KNOW YOUR RIGHTS IN THE WORKPLACE

KANSAS & FEDERAL
PRINTABLE LABOR LAWS

KS-0225-F04

For more information please call 1-800-745-9970

LaborLawCenter.com

WORKERS' COMPENSATION

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

Workers Compensation Rights and Responsibilities

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 ofinjury 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 for the employer.

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 employment.

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 está trabajando con el empleador en contra del cu 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.

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

CNA
Employer's Insurance Carrier (Compañía Aseguradora del Empleador)

877-262-2727
Telephone (Teléfono de la Aseguradora)

P O Box 8317 Chicago, IL 60680
Address (Dirección de la Aseguradora)

For questions about Workers Compensation Law, contact (Para preguntas acerca de la Ley de Compensación del Trabajador):

KANSAS DEPARTMENT OF LABOR
Workers Compensation Division/Ombudsman
401 SW Topeka Blvd., Suite 2, Topeka, KS 66603-3105

Website: dol.ks.gov/workers-compensation/overview
Email: KDOL.wc@ks.gov
Phone: (800) 332-0353 or (785) 296-4000

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.

www.dol.ks.gov **KANSAS DEPARTMENT OF LABOR** K-WC 40-A (10-24)

NO SMOKING NOTICE

NO SMOKING

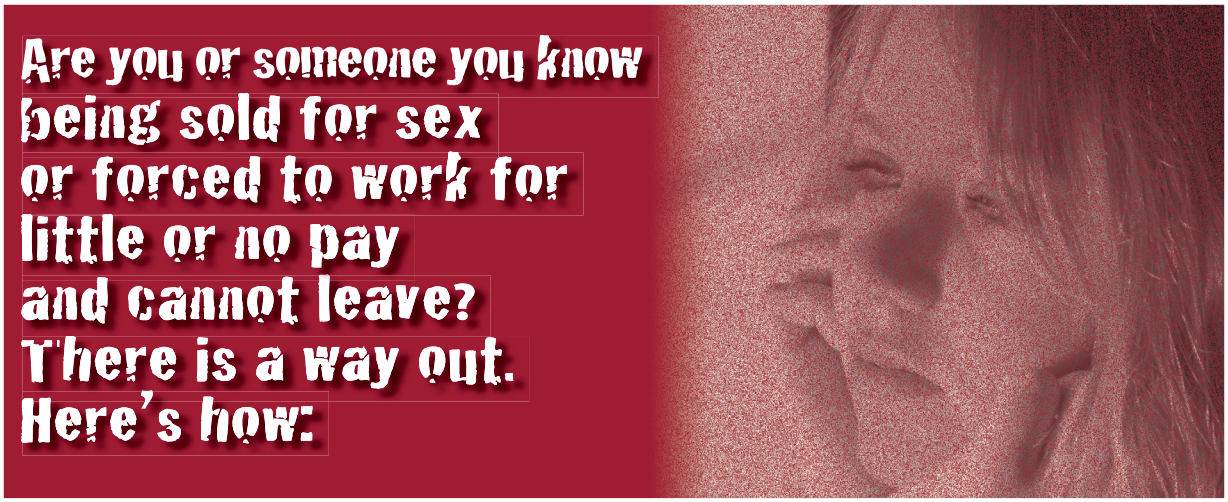
Smoking prohibited by state law.

www.KSsmokefree.org
1-877-416-8547

LaborLawCenter.com Questions? Learn more by calling 1-800-745-9970

Official Print Size - 8.5” x 11”
Compliance Ready - Do Not Scale

HUMAN TRAFFICKING POSTER



Contact the National Human Trafficking Resource Center

Call 1-888-373-7888

toll free and confidential or text HELP or INFO to Befree (233733)

The Hotline and Text line can be used to:

Get help, report a tip, connect with anti-trafficking services in your area, and to request training and technical assistance, general information or specific anti-trafficking resources.

