

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 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 funeral arrangements of your spouse, child or parent who is a military service member.

Airline flight crew employees have different "hours of service" requirements.
You work for a covered employer if one of the following applies:
• You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year.
• You work for an elementary or public or private secondary school.
• You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

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

You do not have to share a medical diagnosis but must provide enough information to your employer so you can determine whether you have FMLA leave. You must also inform your employer if FMLA leave was previously taken or approved for the same reason within the 12-month period.
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 adverse 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 or Congress.

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 to a reduced schedule by working less hours each day or week. Read Fact Sheet F28(f)(c) for more information.
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 FMLA leave.

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 work location.



OKLAHOMA LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, DISABILITY, AGE, SEX OR GENETIC INFORMATION!

If you are eligible for FMLA leave, your employer must:
• Allow you to take job-protected time off work for a qualifying reason.
• Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
• Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.
Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:
• About your FMLA rights and responsibilities, and
• How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?
Call 1-866-487-9248 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 complaint process.

Qualifications, hire, discharge, recall, layoff, promotion, transfer, compensation, conditions, terms, privileges or responsibilities of employment, or sexual harassment, and wish to file or discuss the filing of a complaint contact:
**Office of the Oklahoma Attorney General
Office of Civil Rights Enforcement
313 N.E. 21st Street
Oklahoma City, Oklahoma 73105
Oklahoma City Office: (405) 521-3921
Tulsa Office: (918) 581-2342
Website: www.oag-ok.gov
Email: ocre.complaints@oag-ok.gov**

Contacting the Office of Civil Rights Enforcement does not conflict with or affect any other rights you may have, including internal grievance or appeal procedures with your employer or other third parties. However, an Employment Discrimination Complaint must be filed with the Office of Civil Rights Enforcement within 180 days after the alleged discriminatory act(s).
¹ Title 25, Oklahoma Statutes, Section 1302

OKLAHOMA Employment Security Commission
UNEMPLOYMENT INSURANCE BENEFITS
If you lose your job or if you work less than full time and get less than your full-time wages, you may be entitled to receive Unemployment Insurance (UI) benefits. You can obtain a free copy of "Unemployment Assistance for the Unemployed - Informational Booklet for Workers Who are Unemployed" by visiting the Oklahoma Employment Security Commission's website at www.oklahoma.gov/oes/unemployed. This document explains your rights and how to file an Unemployment Insurance (UI) claim.
The unemployment claim filing process can all be done online at www.ui-oc.com. If you have questions or need assistance, you may contact the Oklahoma Employment Security Commission's Service Center at (405) 522-5000 or visit an Oklahoma Works office. To find your nearest office, go to <http://www.oklahoma.gov/oes/locations.html>.

NOTICE TO WORKERS
If you lose your job or if you work less than full time and get less than your full-time wages, you may be entitled to receive Unemployment Insurance (UI) benefits. You can obtain a free copy of "Unemployment Assistance for the Unemployed - Informational Booklet for Workers Who are Unemployed" by visiting the Oklahoma Employment Security Commission's website at www.oklahoma.gov/oes/unemployed. This document explains your rights and how to file an Unemployment Insurance (UI) claim.
The unemployment claim filing process can all be done online at www.ui-oc.com. If you have questions or need assistance, you may contact the Oklahoma Employment Security Commission's Service Center at (405) 522-5000 or visit an Oklahoma Works office. To find your nearest office, go to <http://www.oklahoma.gov/oes/locations.html>.

EMPLOYERS: It is required by Sec. 2-502 of the Oklahoma Employment Security Act that you post this notice and maintain this notice in places readily accessible to individuals in your employ.

0ES-044 (rev. 12-2023) Ref. OAC: 240: 10-51

STATE AND FEDERAL LABOR LAW

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.

EMPLOYEE CATEGORY	Minimum Wage
CHILD LABOR	At least 1 1/2 times the regular rate of pay for all hours worked over 40 in a workweek.
TIP CREDIT	Employees who receive tips must be paid at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employer's tip credit combined with the employee's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must top up the employee's minimum wage to the federal minimum.
PUMP AT WORK	The FLSA requires employers to provide reasonable break 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 also 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 back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate or seek injunctive relief. Employers must 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.

ADDITIONAL INFORMATION
• Certain occupations and establishments are exempt from the minimum wage, and/or overtime provisions. Certain narrow exemptions also apply to the jump at work requirements. Exempt provisions apply to employees in the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
• Some state laws provide greater employee protections than federal law.
• Some employees incorrectly classify themselves as "independent contractors" when they are actually employees under the FLSA.
• Some employees incorrectly believe the law because employers (unless exempt) are entitled to the FLSA's minimum wage and overtime pay provisions and are not considered independent contractors.
• Certain full-time students, student teachers, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

STATE OF OKLAHOMA CHILD LABOR LAW

Section 71 et. seq. of Title 40 of the Oklahoma Statutes
Applicable to minors UNDER 16 years of age

Minimum Age	14 years of age
Employment Certificate	Employment certificate is issued by the school and is required for all employed minors, including home-schooled minors and minors from out-of-state working in Oklahoma. Employers are required to have an employment certificate from the school before a minor is allowed to work. Note to Issuing Officer(s): Minors must comply with compulsory school laws, Title 70, Section 10.
Hours Standard	School in session – minors restricted to: • No more than three (3) hours per school day • No more than eight (8) hours per non-school day • No more than eighteen (18) hours per school week School not in session – minors restricted to: • No more than eight (8) hours per non-school day • No more than forty (40) hours per non-school week
Break Periods	For every five (5) hours worked – Thirty (30) minute rest period For every eight (8) hours worked – One (1) hour rest period
Times Standard	From Tuesday after Labor Day through May 31 st – minors: • Cannot work before 7:00 a.m. and not after 7:00 p.m. From June 1 st through Labor Day – minors: • Cannot work before 7:00 a.m. and not after 9:00 p.m.

Prohibited Occupations
Baking, Demolition, Grills, Loading, Mining, Power-Driven Public Utilities, Storage, Warehouse, Communications, Coolers, Freezers, Hoisting devices, Motor vehicles, Repair, Transportation, Weed eaters, Youth peddling, Construction, Cutters, Fryers, Ladders, Manufacturing, Moving, Public messenger, Slices, Unloading, Work rooms

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

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

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

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

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

EXEMPTIONS
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 (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.

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 violators and assess civil penalties against violators. Employees or job applicants may also bring their own suit actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYERS AND JOB APPLICANTS CAN READILY SEE IT.

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

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

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

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

Employer's Responsibilities In Case of Work Related Injury
If accidentally injured or affected by cumulative trauma or an occupational disease arising out of and in the course of employment, however slight, the employee should notify the employer immediately. If this employer is a partnership, notice shall be given to any partner. If this employer is a corporation, notice shall be given to any officer or agent of the corporation upon whom legal process may be served. Notice shall also be given to the person in charge of business at the location of operations where the injury occurred. Unless oral or written notice is given to the employer within thirty (30) days, the claim for compensation may be forever barred.
The employee may file a claim for compensation with the WORKERS' COMPENSATION COMMISSION for an accidental injury, death, cumulative trauma or occupational disease or illness occurring ON OR AFTER February 1st, 2014. Forms to file a compensation claim should be furnished by this employer and also are available from the Workers' Compensation Commission. The forms are posted on the Commission's website, www.wcc.ok.gov.
A claim for compensation must be filed with the Commission within the time specified by law, or be forever barred. Based on law effective May 28, 2019, a claim for compensation for any accidental injury must be filed with the Commission within one (1) year of the date of injury or, if the employee has received benefits under Title 85A for the injury, six (6) months from the date of the last issuance of such benefits; a death claim must be filed within two (2) years of the date of death; a claim for compensation for occupational disease or illness must be filed within two (2) years of the last injurious exposure; and a claim for compensation for cumulative trauma must be filed within one (1) year of the date of injury.
Claims for compensation for accidental injury, death, cumulative trauma or occupational disease or illness occurring BEFORE February 1, 2014 may be filed with the WORKERS' COMPENSATION COURT OF EXISTING CLAIMS and are subject to different notice of injury requirements and claims filing deadlines than those for accidental injury, death, cumulative trauma or occupational disease or illness occurring on or after February 1, 2014. Failure to comply with applicable notice requirements and deadlines may operate to forever bar the claim. Contact the WORKERS' COMPENSATION COURT OF EXISTING CLAIMS for additional information.

