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 unable to work, To care for your spouse, child or parent with a serious mental or physical health condition, and

Certain qualifying reasons related to the foreign deployment of

your spouse, child or parent who is a military servicemember. 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?

Generally, to request FMLA leave you must:

same reason when requesting additional leave.

Personnel Management or Congress.

You work for a **covered employer** if **one** of the following applies:

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

Follow your employer's normal policies for requesting leave.

You do not have to share a medical diagnosis but must provide

enough information to your employer so they can determine whether

the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the

Your employer may request certification from a health care provided

to verify medical leave and may request certification of a qualifying

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

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.

You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar on the same basis as if you had not taken leave, and You work for an elementary or public or private secondary school, 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

> or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer

Your employer cannot interfere with your FMLA rights or threaten

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

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

SCAN ME

If you are eligible for FMLA leave, your **employer** <u>must</u>: Allow you to take job-protected time off work for a qualifying Continue your group health plan coverage while you are on leave

Must have a Social Security number that is valid for employment issued on or before the due date of the return (including extensions) Cannot have investment income, such as interest income, over a certain amount Generally must be a U.S. citizen or resident alien all year Allow you to return to the same job, or a virtually identical job with

Must have earned income

May not file as married filing separately May not be a qualifying child of another person May not file Form 2555 or 2555-EZ (related to foreign earned income) Must have a qualifying child or if you do not have a qualifying child, you must:

Life's a little easier with **EACH**

EITC is for people who work for someone else or own or run a business or a m. To qualify, you must have low to mid income and meet the following rules

To claim the EITC, you have to file a federal tax return even if you owe no tax and are not required to file. File your tax return as soon as you have all the information you need about how much you earned. However, refunds for returns claiming the EITC can't be issued before mid-February. This delay applies to the entire refund, not just the portion associated with the EITC.

EITC provides a boost to help pay your bills or save for a rainy day. Just imagine what you could do with EITC.

be at least age 25 but under age 65 at the end of the year.

· not qualify as a dependent of another person.

live in the United States* for more than half the year, and

To qualify, you and your spouse (if filing a joint return):

Do you want help with the EITC? • Go to www.irs.gov/eitc for free information and to check out the interactive EITC Assistant to

see if you qualify for the credit and estimate the amount of your EITC Visit a Volunteer Income Tax Assistance (VITA) site for free tax help and preparation. Go to www.irs.gov/VITA or call 1-800-906-9887 to find a site. Use FreeFile at www.irs.gov/FreeFile for free online filing through commercially available tax

Errors can delay the EITC part of your refund until corrected. If the IRS audits your return and finds an error in your claim of the EITC, you must pay back the amount of the EITC you received in error plus interest and penalties. You may also have to file Form 8862 for future claims. And, if the IRS finds your incorrect claim was due to reckless or intentional disregard of rules and regulations or fraud, we may ban you from claiming the EITC for 2 years or 10 years, depending on the reason for the error. U.S. military personnel on extended active duty outside the United States are considered to live in the United States while on active duty

Publication 962 (EN-SP) (Rev. 9-2019) Catalog Number 34506V Department of the Treasury Internal Revenue Service www.irs.gov Ref.: Code of Virginia, § 40.1-28.7:3

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

lef.: 29 CFR §825.300

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.

Federal, State and local governments are not affected by the law. Also, the

law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer

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

EXAMINEE RIGHTS

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.





COVENANTS NOT TO COMPETE PROHIBITED AS TO LOW-WAGE EMPLOYEES: CIVIL PENALTY.

A. As used in this section:

"Covenant not to compete" means a covenant or agreement, including a provision of a contract of employment, between an employer and employee that restrains, prohibits, or otherwise restricts an individual's ability, following the termination of the individual's employment, to compete with his former employer. A "covenant not to compete" shall not restrict an employee from providing a service to a customer or client of the employer if the employee does not initiate contact with or solicit the

'Low-wage employee" means an employee whose average weekly earnings, calculated by dividing the employee's earnings during the period of 52 weeks immediately preceding the date of termination of employment by 52, or if an employee worked fewer than 52 weeks, by the number of weeks that the employee was actually paid during the 52-week period, are less than the average weekly wage of the Commonwealth as determined pursuant to subsection B of § 65.2-500. "Low-wage employee" includes interns, students, apprentices, or trainees employed, with or without pay, at a trade or occupation in order to gain work or educational experience. "Low-wage employee" also includes an individual who has independently contracted with another person to perform services independent of an employment relationship and who is compensated for such services by such person at an hourly rate that is less than the median hourly wage for the Commonwealth for all occupations as reported, for the preceding year, by the Bureau of Labor Statistics of the U.S. Department of Labor. For the purposes of this section, "low-wage employee" shall not include any employee whose earnings are derived, in whole or in predominant part, from sales commissions, incentives, or bonuses paid to the employee by the employer.

