



Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?
 The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employers.
 Eligible employees can take up to **12 workweeks** of FMLA leave in a 12-month period for:
 • The birth, adoption or foster placement of a child with you.
 • Your serious medical or physical health condition that makes you unable to work.
 • To care for your spouse, child or parent with a serious medical or physical health condition, and
 • Certain qualifying reasons related to the former deployment of your spouse, child or parent who is a military servicemember.

Who is eligible for FMLA leave?
 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 12-month period to care for that servicemember.
 You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28(FL) for more information.

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 as your employer during the 12 months before your leave, and
 • Your employer has at least 50 employees within 75 miles of your workplace.

What do we need to share a medical diagnosis but must provide enough information to your employer so they can determine whether you have a serious health condition?
 Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.
 The FMLA does not affect any federal or state law prohibiting discrimination or retaliation against any state or local law or collective bargaining agreement that provides greater family or medical leave rights.
 State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management and Congress.

 WAGE AND HOUR DIVISION
 UNITED STATES DEPARTMENT OF LABOR
 Ref: 29 CFR 825.200 WH1420 REV 04/23


INFORMATION ABOUT UNEMPLOYMENT INSURANCE BENEFITS
 EMPLOYERS ARE SUBJECT TO KENTUCKY UNEMPLOYMENT INSURANCE LAW.
 YOU MAY BE ELIGIBLE FOR UNEMPLOYMENT BENEFITS IF YOU LOSE YOUR JOB, ARE LAID OFF OR YOUR HOURS ARE REDUCED.
 TO QUALIFY FOR BENEFITS, YOU MUST:
 • Be unemployed through no fault of your own;
 • Be able and available to work, and making a reasonable effort to obtain new work, and
 • Register for work when you file your claim.
 You must also meet monetary eligibility requirements based on your earnings in the "base period," the first four of the five most calendar quarters preceding your claim. These earnings also determine the amount of benefits you may be entitled to draw. Generally, if you have worked for more than a year and earned at least \$1500 during your base period, you may meet the monetary requirements for a claim.
 IF YOU LOSE YOUR JOB OR ARE LAID OFF:
 1. File your claim within the first week after you became unemployed, by filing on the internet at www.uelky.gov, or by telephone at 502-875-0442 Monday through Friday, 7:30am-5:30pm ET (this is not a toll-free number).
 2. After filing your claim, the continuing claims to be weekly while you are unemployed, through the web site or by toll-free telephone at 877-369-5884 or 877-36M7-KYUI.
 IF YOUR HOURS ARE REDUCED
 You may be eligible for partial benefits if you are still employed by your regular employer but are working less than your normal full-time hours due to lack of available work. Benefits are not paid in the case of reduction in hours due to total disability, vacation or personal reasons.
 WORKERS' COMPENSATION BENEFITS
 If you missed at least seven weeks of earnings due to injury in any quarter during your base period, and were eligible for Workers' Compensation (whether or not you drew it), you may be able to use wages earned outside your injury to qualify for unemployment benefits. To qualify, you must file your claim within the first four weeks that you are unemployed following the period covered by Workers' Compensation. Contact your nearest Unemployment Insurance office for more information.
 CONTRIBUTIONS TO THE UNEMPLOYMENT BENEFIT FUND ARE PAID BY EMPLOYERS, NOT EMPLOYEES. ARE MADE FROM EMPLOYEE WAGES FOR THAT PURPOSE!
 -DO NOT COMMIT FRAUD-
 If you make a false statement in claiming benefits, you can be disqualified for up to 52 weeks. You could face other penalties as well including felony charges, fines and possible imprisonment. Also, all benefits fraudulently received must be repaid to the Division of Unemployment Insurance. Interest will accrue and there may be a filing fee as well as a lien release fee.
 Education and Labor Cabinet
 Department for Workforce Employment
 Division of Unemployment Insurance
 275 East Main Street, Frankfort, KY 40621


EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

\$7.25 PER HOUR

BEGINNING JULY 24, 2009

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.
Child Labor An employer may not employ a child under 16 in non-manual jobs and at least 18 to work in non-manual jobs defined historically by the Secretary of Labor. Youths 16 and 18 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work-hour restrictions. Different rules apply to agriculture.
TIP CREDIT Employer of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employees must pay signed minimum wage obligations if at least \$2.00 per hour. If the claim is for credit against their minimum wage obligation, the employer's tip credits combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage; the employer must make up the difference.
PUMP AT WORK The FLSA requires employers to provide reasonable time for a nursing employee to express breast milk for her nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.
ENFORCEMENT The Department has authority to receive complaints and file equal amount or liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate or recommend criminal penalties. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage of overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened.

