Times Standard From Tuesday after Labor Day through May 31st – minors:

Cannot work before 7:00 a.m. and not after 9:00 p.m.

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.

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

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. Special provisions apply to workers in American Samoa, the Comm Mariana Islands, and the Commonwealth of Puerto Rico.







14 years of age Minimum Age

Employment

No more than eighteen (18) hours per school week School not in session – minors restricted to:

For every eight (8) hours worked – One (1) hour rest

From June 1st through Labor Day – minors:

Occupations which threaten health and well-being Prohibited include, but not limited to:

Communications Construction Coolers Cutters Frvers Ladders Hoisting devices Machinery Manufacturing Mowers Motor vehicles Processing Public messenge Repair Slicers Transportation Unloading

For information on hazardous occupations for 16- and 17-year-olds, contact the United States Department of Labor at 1-866-487-9243

Oklahoma Department of Labor 1-888-269-5353 www.labor.ok.gov



Your Rights Under the Oklahoma Minimum Wage Act 40 O.S. § 197.1 et seq.

WHO IS AN EMPLOYEE?

40 O.S. § 197.4 (e) - "Employee" includes any individual employed by an employer but shall not include: (1) An individual employed on a farm,

> in the employ of any person, in connection with the cultivation of the soil, or in connection with raising or harvesting any agricultural commodity, including raising, shearing, feeding, caring for, training, and management of livestock, bees, poultry, and furbearing animals and wildlife, or in the employ of the owner or tenant or other operator of a farm in connection with the operation, management, conservation, improvement, or maintenance of such farm and its

(2) Any individual employed in domestic service in or about a private home; (3) Any individual employed by the

tools and equipment;

United States government; (4) Any individual working as a volunteer in a charitable, religious or other nonprofit organization;

(5) Any newspaper vendor or carrier;

(6) Any employee of any carrier subject

- to regulation by Part 1 of the Interstate Commerce Act; (7) Any employee of any employer who is subject to the provisions of any Federal Fair Labor Standards Act or to any Federal Wage and Hour Law now in effect or enacted hereafter;
- and who is paying the minimum wage under the provisions of this act; (8) Any employee employed in a bona fide executive, administrative or professional capacity, or in the
- capacity of outside salesman; (9) Any person employed as part-time employee not on permanent status. A part-time employee is defined as an

employee who is employed less than

twenty-five (25) hours a week; (10) Any person who is less than eighteen (18) years of age and is not a high school graduate or a graduate of a vocational training program, and any person who is less than twenty-two (22) years of age and who is a student regularly enrolled in a high school, college, university or vocational training program;

(11) Any individual employed in a feedstore operated primarily for the benefit and use of farmers and ranchers; or (12) Any individual working as a reserve force deputy sheriff.

WHO IS AN EMPLOYER?

40 O.S. § **197.4** (**d**) - "Employer" means any individual, partnership, association, corporation, business trust, or any person or group of persons, hiring more than ten full-time employees or equivalent at any one location or place of business; provided, however, if an employer has less than ten full-time employees or equivalent at any one location or place of business but does a gross business of more than One Hundred Thousand Dollars (\$100,000.00) annually, said employer shall not be exempt under the provisions of this act. This act shall not apply to employers subject to the Fair Labor Standards Act of 1938, as amended, and who are paying the minimum wage under the provisions of said act, nor to employers whose employees are exempt.

Oklahoma Department of Labor

Leslie Oslam

Leslie Osborn

Commissioner of Labor State Minimum Wage \$7.25 per hour

Effective July 24, 2009

HOW DO UNIFORMS AFFECT MINIMUM WAGE?

40 O.S. § 197.17 - Business establishments that furnish uniforms to their employees may take credit against the minimum wage in an amount equal to the

reasonable cost of furnishing the uniforms.

WHAT IS THE CIVIL PENALTY FOR **VIOLATIONS?**

40 O.S. § 197.8 - The Commissioner, after investigation, shall promptly make his finding in writing as to whether or not additional wages are due the employee. If the Commissioner finds that additional wages are due, ten percent (10%) of such amount due shall be added as penalty for such wage deficiency. The Commissioner shall mail said findings to the employer and to the employee by certified mail. Payment by the employer and acceptance by the employee of the amount so determined by the Commissioner shall absolve the employer of any further liability to the employee with respect to wages claimed by the employee for the

found by a court of competent jurisdiction to have paid an employee wages less than those to which such employee is entitled, under or by virtue of this act, shall be liable to such employee for double the full amount of such wages, less any amount actually paid to such employee by the employer, and for court costs, and such reasonable attorney fees as may be allowed by the court, which in no case shall be less than One Hundred Dollars (\$100.00). Any agreement between such employee and the employer to work for less than such wage rate shall be no defense to such

FOR VIOLATIONS?

State law requires employers to display this poster in such a manner so as to be accessible to all employees in each establishment under the control of the employer. It shall be unlawful to employ workers in any industry or occupation within the State of Oklahoma under conditions of labor detrimental to their health or morals and it shall be unlawful to employ workers in any industry within the State of Oklahoma at wages which are not adequate for their maintenance. Except as otherwise provided in the Oklahoma Minimum Wage Act, no employer within the State of Oklahoma shall pay any employee a wage of less than the current federal minimum wage for all hours worked.