The National Human Trafficking Resource Center is a national, toll-free hotline available to answer calls and texts from anywhere in the country, in English, Spanish, and more than 200 additional languages through an interpreter, 24 hours a day, 7 days a week, every day of the year.

Human trafficking situations can be dangerous to you and to victims if you attempt to intervene.
If you suspect human trafficking, call the Hotline or 1-800-KS-CRIME.
If it is an emergency situation, call 911.

Comuníquese con el Centro Nacional de Recursos contra la Trata de Personas

Llame al 1-888-373-7888.

Es gratis y confidencial.
O envíe un mensaje de texto con la palabra "AYUDA" o "INFO" al número BeFree (233733)

Puede usar la línea directa y la línea de mensaje de texto para:

obtener ayuda, informar de una pista, comunicarse con los servicios contra la trata de su zona y pedir capacitación y asistencia técnica, información general o recursos específicos contra la trata.

El Centro Nacional de Recursos contra la Trata de Personas es una línea directa nacional gratis disponible para responder llamadas y mensajes de texto desde cualquier lugar del país, en inglés, español y más de 200 idiomas adicionales a través de un intérprete, las 24 horas del día, los 7 días de la semana, todos los días del año.

Las situaciones de trata de personas pueden ser peligrosas tanto para usted como para las víctimas si intenta intervenir.
Si sospecha de un caso de trata de personas, llame a la línea directa o al 1-800-KS-CRIME.
Si es una situación de emergencia, llame al 911.

Rev. 12/2021

Provided by
Kansas Attorney General Derek Schmidt
1-800-828-97 45 (8 a.m. - 5 p.m. Central Time)
Proporcionado por
Fiscal general de Kansas, Derek Schmidt
1-800-828-9745 (de 8:00 a. m. a 5:00 p .m., hora central)

STOP HUMAN TRAFFICKING IN KANSAS

1-888-373-7888

CALL
1-888-373-7888

TEXT
"BeFree" to 233733

LIVE CHAT
HumanTraffickingHotline.org

SCAN
to visit the website

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.
- 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.

Contact the National Human Trafficking Hotline to:

- ✓ **Get help.**
- ✓ **Find services.**
- ✓ **Report a tip.**
- ✓ **Learn about your options.**

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

KESD-P 541 (10-24)

Official Print Size - 8.5" x 11"
Compliance Ready - Do Not Scale

WANTED: FAIR HOUSING

Without regard to race, religion, color, sex, race by association, national origin, ancestry, familial status, disabilities, retaliation in the areas of sales, rentals, financing and other terms and conditions.

KANSAS HUMAN RIGHTS COMMISSION AREA OFFICES

Main Office Topeka:
900 S.W. Jackson
Suite 568-South
Topeka, Kansas
66612-1258
Voice (785) 296-3206
Fax (785) 296-0589
TTY (785) 296-0245
Toll Free (888) 793-6874

Dodge City Office:
Military Plaza Offices
Suite 220
100 Military Plaza
Dodge City, KS
67801-4945
(620) 225-4804
Fax (620) 225-4986

Wichita Office:
300 W.DOUGLAS
SUITE 220
Wichita,
KS 67202-3827
Voice (316) 337-6270
Fax (316) 337-7376

Unemployment Insurance Notice for Workers

El Seguro de Desempleo Aviso Para el Trabajador

Unemployment Insurance (UI) is a program that provides temporary financial assistance to workers who have lost their jobs through no fault of their own. Funding for UI Benefits comes from taxes paid by employers.

El Seguro de Desempleo es un programa que proporciona asistencia financiera temporal a los trabajadores que han perdido sus empleos por causas ajenas a su voluntad. Los fondos para los beneficios del seguro de desempleo provienen de los impuestos pagados por los empleadores

Qualifications

You must be **able to work, available for work** and **seeking suitable employment** to be eligible for Unemployment Insurance benefits. You must also have adequate work history and meet wage requirements.

UI benefits are intended to replace some of the income you lost to assist with basic needs until you find new work. You must also comply with weekly job search requirements, and participate in reemployment service activities to receive benefits.

Filing a Claim

Create an account at KansasUI.gov to file a claim. Submit a weekly certification for each week you're not working full time. Log in to your account to check your eligibility status. For assistance, call the contact center.

Calificaciones

Debe ser **capaz de trabajar, estar disponible para trabajar** y **buscar un empleo adecuado** para ser elegible para los beneficios del Seguro de Desempleo. También debe tener un historial laboral adecuado y cumplir con los requisitos salariales.

Los beneficios del UI están destinados a reemplazar algunos de los ingresos que perdió y retenerlo hasta que encuentre un nuevo trabajo. También debe cumplir con los requisitos de búsqueda de empleo semanal y participar en actividades de servicio de reempleo para recibir beneficios.

Presentación de una reclamación

Crear una cuenta en KansasUI.gov para presentar su reclamo. Envie una certificación semanal por cada semana que no trabaje tiempo completo. Inicie sesión en su cuenta para verificar su estado de elegibilidad. Para obtener ayuda, llame al centro de contacto.

Apply at KansasUI.gov

KDOL Contact Center
785-575-1460
Toll Free: 800-292-6333
Monday - Wednesday & Friday: 8 a.m. - 4 p.m.
Thursday: 8 a.m. - 3:15 p.m.
Closed state holidays

Aplicar en KansasUI.gov

KDOL Centro de Contacto
785-575-1460
Número gratuito: 800-292-6333
lunes - miércoles & viernes: 8 a.m. - 4 p.m.
jueves: 8 a.m. - 3:15 p.m.
Días festivos estatales cerrados

Kansas Department of Labor

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

K-CNS 405-A (12-24)

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.

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

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
Gateway Tower II
400 State Ave., Suite 1010
Kansas City, KS 66101
(913) 551-5721
Toll Free (866) 487-9243
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.
Topeka, KS 66603-3182
(785) 296-5000, opt. 5
dol.ks.gov

Kansas Department of Labor | 401 SW Topeka Blvd, Topeka, KS 66603 | www.dol.ks.gov K-ESLR 100 (10-24)

KANSAS LAW PROVIDES

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 LGBTQ+, 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:
900 S.W. JACKSON, SUITE 568-SOUTH
TOPEKA, KANSAS 66612-1258
Voice (785) 296-3206 • Fax (785) 296-0589
TTY (785) 296-0245 • Toll-Free (888) 793-6874
E-mail khrc@ks.gov

DODGE CITY OFFICE:
MILITARY PLAZA OFFICES, SUITE 220
100 MILITARY PLAZA
DODGE CITY, KS 67801-4945
Voice (620) 371-5681 • Fax (620) 371-5682

WICHITA OFFICE:
300 W. DOUGLAS, SUITE 220
WICHITA, KS 67202
Voice (316) 337-6270 • Fax (316) 337-7376

KANSAS LAW PROVIDES EQUAL OPPORTUNITY IN PUBLIC ACCOMMODATIONS

Without regard to: RACE, RELIGION, COLOR, SEX, DISABILITY, NATIONAL ORIGIN, OR ANCESTRY IN THE FULL AND EQUAL USE AND ENJOYMENT OF GOODS, SERVICES, AND FACILITIES OFFERED BY PLACES OF PUBLIC ACCOMMODATIONS WITHIN THE STATE OF KANSAS

"Protecting your rights under the law"

report discrimination to:

KANSAS HUMAN RIGHTS COMMISSION AREA OFFICES:

Main Office Topeka:
900 S.W. Jackson Suite 568-South Topeka, Kansas 66612-1258
Voice (785) 296-3206 Fax (785) 296-0589 TTY (785) 296-0245 Toll Free (888) 793-6874

Dodge City Office:
Military Plaza Offices Suite 220
100 Military Plaza Dodge City, KS 67801-4945
(620) 225-4804 Fax (620) 225-4986

Wichita Office:
300 W.DOUGLAS SUITE 220 Wichita, KS 67202-3827
Voice (316) 337-6270 Fax (316) 337-7376

FEDERAL MINIMUM WAGE

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 1 ½ times your regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

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

NURSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to 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 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. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. 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 the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
www.dol.gov/agencies/whd

WH1088 REV 04/23

EEOC - Know Your Rights: Workplace Discrimination is Illegal

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 bases 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 employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding
- Interference, coercion, or threats 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 conduct)
- Hiring or promotion
- Assignment
- Pay (unequal 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
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or 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 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 diascrimination. 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/Portal/Login.aspx*

Call 1–800–669–4000 (toll free)
1–800–669–6820 (TTY)
1–844–234–5122 (ASL video phone)

Visit an EEOC field office (information at *www.eeoc.gov/field-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 company with a Federal contract or subcontract, 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 the compensation of other applicants or employees.

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, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ 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, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

Retaliation Retaliation is prohibited against a person who files a complaint of 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
200 Constitution Avenue, N.W.
Washington, D.C. 20210
1–800–397–6251 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at *https://ofccphelpdesk.dol.gov/s/*, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at *https://www.dol.gov/agencies/ofccp/contact*.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or 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 where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

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 6/27/2023)

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 employees.

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 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 for the 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 #28M(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.

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, or
- 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, **to 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 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 same reason when requesting additional leave.

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 supersede 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 own 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.

What does my employer need to do? 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 **1-866-487-9243** 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 complaint process.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

WH1420 REV 04/23

YOUR RIGHTS UNDER USERRA
THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- you ensure that your employer receives advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed services while with that particular employer;
- you return to work or apply for reemployment in a timely manner after conclusion of service; and
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- are a past or present member of the uniformed service;
- have applied for membership in the uniformed service; or
- are obligated to serve in the uniformed service;

then an employer may not deny you:

- initial employment;
- reemployment;
- retention in employment;
- promotion; or
- any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at **https://www.dol.gov/agencies/vets/**. An interactive online USERRA Advisor can be viewed at **https://webapps.dol.gov/elaws/vets/userra**
- If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

Publication Date — May 2022

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: **https://www.dol.gov/agencies/vets/programs/userra/poster** Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

U.S. Department of Labor
1-866-487-2365

U.S. Department of Justice

Office of Special Counsel

Employer Support Of The Guard And Reserve 1-800-336-4590

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 discharging, 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 (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

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

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
www.dol.gov/agencies/whd

WH1462 REV 02/22

U.S. Department of Labor

OSHA®
Occupational Safety and Health Administration

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

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.

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.

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

OSHA 3165-04R 2019

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

For information, please contact
The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

WITHHOLDING STATUS

Since you last filed form W-4 with your employer did you...

- Marry or divorce?
- Gain or lose a dependent?
- Change your name?

Were there major changes to...

- Your non-wage income (interest, dividends, capital gains, etc.)?
- Your family wage income (you or your spouse started or ended a job)?
- Your itemized deductions?
- Your tax credits?

If you can answer "YES"...

To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676.

Now is the time to check your withholding. For more details, get Publication 919, *How Do I Adjust My Tax Withholding?*, or use the Withholding Calculator at: ***www.irs.gov/individuals*** on the IRS website.

Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.

Department of the Treasury
Internal Revenue Service

www.irs.gov

Publication 213
(Rev. 8-2009)
Cat. No. 11047P

PAYDAY NOTICE

Regular Paydays for Employees of

VyStar Credit Union

(Company Name)

Shall be as follows:

☐ ***Weekly*** ☑ ***Bi-Weekly*** ☐ ***Monthly***

☐ ***Other*** _____

By: _____

Title: _____