 WAGE AND HOUR DIVISION
 UNITED STATES DEPARTMENT OF LABOR
 1-800-827-4343
www.dol.gov/eisabout

KENTUCKY WAGE AND HOUR LAWS

MINIMUM WAGE = \$7.25 per hour

(Effective July 1, 2009)

PAYMENT OF WAGES:
 An employer who leaves or is discharged from employment shall be paid in full all wages and salary earned not later than the next normal pay period following the date of dismissal or voluntary leaving or fourteen (14) days following such date of dismissal or voluntary leaving whichever last occurs.

UNLAWFUL FOR EMPLOYER TO WITHHOLD WAGES
 No employer shall withhold from any employee's wages any part of the agreed wage rates unless
 a) the employer is required to do so by local, state, or federal law; or
 b) when a deduction is expressly authorized in writing by the employer to cover insurance premiums, hospital, or medical dues or
 c) when a deduction is expressly authorized in writing by the employer for other deductions not amounting to a rebate or deduction from the standard wage arrived at by collective bargaining or pursuant to wage agreement or statute; or
 d) Deductions for union dues where such deductions are authorized by joint wage agreements or collective bargaining contracts negotiated between employees and employers or their representatives.
OVERTIME
 No employer shall employ any employee for a workweek longer than forty hours unless such employee receives compensation for employment in excess of forty hours in a workweek. The rate of pay for time in excess of forty hours shall be not less than one and one-half the hourly rate employed.
TIPPED EMPLOYEES
 Any employee engaged in an occupation in which more than \$30.00 per month is customarily and regularly received in tips, the employer may pay a minimum of \$2.13 per hour if the employer's records can establish for each week where credit is taken, when adding the tips received to wages paid, not less than the minimum wage is received by the employee. No employer shall:
 • Use all or part of any tips or gratuities received by employees toward the payment of the minimum wage;
 • Require an employee to retain to the employer any gratuity, or any portion thereof, except for the purpose of withholding amounts required by federal or state law;
 • Employees may enter into an agreement to divide tips among themselves. If an employee enters into this type of agreement, the amounts retained by the employees shall be considered tips of the individuals who retain them. If an employer requires the use of a tip pool, then the amount used to hold the tip pool shall be segregated from the employer's other business records and the employer shall make the account open to the pool's participants.
PERFORMANCE BONDS: Performance Bonds must be kept on file for employers in the construction and mining industries (including the transportation of minerals) who have conducted business within the Commonwealth for less than five (5) consecutive years. For more information, see KRS 337.200.
BREAKS
REST PERIODS: No employer shall require any employee to work without a rest period of at least ten (10) minutes during each four (4) hours workweek. This shall be in addition to the regularly scheduled lunch period. No reduction in compensation shall be made for hourly or salaried employees.
LUNCH PERIODS: Employers shall grant their employees a reasonable period for lunch, and any time shall be in the middle of the employee's scheduled work shift as possible. In no case shall an employee be required to take a lunch period sooner than three (3) hours after the work shift commences, nor more than five (5) hours from the time the work shift commences. This section shall not be construed to negate any provision of a collective bargaining agreement or mutual agreement between the employer and employee.
RECORDS
RECORD RETENTION ONE (1) YEAR AFTER ENTRY
 Every employer subject to the provisions of the Kentucky Minimum Wage Law shall make and preserve records containing the following information:
 (a) Name, address, and Social Security Number of each employee;
 (b) Hours worked each day and each week by each employee;
 (c) Regular hourly rate of pay;
 (d) Overtime hourly rate of pay for hours in excess of forty hours in a workweek;
 (e) Additions to each wage or rate, or deductions (meal, board, lodging, etc.) from stipulated wages in the amount deducted, or at cost of the time which deductions are made;
 (f) Total wages paid for each workweek and date of payment.
POST THIS ORDER WHERE ALL EMPLOYEES MAY READ
 Education and Labor Cabinet
 Division of Wage and Hours
 Mayo Underwood Building
 500 Moro Street, 3rd Floor, Frankfort, Kentucky 40601-4381
 Phone: (502) 564-5534
 elky.gov
 Ref: KRS 337.225 PAID FOR WITH STATE FUNDS UPDATED April 2024

