Order and IWC Industry and Occupation Orders

hanges to the IWC's industry and occupation orders

January 1, 2019

It is the public policy of the State of California to encourage employees to notify an

appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the

\$11.00 \$12.00

EFFECTIVE DATE Employers with 26 or More Employees* | Employers with 25 or Fewer Employees* \$12.00

January 1, 2020 (SB 3, Stats of 2016, amending section 1182.12 of the California Labor Code.) Pursuant to its authority under Labor Code section 1182.13, the Department of Industrial Relations amends and republishes Sections 2, 3, and 5 of the Gene

1. APPLICABILITY

hen credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited pursuant to a voluntary written agreement may not be more than the following **EFFECTIVE JANUARY 1, 2019 EFFECTIVE JANUARY 1, 2020** 26 or More 26 or More 25 or Fewer 25 or Fewer LODGING **Employees Employees** Employees **Employees** Room occupied alone \$56.43/week \$51.73/week \$61.13/week \$56.43/week \$46.58/week \$50.46/week \$46.58/week Room shared \$42.70/week

Apartment — two thirds (3/3) of the ordinary rental value, and in no \$677.75/month \$621.28/month \$734.21/month \$677.75/month Where a couple are both employed by the employer \$1002.56/month \$919.02/month \$1086.07/month \$1002.56/month two thirds $(\frac{2}{3})$ of the ordinary rental value, and in no event more than MEALS Breakfast \$4.34 \$4.34 \$3.98 \$4.70 Lunch \$5.97 \$5.47 \$6.47 \$5.97 \$8.01 \$7.34

ons thereof shall not be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or unconstitutional had not been included herei

juestions about enforcement should be directed to the Labor Commissioner's Office. For the address and telephone number of the office nearest you, information can be found on the internet at www.dir.ca.gov/DLSE/dlse.html or

Family Medical Leave Act

To bond with a child (leave must be taken within 1 year of the child's birth or placemen To care for the employee's spouse, child, or parent who has a qualifying serious health condition ncies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness yee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. mployer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the en While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. rom FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and or y not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA MPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible

U.S. Department of Justice

ust also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

mployers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

NFORCEMENT: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer

ting against past and present members of the uniformed services, and applicants to the uniformed services nulative 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 nder 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.

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS

ISERRA 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

For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/who

• 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 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 http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/elaws/userra.htm. The outer of the 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: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers

Polygraph Protection

re-employment screening or during the course of employment m discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for cising other rights under the Act. ederal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal overnment to certain private individuals engaged in national security-related activities. he Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more

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. The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employe or job applicants may also bring their own court actions THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN WAGE AND HOUR DIVISION

Office of Special Counsel

estrictive with respect to lie detector tests.

Family Care and Medical Leave (CFRA Leave) AMILY CARE AND MEDICAL LEAVE (CFRA LEAVE) AND PREGNANCY DISABILITY LEAVE Inder the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, ou may have a right to family care or medical leave (CFRA leave). This leave may be up to 12 workweeks n a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious ealth condition or that of your child, parent or spouse. While the law provides only unpaid leave, employees

may choose or employers may require use of accrued paid leave while taking CFRA leave under certain ven if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth or a related medical ndition, you are entitled to take a pregnancy disability leave of up to four months, depending on your eriod(s) of actual disability. If you are CFRA-eligible, you have certain rights to take BOTH a pregnancy lisability leave and a CFRA leave for reason of the birth of your child. Both leaves contain a quarantee of pregnancy disability it is to the same position and for CFRA it is to the same or a comparable osition—at the end of the leave, subject to any defense allowed under the law. If possible, you must provide at least 30 days' advance notice for foreseeable events (such as the expected

such as hurting your back in a fall) or by repeated exposures (such as hurting your wrist from doing the same motion over and over).

Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave unti you comply with this notice policy. We may require certification from your health care provider before allowing you a leave for pregnancy disabili or for your own serious health condition. We also may require certification from the health care provider of your child, parent or spouse, who has a serious health condition, before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule If you are taking a leave for the birth, adoption, or foster care placement of a child, the basic minimum duratic adoption or foster care. Taking a family care or pregnancy disability leave may impact certain of your benefits and your seniority date.

nforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave.

you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniori and benefits, please contact

Workers' Compensation

Division of Workers' Compensation ou may be entitled to workers' compensation benefits if you are injured or become ill because of your job. Workers' compensation covers most work-related physical or mental injuries and illnesses. An injury or illness can be caused by one event

Temporary Disability (TD) Benefits: Payments if you lose wages while recovering. For most injuries, TD benefits may not be paid for more than 104 weeks within five years from the date of injury.

Permanent Disability (PD) Benefits: Payments if you do not recover completely and your injury causes a permanent loss of physical or mental function that a doctor can measure.

Supplemental Job Displacement Benefit: A nontransferable voucher, if you are injured on or after 1/1/2004, your injury causes permanent disability, and your employer does not offer you regular, modified, or alternative work. • Death Benefits: Paid to your dependents if you die from a work-related injury or illness. Naming Your Own Physician Before Injury or Illness (Predesignation). You may be able to choose the doctor who will treat you for a job injury or illness. If eligible, you must tell your employer, in writing, the name and address of your personal physician or medical group before you are injured. You must obtain their agreement to treat you for your work injury. For instructions, see the written information about workers' compensation that your employer is required to give to new . Get Medical Care. If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or police department. If you need first aid, contact your employe 2. Report Your Injury. Report the injury immediately to your supervisor or to an employer representative. Don't delay. There are time limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide you with a laim form within one working day after learning about your injury. Within one working day after you file a claim form, your employer or claims administrator must authorize the provision of all treatment, up to ten thousand dollars, consistent with th

applicable treatment guidelines, for your alleged injury until the claim is accepted or rejected.