Employer's Responsibilities
The employer must provide employees with immediate first aid, medical, surgical, hospital, optometric, podiatric, chiropractic, and nursing services, medicine, crutches and other apparatus as may be reasonably necessary in connection with the injury received by the employee. This applies to care for all injuries and illnesses arising out of and in the course of employment, regardless of their character. Within ten (10) days after the date of receipt of notice or knowledge of death or injury that results in the loss of time beyond the shift or medical attention away from the work site, the employer or the employer's representative MUST send a report thereof to the Workers' Compensation Commission via Electronic Data Interchange as specified in Commission rules.
No agreement by any employee to waive any portion of the premium paid by the employer to a carrier or a benefit fund or department maintained by the employer for the purpose of providing compensation or medical services and supplies as required by the workers' compensation laws shall be valid. Any employer who makes a deduction for such purpose from the pay of any employee entitled to benefits under the workers' compensation laws shall be guilty of a misdemeanor.
No agreement by any employee to waive workers' compensation rights and benefits shall be valid. Any person who commits workers' compensation fraud, upon conviction, shall be guilty of a felony punishable by imprisonment, a fine or both.

Workers' Compensation Commission
1915 North Stiles Avenue
Oklahoma City, Oklahoma 73105-4918
Tel. 405-522-5308 (OKC) • 918-295-3732 (TU) • In-State Toll Free 855-291-3612
Web Site: www.wcc.ok.gov

Rev. 1-1-2021
Ref. O.S. §85A-41

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 work-related 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.

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.

This poster is available free from OSHA.

Contact OSHA. We can help.

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

EMERGENCY NUMBERS CALL 911

POLICE: _____

AMBULANCE: _____

PHYSICIAN: _____

HOSPITAL: _____

FIRE DEPARTMENT: _____

POISON CONTROL: _____

OSHA: _____

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: _____

Your Rights Under the Oklahoma Minimum Wage Act

40 O.S. § 197.1 et seq.

WHO IS AN EMPLOYEE?
40 O.S. § 197.4 (c) - "Employee" includes any individual employed by an employer but shall not include:
(1) An individual employed on a farm, in the employ of any person, in connection with the cultivation of the soil, or in connection with raising or harvesting any agricultural commodity, including raising, shearing, feeding, caring for, training, and management of livestock, bees, poultry, and furbearing animals and wildlife, or in the employ of the owner or tenant or other operator of a farm in connection with the operation, management, conservation, improvement, or maintenance of such farm and its tools and equipment;
(2) Any individual employed in domestic service in or about a private home;
(3) Any individual employed by the United States government;
(4) Any individual working as a volunteer in a charitable, religious or other nonprofit organization;
(5) Any newspaper vendor or carrier;
(6) Any employee of any carrier subject to regulation by Part 1 of the Interstate Commerce Act;
(7) Any employee of any employer who is subject to the provisions of any Federal Fair Labor Standards Act or to any Federal Wage and Hour Law now in effect or enacted hereafter; and who is paying the minimum wage under the provisions of this act;
(8) Any employee employed in a bona fide executive, administrative or professional capacity, or in the capacity of outside salesman;
(9) Any person employed as part-time employee not on permanent status. A part-time employee is defined as an employee who is employed less than twenty-five (25) hours a week;
(10) Any person who is less than eighteen (18) years of age and is not a high school graduate or a graduate of a vocational training program, and any person who is less than twenty-two (22) years of age and who is a student regularly enrolled in a high school, college, university or vocational training program;
(11) Any individual employed in a feedstore operated primarily for the benefit and use of farmers and ranchers; or
(12) Any individual working as a reserve force deputy sheriff.

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

WHAT IS THE CIVIL PENALTY FOR VIOLATIONS?
40 O.S. § 197.8 - The Commissioner, after investigation, shall promptly make his finding in writing as to whether or not additional wages are due the employee. If the Commissioner finds that additional wages are due, ten percent (10%) of such amount due shall be added as penalty for such wage deficiency. The Commissioner shall mail said findings to the employer and to the employee by certified mail. Payment by the employer and acceptance by the employee of the amount so determined by the Commissioner shall absolve the employer of any further liability to the employee with respect to wages claimed by the employee for the period he was employed by the employer.
40 O.S. § 197.9 - Any employer who is found by a court of competent jurisdiction to have paid an employee wages less than those to which such employee is entitled, under or by virtue of this act, shall be liable to such employee for double the full amount of such wages, less any amount actually paid to such employee by the employer, and for court costs, and such reasonable attorney fees as may be allowed by the court, which in no case shall be less than One Hundred Dollars (\$100.00). Any agreement between such employee and the employer to work for less than such wage rate shall be no defense to such action.