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 Employees 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 lie detector test for exercising their rights.
EXEMPTIONS Federal, State and local governments are not affected by 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 employees of security service firms (armed 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.

EXAMINE 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.

 WAGE AND HOUR DIVISION
 UNITED STATES DEPARTMENT OF LABOR
 1-800-827-4343
www.dol.gov/eisabout

KENTUCKY LAW REQUIRES EQUAL EMPLOYMENT OPPORTUNITY

KENTUCKY CIVIL RIGHTS ACT PROHIBITS EMPLOYMENT DISCRIMINATION REGARDING:
 • RACE
 • CREED
 • SEX
 • PLACE OF BIRTH
 • NATIONAL ORIGIN
 • TRANSFER
 • TRAINING AND APPRENTICESHIP
 • CONSENT
 • TERMINATION ON LAWFUL
 • PHYSICAL FACILITIES
 • ANY OTHER TERMS, CONDITIONS OR PREREQUISITES OF EMPLOYMENT
 IN addition, under the KCRSA it is unlawful for an employer to fail to make reasonable accommodations for any employee with limitations related to pregnancy, childbirth, or related medical conditions who requests an accommodation, including but not limited to: (1) the need to request or begin leave; (2) time off to recover from childbirth; (3) acquisition or modification of equipment; (4) temporary transfer to a less strenuous or less hazardous position; (5) job restructuring; (6) job modification; (7) changes in supervision; (8) changes in benefits; (9) changes in work schedule; and (10) private space that is not a bathroom to express breast milk.
THE KENTUCKY CIVIL RIGHTS ACT PROHIBITS EMPLOYMENT DISCRIMINATION BASED ON:
 • AGE
 • COLOR
 • RELIGION
 • NATIONAL ORIGIN
 • SEX
 • AGE (18 OR YEARS OLDER AND OVER)
 • TORSAKO-MANOWATZ LAW
 • PREGNANCY (including childbirth and related medical conditions)
 ANY OTHER TERMS, CONDITIONS OR PREREQUISITES OF EMPLOYMENT
 FIND KENTUCKY'S GUARANTEE OF EQUAL EMPLOYMENT OPPORTUNITY AT KRS 344.030-KRS 344.110.
 FOR HELP WITH DISCRIMINATION CONTACT

 312 WHITTINGTON PARWAY, SUITE 502, LOUISVILLE, KENTUCKY 40222
 PHONE: 502.585.4024 TOLL-FREE: 800.392.5666 FAX: 502.688.5220
 E-MAIL: KCRHA@KY.GOV WEBSITE: KCRHA.KY.GOV YouTube: @kentuckycommissionforhr
 PUBLIC NOTICE OF THIS NOTICE WHERE IT MAY BE READILY OBSERVED IS REQUIRED BY KY 194 Ky. Admin. Regs. 1:018 § 1
 Edition Date: 1/2024

KENTUCKY WAGE AND HOUR LAWS

MINIMUM WAGE = \$7.25 per hour

(Effective July 1, 2009)

POST THIS ORDER WHERE ALL EMPLOYEES MAY READ
 Education and Labor Cabinet
 Division of Wage and Hours
 Mayo Underwood Building
 500 Moro Street, 3rd Floor, Frankfort, Kentucky 40601-4381
 Phone: (502) 564-5534
 elky.gov
 Ref: KRS 337.225 PAID FOR WITH STATE FUNDS UPDATED April 2024