3. See Your Primary Treating Physician (PTP). This is the doctor with overall responsibility for treating your injury or illness. • If you predesignated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured.
• If your employer is using a medical provider network (MPN) or a health care organization (HCO), in most cases you will be treated within the MPN or HCO unless you predesignated a personal physician or medical group. An MPN is a group of physicians and health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information. If your employer is not using an MPN or HCO, in most cases the claims administrator can choose the doctor who first treats you when you are injured, unless you predesignated a personal physician or medical group. 4. Medical Provider Networks. Your employer may be using an MPN, which is a group of health care providers designated to provide treatment to workers injured on the job. If you have predesignated a personal physician or medical group prior to your work injury, then you may go there to receive treatment from your predesignated doctor. If you are treating with a non-MPN doctor for an existing injury, you may be required to change to a doctor within the MPN. For more information, see

> MPN Identification number: ___ If you need help locating an MPN physician, call your MPN access assistant at: If you have questions about the MPN or want to file a complaint against the MPN, call the MPN Contact Person at:

uestions? Learn more about workers' compensation by reading the information that your employer is required to give you at time of hire. If you have questions, see your employer or the claims administrator (who handles workers' compensation

ou can also get free information from a State Division of Workers' Compensation Information (DWC) & Assistance Officer. The nearest Information & Assistance Officer can be found at or by calling toll-free (800) 736-7401. Learn more information about workers' compensation online: www.dwc.ca.gov and access a useful bookle

f the workers' compensation policy has expired, contact a Labor Commissioner at the Division of Labor Standards Enforcement (DLSE) ou can also get free information from a State Division of Workers' Compensation Information & Assistance Officer. The nearest Information & Assistance Officer can be found at location or by calling toll-free (800) 736-7401. Learn more information about DWC and DLSE online: www.dwc.ca.gov or www.dir.ca.gov/dlse

False claims and false denials. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments four employer may not be liable for the payment of workers' compensation benefits for any injury that arises from your voluntary participation in any off-duty, recreational, social, or athletic activity that is not part of your work-related duties

Transgender Rights In The Workplace

Iransgender is a term used to describe people whose gender identity aniers from the sex triety were assigned at birth. Gender expression is defined by the law to mean a "person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth." Gender identity and gender expression are protected characteristics under the Fair Employment and Housing Act. That means that employers, housing providers, and businesses may not discriminate against someone because they identify as transgender or gender non-conforming. This includes the perception that someone because they identify as transgender or gender non-conforming. This includes the perception that someone because they identify as transgender or gender non-conforming.

WHAT IS A GENDER TRANSITION?

When the obligations of employers when it comes to bathrooms, showers, and locker rooms? All employees have a right to comparable, safe, and adequate restroom and locker room facilities. This includes the right to use a restroom or locker room facilities. This includes the right to use a restroom or locker room facilities. This includes the right to use a restroom or locker room facilities. This includes the right to use a restroom or locker room facilities. This includes the right to use a restroom or locker room facilities. This includes the right to use a restroom or locker room facilities. This includes the right to use a restroom or locker room facilities. This includes the right to use a restroom or locker room facilities. This includes the right to use a restroom or locker room facilities. This includes the right to use a restroom or locker room facilities. This includes the right to use a restroom or locker room facilities. This includes the right to use a restroom or locker room facilities. This includes the right to use a restroom or locker room facilities. This includes the right to use a restroom or locker room facilities. This includes the right to use a restroom or locker room facilities. This incl

1. "Social transition" involves a process of socially aligning one's gender with the internal sense of self (e.g., changes in a facilities in any business ests as all-gender toilet facilities. name and pronoun, bathroom facility usage, participation in activities like sports teams). sense of self (e.g., hormone therapies or surgical procedures)

2. "Physical transition" refers to medical treatments an individual may undergo to physically align their body with internal person does not need to complete any particular step in a gender transition in order to be protected by the law. An employer

If you have a disability that prevents you from submitting a written intake form online, by mail, or email, DFEH can assist you have a disability that prevents you from submitting a written intake form online, by mail, or email, DFEH can assist you have a disability that prevents you from submitting a written intake form online, by mail, or email, DFEH can assist you have a disability that prevents you from submitting a written intake form online, by mail, or email, DFEH can assist you have a disability that prevents you from submitting a written intake form online, by mail, or email, DFEH can assist you have a disability that prevents you from submitting a written intake form online, by mail, or email, DFEH can assist you have a disability that prevents you from submitting a written intake form online, by mail, or email, DFEH can assist you have a disability that prevents you from submitting a written intake form online, by mail, or email, DFEH can assist you have a disability that prevents you from submitting a written intake form online, by mail, or email, DFEH can assist you have a disability that prevents you from submitting a written intake form online, by mail, or email, DFEH can assist you have a disability that prevents you from submitten and the prevents you from the preven /hat is an employer allowed to ask? Employers may ask about an employee's employment history, and may ask for personal eferences, in addition to other non-discriminatory questions. An interviewer should not ask questions designed to detect a loschedule an appointment of to discuss your preferred format to access our materials or webpages, contact the Communication effects, including asking about their marital status, spouse's name, or relation of household members to one Center at (800) 884-1684 (voice or via relay operator 711) or (800) 700-2320 (TTY) or by email at contact center@dfeh.ca.gov nother Employers should not ask questions about a person's body or whether they plan to have surgery. ow do employers implement dress codes and grooming standards? An employer who requires a dress code must enforce it in

facilities in any business establishment, place of public accommodation, or state or local government agency must be identifi

by contacting DFEH. by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice). DFEH is committed to providing access our materials in an alternative format as a reasonable accommodation for people with disabilities when requested. To schedule an appointment or to discuss your preferred format to access our materials or webpages, contact the Com-FOR MORE INFORMATION

oyers implement dress codes and grooming standards? An employer who requires a dress code must enforce it in Department of Fair Employment and Housing Toll Free: (800) 884-1684 TTY: (800) 700-2320 dfeh.ca.gov