B. No employer shall enter into, enforce, or threaten to enforce a covenant not to compete with any low-wage employee

C. Nothing in this section shall serve to limit the creation or application of nondisclosure agreements intended to prohibit the taking, misappropriating, threating to misappropriate, or sharing of certain information, including trade secrets, as defined in § 59.1-336, and proprietary or confidential information.

D. A low-wage employee may bring a civil action in a court of competent jurisdiction against any former employer or other person that attempts to enforce a covenant not to compete against such employee in violation of this section. An action under this section shall be brought within two years of the latter of (i) the date the covenant not to compete was signed, (ii) the date the low-wage employee learns of the covenant not to compete, (iii) the date the employment relationship is terminated, or (iv) the date the employer takes any step to enforce the covenant not to compete. The court shall have jurisdiction to void any covenant not to compete with a low-wage employee and to order all appropriate relief, including enjoining the conduct of any person or employer, ordering payment of liquidated damages, and awarding lost compensation, damages, and reasonable attorney fees and costs. No employer may discharge, threaten, or otherwise discriminate or retaliate against a low-wage employee for bringing a civil action pursuant to this section.

E. Any employer that violates the provisions of subsection B as determined by the Commissioner shall be subject to a civil penalty of \$10,000 for each violation. Civil penalties owed under this subsection shall be paid to the Commissioner for deposit in the general fund.

F. If the court finds a violation of the provisions of this section, the plaintiff shall be entitled to recover reasonable costs, including costs and reasonable fees for expert witnesses, and attorney fees from the former employer or other person who attempts to enforce a covenant not to compete against such plaintiff.

G. Every employer shall post a copy of this section or a summary approved by the Department in the same location where other employee notices required by state or ederal law are posted. An employer that fails to post a copy of this section or an approved summary of this section shall be issued by the Department a written warning for the first violation, shall be subject to a civil penalty not to exceed \$250 for a second violation, and shall be subject to a civil penalty not to exceed \$1,000 for a third and each subsequent violation as determined by the Commissioner. Civil penalties owed under this subsection shall be paid to the Commissioner for deposit in the

The Commissioner shall prescribe procedures for the payment of proposed assessments of penalties that are not contested by employers. Such procedures shall include provisions for an employer to consent to abatement of the alleged violation and to pay a proposed penalty or a negotiated sum in lieu of such penalty without admission of any civil liability arising from such alleged violation.

medical conditions, age, military status, or disability in **Rights Act** employment, places of public accommodation, including education institutions, and in **Unlawful Discriminatory Practice Defined** real estate transactions; preserve the public safety, health and general welfare; further the

It is the policy of the

Commonwealth of Virginia to:

Safeguard all individuals within

the Commonwealth from

unlawful discrimination because

of race, color, religion, national

origin, sex, sexual orientation

gender identity, marital status,

pregnancy, childbirth or related

Conduct that violates any Virginia or federal statute or regulation governing discrimination is an unlawful discriminatory practice under the interests, rights, and privileges of Virginia Human Rights Act. individuals within the Commonwealth; and protect

Virginia

Jason S. Miyares

ATTORNEY GENERAL

COMMONWEALTH OF VIRGINIA

Office of the Attorney General Office of Civil Rights 202 North 9th Street Richmond, Virginia 23219 www.oag.state.va.us CivilRights@oag.state.va.us

P: (804) 225-2292

F: (804) 225-3294

Complaints may be filed with:

www.oag.state.va.us

citizens of the Commonwealth

against unfounded charges of

unlawful discrimination.