KENTUCKY CHILD LABOR LAWS

HOURS OF WORK PERMITTED FOR MINORS 14 TO 18 YEARS OF AGE				
AGE	MAY NOT WORK BEFORE	MAY NOT WORK AFTER	MAXIMUM HOURS WHEN SCHOOL IS IN SESSION	MAXIMUM HOURS WHEN SCHOOL IS NOT IN SESSION
14 & 15 years	7:00 A.M.	7:00 P.M. (9:00 P.M. June 1 through Labor Day)	Three (3) hours per day on school day Eight (8) hours per day on non-school day Eighteen (18) hours per week	Eight (8) hours per day Forty (40) hours per week
16 & 17 years	6:00 A.M.	10:30 P.M. preceding school day/1:00 A.M. preceding non-school day	Six (6) hours per day on school day Eight (8) hours per day on non-school day Thirty (30) hours per week	NO RESTRICTIONS
16 & 17 years with Parental Permission	6:00 A.M.	11:00 P.M. preceding non-school day	Six and one-half (6.5) hours per day on school day/1:00 A.M. preceding non-school day Thirty-two and one-half (32.5) or forty (40) hours per week	NO RESTRICTIONS

Hours of work permitted for minors 14 to 18 years of age shall be permitted to work more than five (5) hours continuously without an interval of at least thirty (30) minutes for a lunch period. The beginning and ending of the lunch period shall be determined by the employer.

OCCUPATIONS PROHIBITED FOR MINORS UNDER 18 YEARS OF AGE
 • Occupations in or about Plants or Establishments Manufacturing or Storing Explosives or Articles Containing Explosive Components.
 • Motor-vehicle Driver and outside helper on a motor vehicle.
 • Coal Mine Occupations.
 • Logging or Sawmill Operations.
 • Operation of Power-Driven Woodworking machines.
 • Exposure to Radioactive Substances.
 • Power-driven hoisting apparatus, including forklifts.
 • Operation of Power-Driven Metal Forming, punching, and shearing machines.
 • Mining, other than coal mining.
 • Operating power-driven meat processing equipment, including meat slicers and other food slicers, in retail establishments (such as grocery stores, restaurant, deli, etc.)
 • Operation of Power-Driven Meat Forming, punching, and shearing machines.
 • DeLis, wholesale establishments, and most occupations in meat slaughtering, packing, processing, or rendering.
 • Operation of Power-driven meat processing equipment, including meat slicers and other food slicers, in retail establishments (such as grocery stores, restaurant, deli, etc.)
 • Operation of Power-Driven Metal Forming, punching, and shearing machines.
 • DeLis, wholesale establishments, and most occupations in meat slaughtering, packing, processing, or rendering.
 • Pool or Billiard Room.

PROOF OF AGE REQUIRED FOR MINORS 14 BUT NOT YET 18 YEARS OF AGE Driver's License, Birth Certificate, Government Document with Date of Birth
 Education and Labor Cabinet
 Division of Wage and Hours
 Mayo Underwood Building
 500 Moro Street, 3rd Floor, Frankfort, Kentucky 40601
 Phone: (502) 564-5534
 elky.gov
 Ref: KRS 339.400 PAID FOR WITH STATE FUNDS REVISED April 2024

STATE AND FEDERAL LABOR LAW

EMERGENCY NUMBERS CALL 911

- POLICE:** _____
AMBULANCE: _____
PHYSICIAN: _____
HOSPITAL: _____
FIRE DEPARTMENT: _____
POISON CONTROL: _____
OSHA: _____

COMMONWEALTH OF KENTUCKY WORKERS COMPENSATION NOTICE

Employees of this business are covered by the Kentucky Workers Compensation Act (KRS Chapter 342). Conspicuous posting of this Notice is required by law.

Employer Name: _____
Address: _____
Workers Compensation Carrier (or third party administrator): _____
Policy #: _____, effective _____ to _____
Address: _____
Telephone: _____ Contact Person: _____

EMPLOYEES, IF INJURED - NOTIFY YOUR SUPERVISOR IMMEDIATELY; when possible, **Notice should be in writing. FAILURE to notify your supervisor could result in denial of benefits. OBTAIN MEDICAL CARE.** Your employer must pay for ALL NECESSARY MEDICAL CARE to treat a workplace injury. The employee may select the physician or medical facility to render care. If the employee is enrolled in an approved Managed Care Plan employee selection of physicians is LIMITED to the Approved Provider Network, except in certain emergencies. FOR INJURIES REQUIRING CONTINUING CARE THE EMPLOYEE MUST DESIGNATE A TREATING PHYSICIAN, a form to do so will be furnished by your employer or its insurance carrier.