Medical and Exposure Records

Your medical records and records of exposure to toxic substances or harmful physical agents. Records of exposure to toxic substances or harmful physical agents of other employees with work conditions similar to yours.
Safety Data Sheets (SDS) or other information that exists for chemicals or substances used in the workplace, or which employees may be exposed.

nation satisfies the requirements of GISO 3204(g), which may be done by posting this placard in the workplace, or by any similar method the employer cho State of California Department of Industrial Relations Oakland, CA 94612 Phone: (510) 286-7000

Notice of Withholding W-4 Unit Franchise Tax Board MS F180

DE 4 [state]) to the Franchise Tax Board (FTB) if the form meets either of the following two conditions or employer will continue to treat the Form W-4 and/or DE 4 as valid until notified, in writing, by the FTB of the proper If you disagree with the FTB determination, you may request a review of the determination by writing to:

REGULAR PAYDAYS FOR EMPLOYEES OF: _____

A COPY OF THE GENERAL INDUSTRY SAFETY ORDER 32 04 IS AVAILABLE FROM

You, as the employee, will have to provide proof that the FTB determination is incorrect for California PIT withholding writing, of any changes. If the FTB finds that the number of withholding allowances you claimed is unreasonable, you may be subject to a \$500 penalty as provided by Section 13101 of the California Unemployment Insurance Code.

P.O. Box 2952 Sacramento, CA 95812-2952 Fax (916) 843-1094

Time Off For Voting

Payday Notice

THIS IS IN ACCORDANCE WITH SECTIONS 204, 204A, 204B, 205, AND 205.5 OF THE CALIFORNIA LABOR CODE

Polls are open from 7:00 a.m. to 8:00 p.m. each Election Day. If you are scheduled to be at work during that time, California law allows you to take up to two hours off to vote, without losing any pay. ou may take as much time as you need to vote, but only two hours of that time will be paid. Your time off for voting can be only at the beginning or end of your regular work shift, unless you make another arrangement with your employer. If you think you will need time off to vote, you must notify your employer at least two working days

CALIFORNIA SECRETARY OF STATE 1500 11th Street, 5th Floor Sacramento, CA 95814 (800) 345-VOTE (8683) www.sos.ca.gov

(FIRM NAME)

care provider, related to their pregnancy, childbirth, or a related medical condition **Paid Sick Leave/Healthy Families Act**

An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning employment is entitled to paid sick leave. Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrued shall begin on the first day of employment or July 1, 2015, whichever is later.

• Accrued paid sick leave shall carry over to the following year of employment and may be capped at 48 hours or 6 ays. However, subject to specified conditions, if an employer has a paid sick leave, paid leave or paid time off policy equired if the full amount of leave is received at the beginning of each year in accordance with the policy.

for an employee who is a victim of domestic violence, sexual assault, or stalkin • An employer may limit the use of paid sick days to 24 hours or three days in each year of employment. discriminates against the employee. the office by looking at the list of offices on our website http://www.dir.ca.gov/dlse/DistrictOffices.htm using the

member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purpose: Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or

· An employee may use accrued paid sick days beginning on the 90th day of employment alphabetical listing of cities, locations, and communities. Staff is available in person and by te

Emergency Notice

violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local,

Who is protected?

state or federal rule or regulation.

Pursuant to <u>California Labor Code Section 1102.5</u>, employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. [California Labor Code Section 1106]

What is a whistleblower?

A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute.

2. A violation or noncompliance with a local, state or federal rule or regulation, or 3. With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment. A whistleblower can also be an employee who refuses to participate in an activity that

would result in a violation of a state or federal statute, or a violation of or noncompliance

What protections are afforded to whistleblowers?

with a local, state or federal rule or regulation.

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.

2. An employer may not retaliate against an employee who is a whistleblower. 3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

4. An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

How to report improper acts

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

State Safety and Health Protection

California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and procedures to comply with the state's workplace safety and health standards and orders. The law requires that this poster be displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.gov/samples/search/query.htm All employers must provide work and workplaces that are safe and healthful. In other words, as an employer, you must follow state laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers, and ou must display this poster in a conspicuous place where notices to employees are customarily posted so everyone on the job can be aware of basic rights and responsibilities.

but must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the requirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov/title8/3203.html)

four must be aware of hazards your employees face on the job and keep records showing that each employee has been trained in the hazards unique to each job assignment.

four must correct any hazardous condition that you know may result in injury to employees. Failure to do so could result in criminal charges, monetary penalties, and even incarceration.

four must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured employee. Failure to report a serious injury or lness, or death, within 8 hours can result in a minimum civil penalty of \$5,000. WHAT AN EMPLOYER MUST NEVER DO: lever permit an employee to do work that violates Cal/OSHA workplace safety and health regulations lever permit an employee to be exposed to harmful substances without providing adequate protection

As an employee, you (or someone acting for you) have the right to file a confidential complaint and request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the local Cal/ SHA district office (see list of offices). Your name is not revealed by Cal/OSHA, unless you request otherwise. You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/OSHA investigator inspecting your workplace.

Any employee has the right to refuse to perform work that would violate an occupational safety or health standard or order where such violation would create a real and apparent hazard to the employee or other employee: You may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions, or for otherwise exercising your rights to a safe and healthful workplace. If you feel that you have been fired or punished for exercising your rights, you may file a complaint about this type of discrimination by contacting the nearest office of the California Department of Industrial Relations, Division of Labor Standards Enforcement (Labor Commissioner's Office) or the San Francisco office of the U.S. Department of Labor, Occupational Safety and Health Administration. (Employees of state or local government agencies may only file these complaints with the California Labor Commissioner's Office.) Consult your local telephone directory for the office nearest you. o keep the workplace and your coworkers safe, you should tell your employer about any hazard that could result in an injury or illness to an employee.

SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES: Employers who use any substance that is listed as a hazardous substance in California Code of Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.html), or is covered by the Hazard Communication standard (www.dir.ca.gov/ title8/5/194.html) must provide employees information on the hazardous chemicals in their work areas, access to safety data sheets, and training on how to use hazardous chemicals safely.

Employers shall make available on a timely and reasonable basis a safety data sheet on each hazardous substance in the workplace upon request of an employee, an employee's collective bargaining representative, or an employee nployees have the right to see and copy their medical records and records of exposure to potentially toxic materials or harmful physical agents

mployers must allow access by employees or their representatives to accurate records of employee exposures to potentially toxic materials or harmful physical agents, and notify employees of any exposures in concentration or leve acceding the exposure limits allowed by Cal/OSHA standards. ny employee or their representative has the right to observe monitoring or measuring of employee exposure to hazards conducted to comply with Cal/OSHA regulations trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to make sure your company is obeying workplace safety and health laws spections are also conducted when an employee files a valid complaint with Cal/OSHA. Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness, or fatality. When an inspection begins, the Cal/OSHA investigator will show official identification.

The employer, or someone the employer chooses, will be given an opportunity to accompany the investigator during the inspection. An authorized representative of the employees will be given the same opportunity. Where there is no f the investigation shows that the employer has violated a safety and health standard or order, Cal/OSHA may issue a citation. Each citation carries a monetary penalty and specifies a date by which the violation must be abated. A notice which carries no monetary penalty, may be issued in lieu of a citation for certain non-serious violations.

Penalty amounts depend in part on the classification of the violation as regulatory, general, serious, repeat, or willful; and whether the employer failed to abate a previous violation involving the same hazardous condition. Base penalty amounts enalty adjustment factors, and minimum and maximum penalty amounts are set forth in California Code of Regulations, title 8, section 336 (www.dir.ca.gov/title8/336.html). In addition, a willful violation that causes death or permanen npairment of the body of any employee can result, upon conviction, in a fine of up to \$250,000 or imprisonment up to three years, or both, and if the employer is a corporation or limited liability company, the fine may be up to \$1.5 million. he law provides that employers may appeal citations within 15 working days of receipt to the Occupational Safety and Health Appeals Board. on employer who receives a citation, Order to Take Special Action, or Special Order must post it prominently at or near the place of the violation for three working days, or until the unsafe condition is corrected, whichever is longer, to warr rees of danger that may exist there. Any employee may protest the time allowed for correction of the violation to the Division of Occupational Safety and Health or the Occupational Safety and Health Appeals Board.

o learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free information, required forms, and publications. You can also contact a local district office of Cal/OSHA. If you prefer, you may retain a

Call the FRFF Worker Information Helpline - (866) 924-9757 DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA) HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 - Telephone (510) 286-7000

American Canyon • 3419 Broadway St., Ste. H8, American Canyon 94503 • (707) 649-3700 Bakersfield • 7718 Meany Ave., Bakersfield 93308 • (661) 588-6400 Foster City • 1065 East Hillsdale Bl., Ste. 110, Foster City 94404 • (650) 573-3812 Fremont • 39141 Civic Center Dr., Ste. 310, Fremont 94538 • (510) 794-2521 Fresno • 2550 Mariposa St., Rm. 4000, Fresno 93721 • (559) 445-5302 Long Beach • 3939 Atlantic Ave., Ste. 212, Long Beach 90807 • (562) 506-0810 Los Angeles • 320 West Fourth St., Rm. 820, Los Angeles 90013 • (213) 576-7451 Modesto • 4206 Technology Dr., Ste. 3, Modesto 95356 • (209) 545-7310

Monrovia • 800 Royal Oaks Dr., Ste. 105, Monrovia 91016 • (626) 239-0369

Oakland • 1515 Clay St. Ste. 1303 Box 41 Oakland 94612 • (510) 622-2916

empetent private consultant, or ask your workers' compensation insurance carrier for guidance in obtaining information

Sacramento • 2424 Arden Way, Ste. 160, Sacramento 95825 • (916) 263-2800 San Bernardino • 464 West Fourth St., Ste. 332, San Bernardino 92401, • (909) 383-4321 San Diego • 7575 Metropolitan Dr., Ste. 207, San Diego 92108 • (619) 767-2280 San Francisco • 455 Golden Gate Ave., Rm. 9516, San Francisco 94105 • (415) 557-0100 Santa Ana • 2000 E. McFadden Ave., Ste. 122, Santa Ana 92705 • (714) 558-4451 Santa Rosa • 1221 Farmers Lane-Suite 300. Santa Rosa 95405 • (707) 576-2388 Torrance • 680 Knox St -Suite 100 Torrance 90502 • (310) 516-3734 Van Nuvs • 6150 Van Nuvs Blvd., Ste. 405, Van Nuvs 91401 • (818) 901-5403

Redding • 381 Hemsted Dr., Redding 96002 • (530) 224-4743

San Francisco • 455 Golden Gate Ave., Rm 9516, San Francisco 94102 • (415) 557-0300 Sacramento • 2424 Arden Way Ste. 300, Sacramento 95825 • (916) 263-2803 Santa Ana • 2000 E. McFadden Ave. Ste. 119. Santa Ana 92705 • (714) 558-4300 Monrovia • 750 Royal Oaks Dr., Ste. 105, Monrovia 91016 • (626) 470-9122

Regional Offices

Cal/OSHA Consultation Services • Field / Area Offices:

 Fresno/Central Valley
 2550 Mariposa Mall. Rm. 2005 Fresno 93721
 (559) 445-6800 • La Palma/Los Angeles/Orange County • 1 Centerpointe Dr., Ste. 150 La Palma 90623 • (714) 562-5525 • Oakland/Bay Area • 1515 Clay St., Ste 1103 Oakland 94612 • (510) 622-2891 Sacramento/Northern CA • 2424 Arden Way, Ste. 410 Sacramento 95825 • (916) 263-0704 • San Bernardino • 464 West Fourth St., Ste. 339 San Bernardino 92401 • (909) 383-4567 • San Diego/Imperial Counties • 575 Metropolitan Dr., Ste. 204 San Diego 92108 • (619) 767-2060 San Fernando Valley
 6150 Van Nuvs Blvd., Ste. 307 Van Nuvs 91401
 (818) 901-5754

Fresno • 2550 Mariposa Mall, Rm. 3014 Fresno 93721 • (559) 445-6800 nforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of Industrial Relations, which has primary responsibility for administering the

Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor Tel: (415) 625-2547. OSHA monitors the operation of state plans to assure

Your Rights and Obligations as a Pregnant Employee

f you are pregnant, have a related medical condition, or are recovering from childbirth, PLEASE READ THIS NOTICE. referred to below as "because of pregnancy"). California law also prohibits employers from denying or interfering with an employee's pregnancy-related employment rights reasonably accommodate your medical needs related to pregnancy, childbirth or related conditions (such as temporarily modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks); ° transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy; and
° provide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your egnancy or in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layoff

vide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area to express breast milk in private as set forth in the Labor Code For pregnancy disability leave: * Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work in your same position if you request a written guarantee. Your employer may require you to submit written medical certification from your health care provider substantiating the need for your leave. PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, doctor-ordered bed rest, severe morning sickness, gestational diabetes, pregnancy-induced ypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression. PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider, including intermittent leave or a reduced work schedule, all of which counts against your four month

Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment At your discretion, you can use any vacation or other paid time off during your PDL. Your employer may require or you may choose to use any available sick leave during your PDL. Your employer is required to continue your group health coverage during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the If possible, you must provide at least 30 days' advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself). For events that are unforeseeable, we need you to notify us, a east verbally, as soon as you learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

Give your employer reasonable notice. To receive reasonable accommodation, obtain a transfer, or take PDL, you must give your employer sufficient notice for your employer to make appropriate plans. Sufficient notice means 30

As your employer reasonable notice. To receive reasonable accommodation, routing a risister, or take PDL, you must give your employer summent induce or your employer or make appropriate plans. Summent notice in your employer may require you make appropriate plans. Summent notice in your employer summent in the reasonable accommodation, transfer, or PDL is foreseeable, otherwise as soon as practicable if the need for the reasonable accommodation, transfer, or PDL is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable.

Provide a Written Medical Certification from Your Health Care Provider. Except in a medical emergency where there is no time to obtain it, your employer may require you to supply a written medical certification from your health. care provider of the medical need for your reasonable accommodation, transfer or PDL. If the need is an emergency or unforeseeable, you must provide this certification within the time frame your employer requests, unless it is not practicable for you to do so under the circumstances despite your diligent, good faith efforts. Your employer must provide at least 15 calendar days for you to submit the certification. See your employer for a copy of a medical certification form to give to your health care provider to complete accommodation, transfer, or PDL.

Additional Rights under California Family Rights Act (CFRA) Leave

• PLEASE NOTE that if you fail to give your employer reasonable advance notice or, if your employer requires it, written medical certification of your medical need, your employer may be justified in delaying your reasonable • You also may be entitled to additional rights under the California Family Rights Act of 1993 (CFRA) if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave. This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition (not related to pregnancy) or that of your child, parent or spouse. While the law provides only unpaid leave, employees may choose or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances. For further information on the vailability CFRA leave, please review your employer's Notice regarding the availability of CFRA leave

This notice is a summary of your rights and obligations under the Fair Employment and Housing Act (FEHA). For more information about your rights and obligations as a pregnant employee, contact your employer, visit the Departmen (800) 884-1684. The text of the FEHA and the regulations interpreting it are available on the Department of Fair Employment and Housing's Web site at www.dfeh.ca.gov, or contact the Department at (800) 884-1684. The text of the FEHA and the regulations interpreting it are available on the Department of Fair Employment and Housing's Web site at www.dfeh.ca.gov.

Unemployment Insurance THIS EMPLOYER IS REGISTERED WITH THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) AS REQUIRED BY THE CALIFORNIA UNEMPLOYMENT INSURANCE CODE AND IS REPORTING WAGE CREDITS TO

THE EDD THAT ARE BEING ACCUMULATED FOR YOU TO BE USED AS A BASIS FOR UI - Unemployment Insurance (funded entirely by employers' taxes)
Unemployment Insurance (UI) is paid for by your employer and provides partial income replacement when you are unemployed or your hours are reduced due to no fault of your own. To claim UI benefit payments you must also mee all UI eligibility requirements, including that you must be available for work and searching for work. Use one of the following methods •Online: UI OnlineSM is the fastest and most convenient way to file your UI claim. Visit www.edd.ca.gov/UI_Online to get started.
•Phone: Representatives are available at the following toll-free numbers, Monday through Friday between 8 a.m. to 12 noon (Pacific Standard Time) except during state holidays

English 1-800-300-5616 • Cantonese 1-800-547-3506 • Vietnamese 1-800-547-2058 Spanish 1-800-326-8937 • Mandarin 1-866-303-0706 • TTY 1-800-815-9387 -Fax or Mail: When accessing UI Online to file a new claim, some customers will be instructed to fax ormail their UI application to the EDD. If this occurs, the Unemployment Insurance Application, DE 1101I, will display. For faster and nore secure processing, fax the completed form to the number listed on the form. If mailing your UI application, use the address on the form and allow additional time for processing. nportant: Waiting to file your UI claim may delay benefit payments. DI - Disability Insurance Disability Insurance (DI) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians who are unable to work due to a non-work-related illness, injury, pregnancy, or disability

our employer must provide the Disability Insurance Provisions, DE 2515 brochure, to newly hired employees and to each employee who is unable to work due to a non-work-related illness, injury, pregnancy, or disability. Jse one of the following methods •Online: SDI Online is the fastest and most convenient way to file your claim. Visit www.edd.ca.gov/SDI_Online to get started. Insurance office, online at www.edd.ca.gov/Forms, or by calling 1-800-480-3287.