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

HOW DO UNIFORMS AFFECT MINIMUM WAGE?
40 O.S. § 197.17 - Business establishments that furnish uniforms to their employees may take credit against the minimum wage in an amount equal to the reasonable cost of furnishing the uniforms.

OKLAHOMA DEPARTMENT OF LABOR
Leslie Osborn
Commissioner of Labor
State Minimum Wage
\$7.25 per hour
Effective July 24, 2009
HOW DO UNIFORMS AFFECT MINIMUM WAGE?
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NOTICE:
State law requires employers to display this poster in such a manner so as to be accessible to all employees in each establishment under the control of the employer. It shall be unlawful to employ workers in any industry or occupation within the State of Oklahoma under conditions of labor detrimental to their health or morals and it shall be unlawful to employ workers in any industry within the State of Oklahoma at wages which are not adequate for their maintenance. Except as otherwise provided in the Oklahoma Minimum Wage Act, no employer within the State of Oklahoma shall pay an employee a wage of less than the current federal minimum wage for all hours worked.

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

Ref. O.S. § 40-197B

Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment.
If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected?
• Employees (current and former), including managers and temporary employees
• Job applicants
• Union members and applicants for membership in a union

What Organizations are Covered?
• Most private employers
• State and local governments (as employers)
• Educational institutions (as employers)
• Unions
• Staffing agencies

What Types of Employment Discrimination are Illegal?
Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the basis of:
• Race
• Color
• Religion
• National origin
• Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
• Age (40 and older)
• Disability
• Genetic information (including employee requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
• Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding
• Interference with or results related to exercising rights regarding disability discrimination or pregnancy accommodation

What Employment Practices can be Challenged as Discriminatory?
All aspects of employment, including:
• Discharge, firing, or lay-off
• Harassment including unwelcome verbal or physical contact
• Hiring or promotion
• Assignment
• Pay (unlawful wages or compensation)
• Failure to provide reasonable accommodation for a disability (pregnancy, childbirth, or related medical condition, or a sincerely-held religious belief, observance or practice)
• Benefits
• Job training
• Classification
• Retaliation
• Obtaining or disclosing genetic information or genetic testing
• Requesting or disclosing medical information of employees
• Conduct that might reasonably discourage someone from opposing discrimination (filing a charge, participating in an investigation or proceeding)
• Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise their rights, regarding disability discrimination (including accommodation) or pregnancy accommodation

What can You Do If You Believe Discrimination has Occurred?
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 following ways:
Submit an inquiry through the EEOC's public portal: <https://publicportal.eeoc.gov/PortalLogin.aspx>
Call 1-800-688-6000 (toll free) 1-800-688-6000 (TDD) 1-800-254-5122 (ADA, video phone)
Visit an EEOC field office information at www.eeoc.gov/office
E-Mail info@eeoc.gov
Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS
The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a

If you are a Federal contractor or subcontractor, you are protected under Federal law from discrimination on the following bases:
Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin
Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.
Asking About, Disclosing, or Discussing Pay
Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or participating in a discrimination lawsuit.
Disability
Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, selection, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the job or physical environment, 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 take affirmative action to recruit and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.
Protected Veteran Status
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, prohibits discrimination on the basis of employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated disabled veterans, active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.
Retaliation
Retaliation is prohibited against a person who files a complaint or discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by

Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:
The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 400 Constitution Avenue, N.W., Washington, D.C. 20010 1-800-367-0335
If you are deaf, hard of hearing, or have a speech impediment, relay services OFCCP may also be contacted by submitting a written query online to OFCCP's Help Desk at <https://helpdesk.ofccp.com/> or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <https://www.dol.gov/eopsc/officeofccp/contact>.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE
Race, Color, National Origin, Sex
In addition to the prohibitions 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 activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or the recipient of the financial assistance is a provider of employment. Federal contractors who receive Federal financial assistance are prohibited from discriminating on the basis of race, color, or national origin in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.
Individuals with Disabilities
Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.
If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance. (Revised 08/23/2023)