FEDERAL LABOR LAW

WORKERS' COMPENSATION NOTICE

The employees of this business are covered by the Virginia Workers' Compensation Act. In case of injury by accident or notice of an occupational disease:

THE EMPLOYEE SHOULD:

1. Immediately give notice to the employer, in writing, of the injury or occupational disease and the date of accident or notice of the occupational disease. 2. Promptly give to the employer and to the Virginia Workers' Compensation Commission

under the act, file application with the Commission for a hearing within two years of

the date of accidental injury or first communication of the diagnosis of an occupational

notice of any claim for compensation for the period of disability beyond the seventh day after the accident. In case of fatal injuries, notice must be given by one or more dependents of the deceased or by a person in their behalf.

4. If medical treatment is anticipated for more than two years from the date of the accident and no award has been entered, the employee should file a claim with the Commission within two years from the date of the accident.

NOTE: The employer's report of accident is not the filing of a claim for the employee.

THE EMPLOYER SHOULD:

1. At the time of the accident, give the employee the names of at least three physicians from which the employee may select the treating physician.

2. Report the injury to the Commission through your carrier or directly to the 3. Accurately determine the employee's average weekly wage, including overtime, meals,

Questions may be answered by contacting the Commission. A booklet explaining the Workers' Compensation Act is available without cost from:

THE VIRGINIA WORKERS' COMPENSATION COMMISSION 333 E. Franklin St Richmond, Virginia 23219

1-877-664-2566

www.workcomp.virginia.gov Every employer within the operation of the Virginia Workers' Compensation Act MUST POST

THIS NOTICE IN A CONSPICUOUS PLACE in his place of business. Ref.: 16 VAC 30-50-80. Rule 7



NOTICE TO WORKERS

Every day many unemployed workers tell us that unemployment insurance is due them "because they have paid for it." This is not true in Virginia. There are no deductions from your paycheck for unemployment insurance. Employers' taxes are deposited in a trust fund from which unemployment insurance benefits are paid. Do not confuse unemployment insurance with Old Age and Survivors Insurance to which both you and

YOU MAY APPLY FOR UNEMPLOYMENT INSURANCE BENEFITS IF: You are totally unemployed, or

· You are working at reduced wages and hours,

IF TOTALLY UNEMPLOYED. ON A TEMPORARY LAYOFF, OR IF WORKING REDUCED HOURS: The first week you are unemployed, register for work, and file a claim for benefits. You can file your claim online at www.vec.virginia.gov or by calling our Customer Contact Center at 1-866-832-2363. If you are totally unemployed, you must register for work online at www.vawc.virginia.gov.

TO BE ELIGIBLE FOR BENEFITS. THE LAW REQUIRES THAT YOU:

· File a claim with the Virginia Employment Commission Have earned sufficient wages from employers who are subject to the Virginia Unemployment

Compensation Act or any other State within your Base Period. Must be unemployed through no fault of your own.

• Must be able and available for work and making an active search for work. · Continue to report as instructed by the Virginia Employment Commission.

You cannot be paid unemployment benefits until you have filed your claim and have met all of the eligibility requirements. To speed payment of benefits, you should file your claim as soon as you become unemployed or your hours are reduced. If you have any questions about your rights and responsibilities under the Virginia Unemployment Compensation Act, visit our website, www.vec.virginia.gov or call our Customer Contact

THE LAW REQUIRES EMPLOYERS TO POST THIS NOTICE IN A PLACE VISIBLE TO AII WORKERS. An Equal Opportunity Employer/Program

> Auxiliary services are available upon request to individuals with disabilities. Please call 804-584-9841 or 866-373-6915 for Language Access/Assistance.

This notice is available in Spanish. Direct requests to: Employer Accounts P.O. Box 26441 Richmond, VA 23261-6441

Ref.: Va. Code Ann. §60.2-106

Did you know Virginia has an income tax credit for low-income, working individuals and families?



Could you be eligible?



Low Income Individuals Credit page on the Virginia Tax site: www.tax.virginia.gov/lowincome-individuals-credit ✓ The Federal Earned Income Tax Credit The Virginia Credit

Call the Virginia Department of Taxation at: (804) 367-8031, PAY-VTAX at: (804) 339-1307 or visit: www.tax.virginia.gov

VIRGINIA HUMAN RIGHTS ACT REASONABLE ACCOMMODATIONS FOR PREGNANCY

Protections from Discrimination - Va. Code § 2.2-3909 Effective July 1, 2020, employers with five or more employees for a 20-week period in the current or preceding year must provide reasonable accommodations for pregnancy, childbirth or related medical conditions, including lactation, unless the accommodation would impose an undue hardship.

