SKU: OK2-27X40-ENG



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 workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative) participate) in an OSHA inspection and
- speak in private to the inspector. File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye. Provide required training to all workers
- in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation



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

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 11/2 times the 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, nonhazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

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. 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.

• 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. 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

IRS Withholding

YOU MAY NEED TO CHECK YOUR WITHHOLDING 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 nonwage income (interest, dividend, 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 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 poster 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.

Workers' Compensation

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

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

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

Signature of Employer

compensation laws shall be guilty of a misdemeanor.

Insurer Name and Address

Date of Expiration of Insurance Policy (Not applicable to employers authorized to self-insure.)

Employee's Responsibilities In Case of Work Related Injury If accidentally injured or affected by cumulative trauma or an occupational disease arising out of and in the course of employment, however sligh the employee should notify the employer immediately. If this employer is a partnership, notice shall be given to any partner. If this employer is a corporation, notice shall be given to any agent or officer of the corporation upon whom legal process may be served. Notice shall also be given to the person in charge of business at the location of operations where the injury occurred. Unless oral or written notice is given to the employer

within thirty (30) days, the claim for compensation may be forever barred. The employee may file a claim for compensation with the WORKERS' COMPENSATION COMMISSION for an accidental injury, death, cumulative trauma or occupational disease or illness occurring ON OR AFTER February 1, 2014. Forms to file a compensation claim should be furnished by this employer and also are available from the Workers' Compensation Commission. The forms are posted on the Commission's

A claim for compensation must be filed with the Commission within the time specified by law, or be forever barred. Based on law effective February 1, 2014, a claim for compensation for any accidental injury must be filed with the Commission within one (1) year of the date of injury; a death claim must be filed within two (2) years of the date of death; a claim for compensation for occupational disease or illness must be filed within two (2) years of the last injurious exposure; and a claim for compensation for cumulative trauma must be filed within one (1) year of the date of injury. A claim for additional compensation is barred unless filed within one (1) year of the last payment of disability compensation or two (2) years from the date of injury, whichever is longer.

Claims for compensation for accidental injury, death, cumulative trauma or occupational disease or illness occurring BEFORE February 1, 2014 may be filed with the WORKERS' COMPENSATION COURT OF EXISTING CLAIMS and are subject to different notice of injury requirements and claims filing deadlines than those for accidental injury, death, cumulative trauma or occupational disease or illness occurring on or after February 1, 2014. Failure to comply with applicable notice requirements and deadlines may operate to forever bar the claim. Contact the WORKERS' COMPENSATION COURT OF EXISTING CLAIMS for additional information.

The employer must provide employees with immediate first aid, medical, surgical, hospital, optometric, podiatric, and nursing services, medicine, crutches and other apparatus as may be reasonably necessary in connection with the injury received by the employee. This applies to care for all injuries and illnesses arising out of and in the course of employment, regardless of their character. Within ten (10) days after the date of receipt of notice or knowledge of death or injury that results in more than three days' absence from work for the injured employee, the employer MUST send a report thereof to the Workers' Compensation Commission on a CC-Form 2, and also send a copy of the CC-Form 2 to the employer's insurance carrier, if any, within the ten-day period. No agreement by any employee to pay any portion of the premium paid by the employer to a carrier or a benefit fund or department maintained by the employer for the purpose of providing compensation or medical services and supplies as required by the workers' compensation laws,

shall be valid. Any employer who makes a deduction for such purposes from the pay of any employee entitled to benefits under the workers'

Employer's Responsibilities

No agreement by any employee to waive workers' compensation rights and benefits shall be valid. Any person who commits workers' compensation fraud, upon conviction, shall be guilty of a felony.