04/09/09

WAGE DISCRIMINATION BECAUSE OF SEX

DEFINITIONS
 (KRS 337.420 to 337.433 and KRS 337.990 (11))
EMPLOYEE
 Any individual employed by any employer, including but not limited to individuals employed by the State or any of its political subdivisions, instrumentalities, or instrumentalities of political subdivisions.
EMPLOYER
 A person who has two or more employees within the State in each of twenty or more calendar weeks in the current or preceding calendar year and an agent of such a person.
WAGE RATE
 All compensation for employment, including payment in kind and amounts paid by employers for employee benefits, as defined by the Commissioner in regulations issued under KRS 337.425.
PROHIBITION OF THE PAYMENT OF WAGES BASED ON SEX
 "The employer is prohibited from discriminating between employees of opposite sexes in the same establishment by paying different wage rates for comparable work on jobs which have comparable requirements. This prohibition covers any employee in any occupation in Kentucky. Any employer in violation shall not reduce the wages of any employee in order to comply with KRS 337.420 - 337.433. No employer can discharge or discriminate against any employee for the reason that the employee sought to invoke or assist in the enforcement of KRS 337.423."
EXEMPTIONS FROM COVERAGE:
 A differential paid through an established seniority system or merit increase system is permitted "if it does not discriminate on the basis of sex."
 Employees subject to the Fair Labor Standards Act of 1938, as amended, are excluded "when that act imposes comparable or greater requirements than contained" in KRS 337.420 - 337.433. However, to be excluded, the employer must file with the Commissioner of the Kentucky Office of Workplace Standards a statement that he is covered by the Fair Labor Standards Act of 1938, as amended.
ENFORCEMENT OF LAW AND POWER TO INSPECT:
 The Commissioner or his authorized agent has the power to enter the employer's premises to inspect records, compare character of work and operations of employees, question employees, and to obtain any information necessary to administer and enforce KRS 337.420 - 337.433. The Commissioner or his authorized representative may examine witnesses under oath, and require by subpoena the attendance and testimony of witnesses and the production of any documentary evidence relating to the subject matter of any investigation undertaken pursuant to KRS 337.425. If a person fails to obey a subpoena, the Circuit Court of the Judicial District wherein the hearing is being held may issue an order requiring the subpoena to be obeyed. Failure to obey the court order may be punished as contempt of court.
POST THIS ORDER WHERE ALL EMPLOYEES MAY READ
 Ref: KRS 337.423 PAID FOR WITH STATE FUNDS UPDATED April 2024

Safety and Health on the Job

TEAM KENTUCKY
 EDUCATION AND LABOR CABINET
 Occupational Safety and Health

Kentucky Revised Statute (KRS) Chapter 338 establishes a program for protecting occupational safety and health. This mandatory poster details the safety and health protections for public and private sector employees working in the Commonwealth and must be prominently displayed in the workplace.

Employer Responsibilities: Employers shall furnish employment and places of employment which are free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to employees; and comply with the occupational safety and health regulations, standards, and rules issued pursuant to KRS 338. Employers must provide information and training on hazards in the workplace including all hazardous substances. Required training must be provided to all employees in a language they understand. It is illegal to retaliate against an employee for exercising any of their rights under the law, including raising a safety and health concern or reporting a work-related injury or illness.

Employee Responsibilities: Employees shall comply with the occupational safety and health regulations, standards, and rules issued pursuant to KRS 338 which are applicable to their own actions and conduct.

Records: Employers may request from their employer copies of their medical records, tests that measure hazards in the workplace, as well as the injury and illness log.

Standards: Kentucky's occupational safety and health standards are adopted by the Kentucky Occupational Safety and Health Standards Board. The Board consists of 13 members, comprised of the Secretary of Education and Labor who serves as Chair, and 12 other members equally representing agriculture, industry, labor, and the safety and health professions. The Board meets annually and additionally as needed. All meetings are open to the public.