Employers also may not, in response to a request for a reasonable accommodation for pregnancy:

> take adverse actions against an employee; > require an employee to take leave if another reasonable accommodation can be provided.

Reasonable Accommodations Examples of reasonable accommodations include more frequent or longer bathroom breaks, breaks to

express breast milk, access to a private location other than a bathroom for the expression of breast milk, cquisition or modification of equipment or access to or modification of employee seating, a temporary transfer to a less strenuous or hazardous position, assistance with manual labor, job restructuring, a modified work schedule, light duty assignments, and leave to recover from childbirth. **Interactive Process**

When an employee requests an accommodation, employers must engage in a timely, good faith interactive process with the employee to determine if the requested accommodation is reasonable and, if not, discuss alternative reasonable accommodations that may be provided.

Office of Civil Rights or seek relief by filing a civil action in state court.

Complaints Any person who believes they were discriminated against on this basis may file a complaint with the

OFFICE OF THE ATTORNEY GENERAL



Ref.: Va. Code § 2.2-3909

83746

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Office of Civil Rights 202 North 9th Street Richmond, Virginia 23219 www.oag.state.va.us CivilRights@oag.state.va.us



P: (804) 225-2292; F: (804) 225-3294





VIRGINIA HUMAN RIGHTS ACT REASONABLE ACCOMMODATIONS FOR DISABILITY

Effective July 1, 2021, employers with more than five employees for a 20-week period in the current or preceding year must provide reasonable accommodations for otherwise qualified persons with disabilities if necessary to assist such person in performing a particular job, unless the accommodation would impose an undue hardship on the employer. "Person with a disability" means any person who has a physical or mental impairment that substantially limits one or more of her major life activities or who has a record of such impairment. Employers also may not, in response to a request for a reasonable accommodation for disability:

Protections from Discrimination - Va. Code § 2.2-3905.1

take adverse actions against an employee; deny employment or promotions; or > require an employee to take leave if another reasonable accommodation can be provided.

Reasonable Accommodations Examples of reasonable accommodations include modifying work policies, permitting the use of

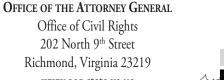
leave, reassignment to a vacant position, acquisition or modification of equipment, assistance with manual labor, job restructuring, a modified work schedule, and light duty assignments. **Interactive Process**

When an employee requests an accommodation, employers must engage in a timely, good faith

and, if not, discuss alternative reasonable accommodations that may be provided

interactive process with the employee to determine if the requested accommodation is reasonable

Any person who believes they were discriminated against on this basis may file a complaint with the Office of Civil Rights.





EMERGENCY NUMBERS CALL 911

AMBULANCE: PHYSICIAN: **HOSPITAL**:

POISON CONTROL:

FIRE DEPARTMENT:

PAY DAY NOTICE

OSHA:

for Low Income

Ref.: Code of Virginia, § 40.1-28.7:3

POLICE:

Individuals

PAY DAY IS ON: ■ MONDAY

☐ TUESDAY

■ WEDNESDAY ☐ THURSDAY

PAY SCHEDULE IS: □ SEMI MONTHLY ■ WEEKLY □ BIWEEKLY ☐ MONTHLY

☐ FRIDAY

□ SATURDAY

□ SUNDAY

PAYCHECKS ARE ISSUED ON THE:

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 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

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

CHILD LABOR

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

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

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

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

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



Job Safety and Health Protection

OF VIRGINIA, PROVIDES JOB SAFETY AND HEALTH PROTECTION FOR WORKERS. THE PURPOSE OF THE LAW IS TO ASSURE SAFE AND HEALTHFUL WORKING CONDITIONS THROUGHOUT THE STATE. THE VIRGINIA SAFETY AND HEALTH CODES BOARD PROMULGATES AND ADOPTS JOB SAFETY AND HEALTH STANDARDS, AND EMPLOYERS AND EMPLOYEES ARE REQUIRED TO COMPLY WITH THESE STANDARDS. THESE STANDARDS MAY BE FOUND AT THE FOLLOWING WEB ADDRESS: http://www.doli.virginia.gov/doli_regulations/doli_regulations.html. YOU MAY ALSO CONTACT THE DEPARTMENT OF

LABOR AND INDUSTRY OFFICES LISTED BELOW TO RECEIVE PRINTED COPIES OF THE VIRGINIA UNIQUE STANDARDS

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.