Note: If your employer maintains an approved Voluntary Plan for DI coverage, contact your employer for assistance.

•Mail: To file a claim with the EDD by mail, complete and submit a Claim for Disability Insurance (DI) Benefits, DE 2501 form. You can obtain a paper claim form your employer, physician/practitioner, visiting a StateDisability For more information about DI, visit www.edd.ca.gov/disability or call 1-800-480-3287 ate government employees should call 1-866-352-7675. TY (for deaf or hearing-impaired individuals only) is available at 1-800-563-2441

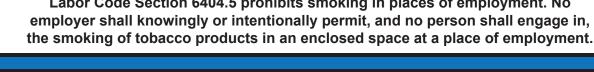
PFL - Paid Family Leave (funded entirely by employees' contributions)
Paid Family Leave (PFL) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians who need time off work to care for seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner. Benefits are also available to parents who need time off work to bond with a new child entering the family by birth, adoption, or foster care placement.

oloyer must provide the Paid Family Leave, DE 2511 brochure, to newly hired employees and to each employee who is taking time off work to care for a seriously ill family member or to bond with a new child. How to File a New PFL Claim •Mail: To file a claim with the EDD by mail, complete and submit a Claim for Paid Family Leave (PFL) Benefits, DE 2501F form. You can obtain a paper claim form from your employer, a physician/practitioner, visiting aState Disability nsurance office, online at www.edd.ca.gov/Forms, or by calling 1-877-238-4373.

For more information about PFL, visit **www.edd.ca.gov/disability** or call 1-877-238-4373. State government employees should call 1-877-945-4747. TTY (for deaf or hearing-impaired individuals only) is available at 1-800-445-1312. **Note:** Some employees may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to withhold facts to claim benefits.

For additional general information, visit the EDD website at **www.edd.ca.gov**.

No Smoking Labor Code Section 6404.5 prohibits smoking in places of employment. No



Unemployment Insurance Benefits Benefits based on other covered employment may be payable during recess periods if the unemployed

NOTICE TO EMPLOYEES individual is in all other respects eligible, and the wages earned in other covered employment are sufficient ou may be eligible to receive Unemployment Insurance benefits if you are

> Note: Some employees may be exempt from Unemployment and Disability Insurance coverage You may also file for Unemployment Insurance by calling toll-free from anywhere in the U.S. at: English 1-800-300-5616 • Mandarin 1-866-303-0706

Note: Waiting to file a claim could delay benefits EDD representatives are available Monday through Friday between 8 a.m. and 12 noon (Pacific Time).

nemployment Insurance benefits based on wages earned while employed by a public or nonprofit educationa stitution may not be paid during a school recess period if the employee has reasonable assurance of turning to work at the end of the recess period (California Unemployment Insurance Code section 1253.3).

Note: If your employer maintains an approved Voluntary Plan for PFL coverage, contact your employer for assistance.

his employer is registered under the California Unemployment Insurance Code and is reporting wage credits

Cantonese 1-800-547-3506 • TTY 1-800-815-9387

to establish an Unemployment Insurance claim after excluding wages earned from a public or nonprofit The fastest way to file for Unemployment Insurance (UI) is with UI Online at www.edd.ca.gov/UI_Online

State&FederalPoster For all your Labor Law Poster Compliance Solutions

Made in USA TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.

IT'S THE LAW!

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

with OSHA, or reporting a work-related

Comply with all applicable OSHA standards.

fatalities within 8 hours, and all inpatient

hospitalizations, amputations and losses

Provide required training to all workers

in a language and vocabulary they can

Prominently display this poster in the

Post OSHA citations at or near the

FREE ASSISTANCE to identify and correct

hazards is available to small and medium-

through OSHA-supported consultation

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexu orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all

Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL

VETERANS (PROTECTED VETERANS)
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 is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the

authorities above should contact immediately:
The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Aven

N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted

by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

RACE, COLOR, NATIONAL ORIGIN, SEX INDIVIDUALS WITH DISABILITIES
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

of 1504, as almost destination of the basis of 1604, color of manufacturing the primary objective of the 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

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

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

can be held liable for the harassment. In addition, an employer may be liable for the harassment by a non-employee (for example, a client or customer) of an employee, applicant, or person providing services for the employer. An employer will

only be liable for this form of harassment if it knew or should have known of the harassment, and failed to take immediat

Employers have an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassir conduct, and to create a workplace free of harassment.

A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way for an employer to avoid or limit liability if harassment occurs.

ALL EMPLOYERS MUST TAKE THE FOLLOWING ACTIONS TO PREVENT HARASSMENT AND CORRECT IT WHEN

I.) Distribute copies of this document or an alternative writing that complies with Government Code 12950. This documer

2.) Post a copy of the Department's employment poster entitled "California Law Prohibits Workplace Discrimination and

Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employe

comes into contact, from engaging in prohibited harassment.

Create a complaint process that ensures confidentiality to the extent possible; a timely response; an impartial and timely nvestigation by qualified personnel; documentation and tracking for reasonable progress; appropriate options for remedia

United States Equal Employment Opportunity Commission as additional avenues for employees to lodge complaints

Instruct supervisors to report any complaints of misconduct to a designated company representative, such as a human

resources manager, so that the company can try to resolve the claim internally. Employers with 50 or more employees an required to include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024).

Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigati

that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.

Make clear that employees shall not be retaliated against as a result of making a complaint or participating in an

4. Distribute its harassiterit, inscrimination, and retailation prevention policy by doing one or more or the billowing.
 Printing the policy and providing a copy to employees with an acknowledgement form for employees to sign and return.
 Sending the policy via email with an acknowledgment return form.
 Posting the current version of the policy on a company intranet with a tracking system to ensure all employees have read

Using any other method that ensures employees received and understand the policy.

5.) If the employer's workforce at any facility or establishment contains ten percent or more of persons who speak a language other than English as their spoken language, that employer shall translate the harassment, discrimination, and

and employ 5 or more part-time or full-time employees must provide at least one hour of training regarding the prevention

of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation, to each non-supervisory employee; and two hours of such training to each supervisory employee. Training must be provided within six months of assumption of employment. Employees must be trained during calendar year 2019, and, after January 1, 2020, training must be provided again every two years. Please see Gov. Code 12950.1 and 2 CCR 11024 for further

2. Require employers of 20 or more persons to allow eligible employees to take up to 12 weeks leave in a 12-month

period for the birth of a child or the placement of a child for adoption or foster care; also require employers of 50 or more ersons to allow eligible employees to take up to 12 weeks leave in a 12-month period for an employee's own serious ealth condition or to care for a parent, spouse, or child with a serious health condition.

13. Require employment agencies to serve all applicants equally, refuse discriminatory job orders, and prohibit employe

The law provides for remedies for individuals who experience prohibited discrimination or harassment in the workplace

Job applicants, unpaid interns, and employees: If you believe you have experienced discrimination or harassment you

may file a complaint with DFEH. Independent contractors and volunteers: If you believe you have been harassed, you

Complaints must be filed within one year of the last act of discrimination/harassment or, for victims who are under the

If you have a disability that prevents you from submitting a written intake form on-line, by mail, or email, DFEH can

To schedule an appointment, contact the Communication Center at (800) 884-1684 (voice or via relay operator 711)

DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for

Government Code section 12950 and California Code of Regulations, title 2, section 11013, require all employers to

agency waiting rooms, union halls, and other places employees gather. Any employer whose workforce at any facility o

Contact DFEH at (800) 884-1684 (voice or via relay operator 711), TTY (800) 700-2320, or contact.center@dfeh.ca.gov

If you have a disability that prevents you from submitting a written index form of inline, by thair, or entail, prevents assist you by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice).

and employment agencies from making discriminatory pre-hiring inquiries or publishing help wanted advertisements that express a discriminatory hiring preference.

15. Prohibit retaliation against a person who opposes, reports, or assists another person to oppose unlawfu

14. Prohibit unions from discriminating in member admissions or dispatching members to jobs

age of 18, not later than one year after the victim's eighteenth birthday.

or (800) 700-2320 (TTY) or by email at contact.center@dfeh.ca.gov.

epartment of Fair Employment and Housing

Online: www.dfeh.ca.gov

an employee to complain directly to their immediate supervisor. That complaint mechanism must include

er fails to take such steps, that empl

affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of

aspects of employment. Disability discrimination includes not making reasonable accommodation

employment discrimination on the basis of sex in educational programs or activities which receive Federal financia

discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. 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

mploy and advance in employment qualified individuals with disabilities at all levels of employment, including the

about, disclosing, or discussing their compensation or the compensation of other applicants or employees

programs in every state.

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

Federal Minimum Wage

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

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

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

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

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

Equal Employment Opportunity

NDIVIDUALS WITH DISABILITIES

INDIVIDUALS WITH DISABILITIES

· List all protected groups under the FEHA.

actions and resolutions; and timely closures.

and acknowledged receipt of the policy.

CIVIL REMEDIES

Discrimination and Harassment

3. Back pay or promotion

Discussing policies upon hire and/or during a new hire orientation session

6.) In addition, employers who do business in California

4. Changes in the policies or practices of the employer

ation policy into every language spoken by at least ten percent of the workforce.

Sexual Harassment

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

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 a

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 crir

e 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

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

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 out

arious non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

sized employers, without citation or penalty,

place of the alleged violations.

Report to OSHA all work-related

of an eye within 24 hours.

health and safety concern with you or

Job Safety and Health

Employers must:

injury or illness.

understand.

workplace.

SKU: CA2-27X40-FNG

All workers have the right to:

Raise a safety or health concern with

Receive information and training on

Request an OSHA inspection of your

workplace if you believe there are unsafe

or unhealthy conditions. OSHA will keep

your name confidential. You have the

right to have a representative contact

Participate (or have your representative

participate) in an OSHA inspection and

30 days (by phone, online or by mail)

if you have been retaliated against for

speak in private to the inspector.

■ File a complaint with OSHA within

See any OSHA citations issued to

Request copies of your medical

injury and illness log.

Employers subject to the

state minimum wage law are

ublic, which may be used by the employee to express breast milk.

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

assification, referral, and other aspects of employment.

enetic services by applicants, employees, or their family members.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

IE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

THERE ARE TWO TYPES OF SEXUAL HARASSMENT

BEHAVIORS THAT MAY BE SEXUAL HARASSMENT:

Online: www.dfeh.ca.gov

ACTUAL OR PERCEIVED:

THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSIN

CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION AND HARASSMENT

forth in California Government Code section 12950, or use a brochure from DFEH.