Inspections: The Division of Occupational Safety and Health Compliance conducts workplace inspections to determine the cause or prevent the occurrence of occupational injuries and illnesses. During an inspection a representative of the employer and a representative authorized by the employees are given an opportunity to accompany the Compliance Officer for the purpose of aiding the inspection. Where there is no authorized employee representative, the Compliance Officer must consult with a reasonable number of employees regarding safety and health at the workplace.

Complaints: Employees or their authorized representative have the right to file a complaint with the Division of Occupational Safety and Health Compliance requesting an inspection if they believe a hazardous condition(s) exists in their workplace. The name of the complainant is kept confidential upon request.

Discrimination Protections: Employees are protected against discharge and other discriminatory actions for having filed complaints and exercising any other right provided by the occupational safety and health laws. Employees who feel they have been so discriminated against may file a complaint with the Education and Labor Cabinet within 120 days of the alleged discrimination. Private sector employees also have the option of filing discrimination complaints with the U.S. Department of Labor at sah.gov within 30 days of the alleged discrimination. Complaint forms are available at elky.gov.

Citation: A citation(s) alleging violation of a Kentucky occupational safety and health law(s) or regulation(s) may be issued to an employer following an inspection. The citation(s) is provided to the employer and the employee representative or agent by which the alleged violation must be corrected. To inform employees, the employer must post each citation at or near the location of the alleged violation for 3 days or until the violation is corrected, whichever is longer.

Proposed Penalties: An employer may be assessed penalties up to \$7,000 for each serious violation and up to \$7,000 for each other-than-serious violation. Failure to correct a violation within the specified time period may result in penalties up to \$7,000 per day. Any employer who commits a willful or repeat violation(s) may be assessed a penalty up to \$70,000 for each violation and not less than \$5,000 for each willful violation.

Contesting Procedures: An employer who has been cited may contest the action before the Kentucky Occupational Safety and Health Review Commission. Equally, any employee or employee representative of an employer who has been cited may also contest the action. Any party wishing to contest a citation(s) must notify the Division of Occupational Safety and Health Compliance in writing of its intent to do so. Notices of contest must be postmarked within 15 working days after receipt by the employer of the citation(s). Notices of contest will be transmitted to the Review Commission in accordance with its rules.

Recordkeeping: Employers are required to maintain records of occupational fatalities, injuries, and illnesses experienced by their employees. Records must be kept using OSHA 300, 300-A, and 301, or equivalent forms. Certain employees are required to submit injury and illness data electronically at sah.gov/injuryreporting. Unless requested to do so by the U.S. Bureau of Labor Statistics, employers with 10 or fewer employees, or whose establishments(s) fall within an exempted National Industry Classification System code are exempt from recordkeeping requirements.

Reporting: Employers must report to the Division of Occupational Safety and Health Compliance the work-related death of an employee, including death resulting from a heart attack, within 8 hours from when the incident is reported to the employer, the employer's agent, or another employee. Work-related incidents resulting in the loss of an eye, an amputation, or the in-patient hospitalization of an employee, including hospitalization resulting from a heart attack, must be reported within 72 hours from when the incident is reported to the employer, the employer's agent, or another employee. Mechanical power press point-of-operation injuries must be reported to the Division of Occupational Safety and Health Compliance within 30 days of the occurrence. Employees have a right to report a safety and health concern or a work-related injury or illness without being retaliated against.

Education and Training Services: The Division of Occupational Safety and Health Education and Training assists employers who are interested in preventing workplace injuries and illnesses by developing and improving their workplace safety management programs. All assistance, such as on-site audits, consultation, and training, is provided **cost-free** upon request.

Kentucky provides occupational safety and health protections under a plan approved in 1973 by the U.S. Department of Labor. Questions and concerns regarding Kentucky's program may be addressed to the Kentucky Education and Labor Cabinet, Office of Federal-State Coordinator, The U.S. Department of Labor monitors Kentucky's program. Any person who has a complaint regarding the administration of the Kentucky program may contact the U.S. Department of Labor, OSHA, Atlanta Federal Center, 61 Forsyth Street SW, Atlanta, Georgia, 30303; (678) 237-4000.

Kentucky Education and Labor Cabinet
 Mayo Underwood Building
 500 Moro Street, 3rd Floor
 Frankfort, KY 40601
 (502) 564-3070
 elky.gov
 updated May 2024

PAY DAY NOTICE

- PAY DAY IS ON:**
- MONDAY FRIDAY
 TUESDAY SATURDAY
 WEDNESDAY SUNDAY
 THURSDAY

- PAY SCHEDULE IS:**
- WEEKLY SEMI MONTHLY
 BIWEEKLY MONTHLY
- PAYCHECKS ARE ISSUED ON THE:**
- _____ **AND** _____ **OF THE MONTH**
- AT:** _____
- TIME:** _____

Know Your Rights: Workplace Discrimination is Illegal

The Equal Employment Opportunity Commission (EEOC) enforces:
 • Federal laws that prohibit employment discrimination against all workers applying for jobs, those currently working, and those who have been discharged.
Who is Protected?
 • Employees (current and former), including managers and temporary employees
 • Contract workers and apprentices
 • Individuals who are applicable to regulations under the law
What Organizations are Covered?
 • Labor organizations (union employees)
 • Government contractors (union and non-union employees)
 • Government employees
What Types of Employment Discrimination are Prohibited?
 Discrimination on the basis of:
 • Race
 • Color
 • Religion
 • Sex (including gender identity, gender expression, and sexual orientation)
 • National origin
 • Age (40 and over)
 • Disability (physical or mental impairment that substantially limits one or more major life activities)
 • Genetic information
 • Citizenship status
 • Pregnancy, childbirth, or related medical conditions
 • Injured workers who are seeking benefits from the Social Security Administration (SSA)
What can You Do if You Believe Discrimination has Occurred?
 Contact the EEOC promptly if you suspect discrimination. Do not "wait" because you may lose your filing date. "Waiting" does not mean you are not protected by the law. You can file a charge with the EEOC:
 • Online at eeoc.gov
 • Call (800) 255-4774 (TDD)
 • Mail
 • In-person at the EEOC office location
 • E-mail at info@eEOC.gov
EEOC Web site location: www.eEOC.gov/eeoc
What Enforcement Practices can be Charged to an Employer?
 • Discharge, demotion, or refusal to hire
 • Harassment (including quid pro quo or hostile work environment)
 • Retaliation
 • Injurious practices that violate federal laws
 • Injurious practices that violate state laws
Any person who believes a contract has been violated should contact:
 The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces laws that prohibit employment discrimination against all workers applying for jobs, those currently working, and those who have been discharged.
 The Office of Federal Contract Compliance Programs (OFCCP) enforces laws that prohibit employment discrimination against all workers applying for jobs, those currently working, and those who have been discharged.
Neighborhoods: African American, Hispanic/Latino, Native American, Asian American, Pacific Islander
Language Groups: Spanish, Chinese, Vietnamese, Korean, Japanese
Disability: Physical or mental impairment that substantially limits one or more major life activities
Sexual Orientation and Gender Identity: Gay, lesbian, bisexual, transgender
Age: 40 and over
Race, Color, National Origin, Sex
 In addition to the prohibition of Title VII of the Civil Rights Act of 1964, as amended, the U.S. Civil Rights Act of 1991, as amended, provides additional remedies for victims of employment discrimination.
FOR FURTHER INFORMATION CONTACT:
 Education and Labor Cabinet
 Division of Wage and Hours
 Mayo Underwood Building
 500 Moro Street, 3rd Floor
 Frankfort, Kentucky 40601
 Phone: (502) 564-5534
www.elky.gov
PROGRAMS AND ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE
 Section 501(c)(3) of the Internal Revenue Code (IRC), as amended, prohibits any organization that receives federal financial assistance from discriminating on the basis of race, color, sex, national origin, or religion in its provision of services.
 Any person who believes a contract has been violated should contact:
 The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces laws that prohibit employment discrimination against all workers applying for jobs, those currently working, and those who have been discharged.
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