INFORMATION

Employers

AND OBTAIN THE NAMES OF PUBLISHERS OF THE FEDERAL IDENTICAL STANDARDS.

Each employer shall furnish to each of his employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to his employees, and shall comply with occupational safety

and health standards issued under the law. **Employees**

Each employee shall comply with all occupational safety and health standards. rules, regulations and orders issued under the Law that apply to his own actions and conduct on the job.

Inspection

The Law requires that a representative of the employer and a representative authorized by the employees be given an opportunity to accompany the VOSH inspector for the purpose of aiding the inspection.

consult with a reasonable number of employees concerning safety and health conditions in the workplace. Citation

If upon inspection VOSH believes an employer has violated the Law, a citation alleging such violations will be issued to the employer. Each citation will specify a time period within which the alleged violation must be corrected.

violation for three days or until the violation is corrected, whichever is later, to warn employees of dangers that may exist there. **Proposed Penalty** The Law provides for mandatory penalties against private sector employers of up

to \$15,375 for each serious violation and for optional penalties of up to \$15,375

for each other-than-serious violation. Penalties of up to \$15,375 per day may be

proposed for failure to correct violations within the proposed time period. Also, any

The VOSH citation must be prominently displayed at or near the place of alleged

employer who willfully or repeatedly violates the Law may be assessed penalties of up to \$153.742 for each such violation. Public Sector employers, all departments, agencies, institutions or other political

subdivisions of the Commonwealth, are subject to the penalty provisions of 16VAC Criminal penalties are also provided for in the Law. Any willful violation resulting in the death of an employee is punishable, upon conviction, by a fine of not more than

Complaint

\$70,000 or by imprisonment for not more than six months, or by both. Subsequent conviction of an employer after a first conviction doubles these maximum penalties. significant monetary penalties.

9400 Innovation Drive, Suite 120,

EMPLOYERS: THIS POSTER MUST BE DISPLAYED IN A PROMINENT PLACE IN THE ESTABLISHMENT TO WHICH YOUR EMPLOYEES NORMALLY REPORT TO WORK

Manassas, VA 20110.

Tidewater/Norfolk

(703) 392-0900

OCCUPATIONAL SAFETY AND HEALTH OFFICE LOCATIONS VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY Main Street Centre Main Street Centre 600 East Main Street. Suite 207 600 East Main Street. Suite 207

(804) 371-2327

Employees or their representatives have the right to file a complaint with the

www.doli.virginia.gov U.S. Department of Labor OSHA

Richmond, Virginia 23219

Center, STE 740 West 170 South

Independence Mall West

Philadelphia, PA 19106-3309

(215) 861-4900

VOICE (804) 371-2327

FAX (804) 371-6524

Central Virginia/Richmond North Run Business Park 1570 East Parham Road Regional Administrator The Curtis

Richmond, Virginia 23219

6363 Center Drive Building 6, Suite 10 Norfolk, VA 23502

(757) 455-0891 Southwest/Roanok Brammer Village 3013 Peters Creek Road Roanoke, VA 24019 (540) 562-3580

(434) 385-0806 P.O. Box 772 201 Lee Highway Verona, VA 24482 (540) 248-9280

Seizure First Aid

STAY with the person until they are awake and alert after the seizure.



Keep the person **SAFE**.

✓ **Time** the seizure ✓ Remain **calm**

✓ Check for medical ID

Call 911

if they are not awake and aware. ✓ Keep airway clear

✓ Loosen tight clothes around neck ✓ Put something small and soft under the head

Seizure lasts longer than 5 minutes Person does not return to their usual state

What Organizations are Covered?

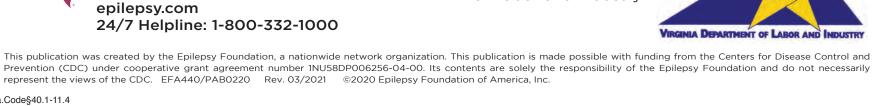
X Do **NOT** put any objects in their mouth. ✓ Rescue medicines can be given if prescribed by a health care professional

Learn More and Register for Training: epilepsy.com/firstaid



represent the views of the CDC. EFA440/PAB0220 Rev. 03/2021 ©2020 Epilepsy Foundation of America, Inc.