THE CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING (DFEH) ENFORCES LAWS

THAT PROTECT YOU FROM ILLEGAL DISCRIMINATION AND HARASSMENT IN EMPLOYMENT BASED ON YOUR

United States is authorized under federal law), RACE, RELIGION (includes religious dress and grooming practices), SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), SEXUAL ORIENTATION

THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (GOVERNMENT CODE SECTIONS 12900 THROUGH

12996) AND ITS IMPLEMENTING REGULATIONS (CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTIONS

and require employers to take all reasonable steps to prevent harassment. This includes a prohibition against sexual

harassment, gender harassment, harassment based on pregnancy, childbirth, breastfeeding and/or related medical conditions, as well as harassment based on all other characteristics listed above.

the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual

4. Prohibit employers from limiting or prohibiting the use of any language in any workplace unless justified by business

practices, including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs.

7. Permit job applicants, unpaid interns, volunteers, and employees to file complaints with DFEH against an employer,

9. Require employers, employment agencies, and unions to preserve applications, personnel records, and employment

10. Require employers to provide leaves of up to four months to employees disabled because of pregnancy, childbirth, or

11. Require an employer to provide reasonable accommodations requested by an employee, on the advice of their health

6. Require employers to reasonably accommodate employees or job applicants with disabilities to enable them to

nployment agency, or labor union that fails to grant equal employment as required by law.

referral records for a minimum of two years

4. From temployers from mining or promising the use or any language many workplace unless justified by distincts made in any workplace unless justified by distinct many consequences for violation. Also prohibits employers from discriminating against an applicant or employee because they possess a driver's license issued to a person who is unable to prove that their presence in the United States is authorized under federal law.

. Require that all employers provide information to each of their employees on the nature, illegality, and legal remedies

that apply to sexual harassment. Employers may either develop their own publications, which must meet standards set

ANCESTRY, AGE (40 and above), COLOR, DISABILITY (physical and mental, including HIV, and AIDS), GENETIC INFORMATION, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION (genetic

characteristics, cancer or a record or history of cancer), MILITARY OR VETERAN STATUS, NATIONAL ORIGIN ncludes language use and possession of a driver's license issued to persons unable to prove their presence in the

enefit on your submission to sexual advances or other conduct based on sex.

bout EEOC, including information about charge filing, is available at www.eeoc.gov.

AND FROM THE PERPETRATION OF ACTS OF HATE VIOLENCE AND HUMAN TRAFFICKING

SEX (WAGES)

GENETICS (GINA ACT)

OVERTIME PAY:

CHILD LABOR:

ENFORCEMENT:

ADDITIONAL INFORMATION:

bligated to pay the higher rate

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

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions

ntitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.

Some state laws provide greater employee protections; employers must comply with both.

Applicants to and employees of most private employers, state and local governments, educational

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on

the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue

crimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification,

referral, and other aspects of employment. 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.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of

1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially

equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same

scrimination based on genetic information in hiring, composition discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of

primination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

ere are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on

your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC

free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc. gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information

THE DEPART MENT OF FAIR EMPLOYMENT AND HOUSING THE MISSION OF THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING IS TO PROTECT THE PEOPLE OF CALIFORNIA FROM UNLAWFUL DISCRIMINATION IN EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATIONS,

arassment of a person of the same gender as the harasser, regardless of either person's sexual orientation or gender

"Quid pro quo" (Latin for "this for that") sexual harassment is when someone conditions a job, promotion, or other work.

conably interfere with your work performance or create an intimidating, hostile, or offensive work environment. You

. "Hostile work environment" sexual harassment occurs when unwelcome comments or conduct based on sex

and creates an abusive work environment. A single act of harassment may be sufficiently severe to be unlawf

nay experience sexual harassment even if the offensive conduct was not aimed directly at you.

. Unwanted sexual advances
. Offering employment benefits in exchange for sexual favors
. Leering; gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
. Derogatory comments, epithets, slurs, or jokes
. Craphic comments, sexually degrading words, or suggestive or obscene messages or invitations
. Physical touching or assault, as well as impeding or blocking movements

ctual or threatened retaliation for rejecting advances or complaining about harassment is also unlawful

Employees or job applicants who believe that they have been sexually harassed or retaliated against may file a complaint

Employees of job applications with DFEH within one year of the last act of harassment or retailation. DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the complaining party. DFEH may seek court orders changing the employer's policies and practices, punitive damages, and attorney's fees and costs if it prevails in litigation. Employees can

also pursue the matter through a private lawsuit in civil court after a complaint has been filed with DFEH and a Right-to-Sue

ssist you by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, rrough the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice).

people with disabilities when requested.

Contact the DFEH at (800) 884-1684 (voice or via relay operator 711), TTY (800) 700-2320, or contact.center@dfeh.ca.gov to discuss your preferred format to access our materials or webpages.

DFEH-185P-ENG / December 2018

visory personnel, may be held personally liable for harassment or for aiding and abetting harassment. The law

If you have a disability that prevents you from submitting a written intake form on-line, by mail, or email, the DFEH can

To schedule an appointment, contact the Communication Center at (800) 884-1684 (voice or via relay operator 711) or (800) 700-2320 (TTY) or by email at contact.center@dfeh.ca.gov.

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of

age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training,

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals fron

institutions, employment agencies and labor organizations are protected under Federal law from

records, tests that measure hazards

in the workplace, and the workplace

Contact OSHA. We can help.

substances in your workplace.

job hazards, including all hazardous

your employer or OSHA, or report a work-

related injury or illness, without being

A safe workplace.

retaliated against.

OSHA on your behalf.

using your rights.

your employer.

ALTERNATE

SHALL BE AS FOLLOWS: .

TITLE:_

HAZARDOUS MATERIA MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILIT

Unemployed or working less than full-time.

or Unemployment Insurance benefits.

Notice Obligations as an Employee

o the Employment Development Department (EDD) that are being accumulated for you to be used as a basis

• Out of work due to no fault of your own and physically able to work, ready to accept work, and looking for Spanish 1-800-326-8937 • Vietnamese 1-800-547-2058

ALL RIGHTS RESERVED, COPYRIGHT © 2019