> 3017 N. Stiles, Suite 100, Oklahoma City, OK 73105 Telephone 405-521-6100 • Toll-free 1-888-269-5353 • Fax 405-521-6018 www.ok.gov/odol

PAY DAY NOTICE

PAY DAY IS ON:

☐ THURSDAY

TIME:

OSHA:

POLICE:

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

PAY SCHEDULE IS:

□ WEEKLY **□** SEMI MONTHLY **□** BIWEEKLY ☐ MONTHLY

PAYCHECKS ARE ISSUED ON THE:

AND OF THE MONTH

Know Your Rights: Workplace Discrimination is Illegal

If you believe you've been discriminated against at work or in applying for a job, the EEOC may be

Commission (EEOC) enforces Federal laws that

Employees (current and former), including managers and temporary employees

Union members and applicants for membership What Organizations are Covered?

State and local governments (as employers)

What Types of Employment Discrimination Under the EEOC's laws, an employer may not discriminate

 National origin Sex (including pregnancy, childbirth, and related medica conditions, sexual orientation, or gender identity) Age (40 and older) Genetic information (including employer requests for or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit

rights regarding disability discrimination or pregnancy What Employment Practices can be Challenged as Discriminatory?

· Harassment (including unwelcome verbal

or physical conduct)

Interference, coercion, or threats related to exercising

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS The Department of Labor's Office of Federal Contract

· Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, **National Origin** Executive Order 11246, as amended, prohibits

tected under Federal law from discrimination on the

and employees of Federal contractors from discrimination

compensation or the compensation of other applicants or

Section 503 of the Rehabilitation Act of 1973, as

accommodation to the known physical or mental

amended, protects qualified individuals with disabilities

from discrimination in hiring, promotion, discharge, pay

fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors.

disability who is an applicant or employee, barring undue

hardship to the employer. Section 503 also requires that

Federal contractors take affirmative action to employ

and advance in employment qualified individuals with

disabilities at all levels of employment, including the

• Obtaining or disclosing genetic information employment discrimination by Federal contractors based of employees identity, or national origin, and requires affirmative Requesting or disclosing medical informatio action to ensure equality of opportunity in all aspects o Conduct that might reasonably discourage someon from opposing discrimination, filing a charge, or participating in an investigation or proceeding Asking About, Disclosing, or Conduct that coerces, intimidates, threatens, or inte Discussing Pay with someone exercising their rights, or someone Executive Order 11246, as amended, protects applicants

rights, regarding disability discrimination (including

· Pay (unequal wages or compensation)

Job training

Contact the EEOC promptly if you suspect discriminati Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending or the following ways:

What can You Do if You Believe

Discrimination has Occurred?

https://publicportal.eeoc.gov/Portal/Login. 1-800-669-4000 (toll free) 1-800-669-6820 (TTY) 1-844-234-5122 (ASL video phone an EEOC field office (information a www.eeoc.gov/field-office)

Compliance Programs (OFCCP) enforces the

Submit an inquiry through the EEOC's public portal

Additional information about the EEOC, including information about filing a charge

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

If you are applying for a job with, or are an employee of, a proceeding, or otherwise opposes discrimination by

executive level

Protected Veteran Status

from active duty), active duty wartime or campaign badge nondiscrimination and affirmative action commitments of Retaliation is prohibited against a person who files a companies doing business with the Federal Government. complaint of discrimination, participates in an OFCCP

mployment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release

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

Individuals with Disabilities

If you believe you have been discriminated against in a program of any institution which receives Federal financia assistance, you should immediately contact the Federal agency providing such assistance.

orm the essential functions of the job.

Any person who believes a contractor has violated

OFCCP's authorities should contact immediately:

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

isability, please dial 7-1-1 to access telecomn

and on OFCCP's "Contact Us" webpage at

PROGRAMS OR ACTIVITIES

Race, Color, National Origin, Sex

RECEIVING FEDERAL FINANCIAL

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 objective

of race, color or national origin in programs or activities receiving Federal financial assistance. Employment

of the financial assistance is provision of employment,

cause discrimination in providing services under such

programs. Title IX of the Education Amendments of 1972

rohibits employment discrimination on the basis of sex in

educational programs or activities which receive Federal

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

U.S. Department of Labor

Washington, D.C. 20210

ASSISTANCE

200 Constitution Avenue, N.W.

The Office of Federal Contract Compliance Program

imination or affirmative action obligations unde

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WWW.COMPLIANCEPOSTER.COM

TO REORDER CALL: 1-800-817-7678

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 INFORMATION Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equa

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

Occupations

Baking Cooking Demolition Grills Loading Mining Power-Driven Public Utilities Storage Weed eaters Warehouse

Work rooms Youth peddling

period he was employed by the employer. **40 O.S.** § **197.9** - Any employer who is

WHAT IS THE CRIMINAL PENALTY

action.

40 O.S. § **197.13** - Any employer, or the officer or agent of any corporation, who pays or agrees to pay to any employee less than the rate of compensation required by this act, upon conviction, shall be guilty of a misdemeanor and shall be punished by a fine of not more than Five Hundred Dollars (\$500.00), or by imprisonment in the county jail for not more than six (6) months, or by both such fine and

NOTICE: