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

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

You have the right to use FMLA leave in one block of time. When it

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 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.

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

enough information to your employer so they can determine whether

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

Your employer may request certification from a health care provided

to verify medical leave and may request certification of a qualifying

bargaining agreement that provides greater family or medical leave

State employees may be subject to certain limitations in pursuit of

by the law but are subject to the jurisdiction of the U.S. Office of

direct lawsuits regarding leave for their own serious health conditions

Most federal and certain congressional employees are also covered

The FMLA does not affect any federal or state law prohibiting

discrimination or supersede any state or local law or collective

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

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

Generally, to request FMLA leave you must:

same reason when requesting additional leave.

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

If you are eligible for FMLA leave, your employer must:

your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in

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

Ref.: 29 CFR §825.300

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

Personnel Management or Congress.

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.

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 certai 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

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.



Child Labor Laws Notice Kansas Hour Restrictions

This poster is only required to be displayed if you employ youth under 18 years of age and are NOT covered under the federal Fair Labor Standards Act (FLSA). Employers not covered by the FLSA are required to follow Kansas child labor laws. If you have a question as to which law (federal or state) applies, contact the Federal Wage and Hour office. Most employers are covered by the FLSA and follow federal child labor laws.

> There are no hour restrictions for minors ages 16 and 17. Hour Restrictions for minors ages 14 and 15:







May not work before 7 a.m.

10 p.m. (except on nights that do not precede a school day)

May not work after

Maximum Hours

8 hours per day 40 hours per week



Hazardous Occupations

No child under 18 can be employed in any occupation declared hazardous by the U.S. Secretary of Labor. Limited exemptions apply. For more info, visit dol.gov/agencies/whd/child-labor

FEDERAL

For information on federal laws and guidelines, contact: U.S. Department of Labor Office

Wage and Hour Division

Toll Free (866) 487-9243 400 State Ave., Suite 1010 Kansas City, KS 66101 dol.gov/agencies/whd/flsa **STATE** For information or answers regarding Kansas state law, contact:

Kansas Department of Labor **Employment Standards** 401 SW Topeka Blvd. (785) 296-5000, opt. 5

Topeka, KS 66603-3182

dol.ks.gov

Kansas

Kansas Department of Labor | 401 SW Topeka Blvd, Topeka, KS 66603 | www.dol.ks.gov

Ref.: Kansas Statute 38-605

K-ESLR 100 (10-24)



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.

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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

Notice to Workers About UNEMPLOYMENT INSURANCE

Our organization participates in the Kansas Unemployment Insurance Program. Should you become unemployed, you can learn about unemployment benefits and apply online at www. GetKansasBenefits.gov.

If you are unable to apply online, you can apply for benefits by calling the Kansas Unemployment Contact Center.

Kansas Unemployment Contact Center

Kansas City Area	(913) 596-3500
Topeka Area	(785) 575-1460
Wichita Area	(316) 383-9947
Toll free outside these areas	(800) 292-6333
Speech and/or hearing disabled	

Kansans can access the Kansas Relay Center by calling toll free. (800) 766-3777 Claims specialists are available: Mon. - Wed. 8 a.m. to 4 p.m.

Thursday. .8 a.m. to 3:15 p.m. .8 a.m. to 4 p.m. (Closed state holidays)

The Kansas Unemployment Insurance Program is administered by: KANSAS DEPARTMENT OF LABOR

401 SW Topeka Blvd. Topeka, KS 66603-3182

Aviso Para el Trabajador Sobre **EL SEGURO DE DESEMPLEO**

Nuestra organización participa en el programa del Seguro de Desempleo de Kansas. Si acaso llega ser desempleado puede aprender mas sobre los beneficios de desempleo y aplicar en www.GetKansasBenefits.gov.

Si no puede aplicar por la Internet, usted puede aplicar por beneficios de desempleo al llamar al Centro de Contacto de Desempleo de Kansas.

Centro de Contacto de Desempleo de Kansas Area de Kansas City..

..(785) 575-1460 Área de Topeka. Si vive fuera de las áreas de llamadas.

Para ayuda con el habla y el audio llame ..(800) 766-3777 al Kansas Relay Center.. Disponibilidad de Especialistas de Reclamo:

Jueves ..8 a.m. a 3:15 p.m. ..8 a.m. a 4 p.m. Viernes (Cerrado días festivos) El programa de Seguro de Desempleo de Kansas

es administrado por:

KANSAS DEPARTMENT OF LABOR 401 SW Topeka Blvd.

Topeka, KS 66603-3182

K-CNS 405 (Rev. 04-24)

Ref.: KSA §44-709

Kansas





EMERGENCY NUMBERS CALL 911

POLICE: AMBULANCE: PHYSICIAN: **HOSPITAL**:



PAY DAY NOTICE

PAY DAY IS ON: ■ MONDAY

☐ THURSDAY

OSHA:

☐ TUESDAY ■ WEDNESDAY

FIRE DEPARTMENT:

POISON CONTROL:

■ SATURDAY ■ SUNDAY

☐ FRIDAY

PAY SCHEDULE IS: ■ WEEKLY □ BIWEEKLY

□ SEMI MONTHLY ☐ MONTHLY

PAYCHECKS ARE ISSUED ON THE:

Compliance Poster Company™

2023 COMPLIANCE POSTER COMPANY™. ALL RIGHTS RESERVED.

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

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

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 n non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment

based on tips received by their employees. Employers must pay tipped employees a cash wags 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 PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the

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.

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

pay provisions. Certain narrow exemptions also apply to the pump at work requirements Special provisions apply to workers in American Samoa, the Commonwealth of the Northern · Some state laws provide greater employee protections; employers must comply with bot $\bullet\,$ Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.



paid less than the minimum wage under special certificates issued by the Department of Labor



E-Mail info@eeoc.gov

EMPLOYERS HOLDING FEDERAL

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

requires affirmative action to ensure equality of opportunity in all aspects of employment.

compensation of other applicants or employees

affirmative action to employ and advance in

Discussing Pay

Who is Protected?

What Organizations are Covered

What Types of Employmen

Inder the EEOC's laws, an employer may not

or, or purchase, use, or disclosure of genetic

ests, genetic services, or family medical letaliation for filing a charge, reasonably

oceeding terference, coercion, or threats related

o exercising rights regarding disability discrimination or pregnancy accommod

or physical conduct) Hiring or promotion

belief, observance or practice

Requesting or disclosing medical information

conduct that coerces, intimidates, threatens, or

4212, prohibits employment discrimination again and requires affirmative action to recruit, empl and advance in employment, disabled veteran recently separated veterans (i.e., within three years of discharge or release from active duty

Retaliation is prohibited against a person who its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

200 Constitution Avenue, N.W. CONTRACTS OR SUBCONTRACTS DFCCP's Help Desk at https://ofccphelpde job with, or are an employee of, a company with a Federal contract or subcontract, you are protected PROGRAMS OR ACTIVITIES ASSISTANCE Race, Color, National Origin, Sex

RECEIVING FEDERAL FINANCIAL pased on race, color, religion, sex, sexual prientation, gender identity, or national origin, and Section 504 of the Rehabilitation Act of 1973, as the basis of disability in any program or activity

against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

STOP HUMAN TRAFFICKING IN KANSAS

1-888-373-7888



1-888-373-7888



"BeFree" to 233733





LIVE CHAT



Contact the National Human

Trafficking Hotline to:

✓ Find services.

✓ Report a tip.

✓ Learn about

your options.

KESD-P 541 (10-24)

con respecto a raza,

religión, color, sexo,

✓ Get help.



If you or someone you know is a victim of human trafficking, there is help.

Know the Signs Are you being forced to work against your will?

Are you threatened or tricked by your boss?

Are you required to live with your employer?

Report Suspicious Activities

· Minor accompanied by an unrelated older adult who exerts excessive control or seems overly possessive.

Kansas

- Lack of personal freedom. • Tattoos or branding suggesting ownership.
- Signs of fear, submissiveness or paranoia around authority.
- Required to earn a certain amount of money per day.

If you or someone you know is in immediate danger, call 911.

Your actions can make a difference in someone's life.

Kansas Department of Labor | 401 SW Topeka Blvd, Topeka, KS 66603 | www.dol.ks.gov

Ref.: Kan. Stat. § 75-759 La Ley del Estado de Kansas Dispone Kansas Law Provides Oportunidades Iguales Equal opportunity in

employment without regard to race, religion, color, sex, disability, national origin, ancestry, or age. Genetic testing and screening is also prohibited. Sex includes LGBTO+, all derivatives of sex, and pregnancy. Age is 40 or more years.

If you have suffered discrimination in recruitment, hiring, placement, promotion, transfer, training, compensation, layoff, or termination contact...

KANSAS HUMAN RIGHTS COMMISSION **AREA OFFICES:** MAIN OFFICE TOPEKA: **DODGE CITY OFFICE:** SUITE 568-SOUTH SUITE 220 TOPEKA, KANSAS 66612-1258 100 MILITARY PLAZA Voice (785) 296-3206 Fax (785) 296-0589 Voice (620) 371-5681 TTY (785) 296-0245

Fax (620) 371-5682 E-mail khrc@ks.gov 300 W. DOUGLAS WICHITA, KS 67202 Voice (316) 337-6270



impedimento físico, ascendencia, o edad Prueba genética y cribado es también prohibido. Sexo incluye LGBTQ+, todos los derivados de sexo, y embarazo. Edad es 40 o más años. Si ha sufrido discriminación en

promoción, transferencia, enseñanza, compensación, rebaja de empleo, o OFICINAS DE KANSAS HUMAN RIGHTS SUITE 568-SOUTH

TOPEKA, KANSAS 66612-1258 100 MILITARY PLAZA Voice (785) 296-3206 Fax (785) 296-0589 Voice (620) 371-5681 TTY (785) 296-0245 Fax (620) 371-5682 E-mail khrc@ks.gov 300 W. DOUGLAS

SUITE 220 WICHITA, KS 67202 Voice (316) 337-6270

SUITE 220

Workers Compensation Rights and Responsibilities

This notice must be posted and maintained by the employer in one or more conspicuous places. Your employer is subject to the Kansas Workers Compensation Law which provides compensation for job-related injuries.

This notice applies to dates of accidents on or after July 1, 2024. Este aviso aplica a las fechas de los accidentes a partir de Julio 1, 2024.

WHAT TO DO IF AN INJURY **OCCURS ON THE JOB**

NOTIFY YOUR EMPLOYER IMMEDIATELY. Per K.S.A. 44-520, a claim may be denied if an employee fails to notify their employer within the earliest of the following dates: (A) 30 calendar days from the date of accident or the date of injury by repetitive trauma; (B) if the employee no longer works for the employer against whom benefits are being sought. 20 calendar days after the employee's last day of actual work

Notice may be given orally or in writing. Where notice is

provided orally, if the employer has designated an individual or

department to whom notice must be given and such designation has been communicated in writing to the employee, notice to any other individual or department shall be insufficient under this section. If the employer has not designated an individual or department to whom notice must be given, notice must be provided to a supervisor or manager Where notice is provided in writing, notice must be sent to

a supervisor or manager at the employee's principal location of The notice, whether provided orally or in writing, shall include the time, date, place, person injured and particulars of such injury. It must be apparent from the content of the notice that the employee is claiming benefits under the workers compensation act or has suffered a work-related injury.

BENEFITS. Benefits are paid by the employer's insurance carrier or self insurance program. Benefits include medical treatment, partial wage replacement for lost time and additional benefits if the injury results in permanent disability. An employer is required to furnish all necessary medical treatment and has the right to designate the treating physician. If the employee seeks treatment from a doctor not authorized by the employer, the employer or its insurance carrier is only liable up to \$800.00 dollars for the unauthorized medical treatment.

QUE HACER SI UNA LESIÓN OCURRE EN EL TRABAJO

NOTIFIQUE A SU EMPLEADOR INMEDIATAMENTE. De acuerdo con el artículo de ley K.S.A. 44-520, un reclamo puede ser negado si el empleado no notifica a su empleador dentro del antes de las siguientes fechas: (A) 30 días a partir de la fecha del accidente o la fecha de la lesión debido a trauma por movimientos repetitivos; (B) si el empleado ya no trabaja para el empleador en contra del cual se están buscando beneficios, 20 días después del último día de trabajo para dicho empleador.

El aviso puede darse oralmente o por escrito. Donde el aviso se da oralmente, si el empleador ha designado un individuo o departamento a quien el aviso se debe dar y tal designación ha sido comunicada por escrito al empleado, aviso a cualquier otro individuo o departamento deberá ser insuficiente bajo esta sección. Si el empleador no ha designado a un individuo o departamento a quien se debe dar el aviso, el aviso puede darse a un supervisor o gerente. Donde el aviso se hace por escrito, el aviso debe ser enviado a un supervisor o gerente de la oficina principal de empleo del

trabajador El aviso, sea que se haga oralmente o por escrito, debe incluir la hora, fecha, lugar, persona lesionada y detalles de tal lesión. Debe ser visible a partir del contenido del aviso, que el empleado está reclamando beneficios bajo la ley de compensación del trabajador o que ha sufrido una lesión relacionada con el trabajo. BENEFICIOS. Los beneficios son pagados por la compañía

aseguradora del empleador o programa de seguro propio. Los beneficios incluyen tratamiento médico, reemplazo de sueldo parcial por tiempo perdido y beneficios adicionales si la lesión resulta en incapacidad permanente. El empleador debe proporcionar todo el tratamiento médico necesario y tiene el derecho de designar el doctor para dicho tratamiento. Si el empleado busca tratamiento con un doctor que no ha sido autorizado por el empleador, el empleador o su compañía aseguradora serán responsables de pagar solamente los primeros \$800.00 dólares para tratamiento médico no autorizado.

Telephone (Teléfono de la Aseguradora)

WHERE TO GET HELP WITH YOUR CLAIM (DÓNDE CONSEGUIR AYUDA CON SU RECLAMO):

Employer's Insurance Carrier (Compañía Aseguradora del Empleador) Address (Dirección de la Aseguradora)

For questions about Workers Compensation Law, contact (Para preguntas acerca de la Ley de Compensación del Trabajador): Website: dol.ks.gov/workers-compensation/overview Email: KDOL.wc@ks.gov Phone: (800) 332-0353 or (785) 296-4000

Ref.: KAR §51-12-2(a)

TO REORDER CALL: 1-800-817-7678

WWW.COMPLIANCEPOSTER.COM

Kansas

KANSAS DEPARTMENT OF LABOR Workers Compensation Division/Ombudsman 401 SW Topeka Blvd., Suite 2, Topeka, KS 66603-3105 Persons with impaired hearing or speech utilizing a telecommunications device may access the above number(s) by using the Kansas Relay Center at (800) 766-3777.

Kansas Department of Labor | 401 SW Topeka Blvd, Topeka, KS 66603 | www.dol.ks.gov