In Partnership with



Know Your Rights: Workplace Discrimination is Illegal

Obtaining or disclosing genetic information of employees

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

What can You Do if You Believe Discrimination has Occurred?

Executive Order 11246, as amended, protects applicants and employees of contractors from discrimination based on inquiring about, disclosing, or discriber compensation or the compensation of other applicants or employees. Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified

Asking About, Disclosing, or Discussing Pay

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TO REORDER CALL: 1-800-817-7678 WWW.COMPLIANCEPOSTER.COM



civil money penalties may be assessed for each child labor violation that results in the death or

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

Special provisions apply to workers in American Samoa, the Comm

Mariana Islands, and the Commonwealth of Puerto Rico.

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

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.

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

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

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

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

THE VIRGINIA OCCUPATIONAL SAFETY AND HEALTH (VOSH) LAW, BY AUTHORITY OF TITLE 40.1 OF THE LABOR LAWS

and Industry addresses shown below Discrimination

nearest VOSH office requesting an inspection if they believe unsafe or unhealthy

employees filing complaints. Complaints may be made at the Department of Labor

conditions exist in their workplace. VOSH will withhold, on request, names of

It is illegal to retaliate against an employee for using any of their right under the law, including raising a safety or health concern with the employer or VOSH, or reporting a work-related injury or illness. An employee who believes they have been discriminated against for exercising their

Department of Labor and Industry within 60 days of the alleged discrimination. CASPA

rights under the Law, may file a complaint with the Commissioner of the Virginia

Complaints about State Plan Administration: Any person may complain to the Regional Administrator of OSHA (address below) concerning the Administration of the State Safety and Health Program

State Coverage

The VOSH program shall apply to all public and private sector businesses in the

State except for Federal agencies, businesses under the Atomic Energy Act,

Voluntary efforts by the employer to assure its workplace is in compliance with

by the Federal Maritime jurisdiction. Voluntary Activity

railroad rolling stock and tracks, certain Federal enclaves, and businesses covered

the Law are encouraged. Voluntary Safety and Health Consultation and Training Programs exist to assist employers. These services may be obtained by contacting the Virginia Department of Labor and Industry addresses shown below. Recordkeeping

Employers now have a new system for tracking workplace injuries and illnesses.

a question and answer format, the revised recordkeeping rule provides guidance

specific cases. Smaller employers (10 or fewer employees) are exempt from most

requirements. To see if your industry is partially exempt, visit the OSHA Website at

All fatalities must be reported to VOSH within eight (8) hours. All injuries or illnesses

for recording occupational injuries and illnesses and explains how to classify

OSHA's new recordkeeping log (Form 300) is simpler to understand and use. Using

www.osha.gov/recordkeeping/ pub3169text.html. Accident Reporting

that result in an in-patient hospitalization, amputation or loss of an eye must be reported to VOSH within twenty-four (24) hours. Failure to report may result in

> The Johnson Center 468 East Main Street, Suite 114 Abingdon, VA 24210 (276) 676-5465 **Lynchburg** 3704 Old Forest Road **VIRGINIA DEPARTMENT OF**

LABOR AND INDUSTRY Lynchburg, VA 24501 Gary G. Pan **VIRGINIA SAFETY AND HEALTH CODES BOARD**

Revised August, 2023

How to help someone having a seizure

✓ Move or guide away from harm Turn the person onto their **SIDE**

Repeated seizures

First time seizure

Difficulty breathing

Seizure occurs in water

X Do **NOT** restrain.

Person is injured, pregnant, or sick

FOUNDATION Virginia Department of Labor and Industry 24/7 Helpline: 1-800-332-1000



Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not makin reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors light a diffirmative action to complete the disability of the contractors of the difficulties of the total contractors (sight a diffirmative action to complete the disability of the difficulties of the formation of the disability of the disability of the diffirmative action to complete the disability of the d The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38

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

Individuals with Disabilities

Federal agency providing such assistance

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted submitting a question online to OFCCP's Help Deak at https://doc.phelpdes.gov/s/. or by calling an OFCCP regional or district office, listed in most teleph directories under U.S. Government, Department of Labor and on OFCCP's Contact Us' webpage at https://www.dol.gov/sgencies/ofccp/contact. PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex

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