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

Payday Notice REGULAR PAYDAYS FOR EMPLOYEES OF: ____

mergency	Notice
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HOSPITAL: **ALTERNATE**: **HAZARDOUS MATERIAL** OSHA:



TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.COI





To care for the employee's spouse, child, or parent who has a qualifying serious health condition;

Family Medical Leave Act

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION LEAVE ENTITLEMENTS: Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a

for the following reasons: The birth of a child or placement of a child for adoption or foster care;

To bond with a child (leave must be taken within 1 year of the child's birth or placement);

 For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; • For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent. An eligible employee 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. An employee 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. Employees may choose, or an employer 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 employer's normal paid leave policies. BENEFITS & PROTECTIONS: While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from 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 conditions. An employer may 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.

ELIGIBILITY REQUIREMENTS: An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months;

Have at least 1,250 hours of service in the 12 months before taking leave;* and Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite. *Special "hours of service" requirements apply to airline flight crew employees. REQUESTING LEAVE: Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days'

days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required. EMPLOYER 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, must 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. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA

lawsuit against an employer. 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.

ENFORCEMENT: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private

For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd U.S. Department of Labor • Wage and Hour Division

USERRA

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS 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.

and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

If you are eligible to be reemployed, you must be restored to the job

If you: are a past or present member of the uniformed service; have applied for membership in the uniformed service; or

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

 are obligated to serve in the uniformed service; then an employer may not deny you: initial employment; reemployment; retention in employment;

any benefit of employment because of this status.

coverage for you and your dependents for up to 24 months while in • Even if you don't elect to continue coverage during your military

HEALTH INSURANCE PROTECTION

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.

• If you leave your job to perform military service, you have the

service, you have the right to be reinstated in your employer's

right to elect to continue your existing employer-based health plan

 The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints · 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/elaws/userra.htm. • 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

You may also bypass the VETS process and bring a civil action

against an employer for violations of USERRA.

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 it that person has no service connection.

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 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.









Polygraph Protection

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.

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from

may also bring their own court actions.

promotion; or

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.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. 1-866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/whd

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

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT OF LABOR

quarters immediately preceding the first day of a claimant's benefit year.

General

Information

Switchboard:

(405) 557-7100





Unemployment Insurance

Unemployment Insurance Notice

The Oklahoma Employment Security Act provides that under certain conditions payments of money may be made to unemployed individuals from an unemployment compensation fund contributed to by employers subject to the Act. Oklahoma employers and nonprofit organizations (other than those described in Section 501 (c) (3) of the IRS Code) pay the tax if they employ one or more workers in each of twenty different calendar weeks during a calendar year or if they have a payroll of \$1,500.00 in a calendar guarter or are liable under the Federal Unemployment Tax Act. Nonprofit organizations as described in Section 501 (c) (3) of the IRS Code will be liable if they employ four or more workers in each of twenty different calendar weeks during a calendar year. All state agencies, cities, towns, counties, public trusts or local school districts, including nonprofit elementary and secondary schools, also pay unemployment taxes. Agricultural employers who have a total payroll of \$20,000.00 in any calendar quarter during a calendar year or have ten or more employees in twenty different calendar weeks during a calendar year are required to pay this tax. Domestic employers such as private homes, local college clubs or local chapters of college fraternities or sororities who pay \$1,000.00 cash remuneration in any calendar quarter during a calendar year must also pay the tax. In Oklahoma, a claimant can qualify if, during his base period, he received wages from employers subject to the Oklahoma Employment Security Act amounting to: (1) not less than \$1,500.00 and (2) one and one-half times the amount of wages during that quarter of the base period in which such wages were highest. However, any claimant with \$13,200 or more of taxable base period wages is eligible even of these wages were all in one guarter. The base period is the first four of the last five completed calendar

Claimants must register for work at a State Employment office and file a claim in order to establish unemployment benefit rights. A notice is mailed to the last covered employer for whom the claimant worked at least 15 working days. The claimant must continue to file claims as directed by the Employment Service. On each continued claim filed, the claimant must certify as to his/her eligibility to receive unemployment compensation. A claimant must be separated from work or working less than full time, be registered and diligently seeking work during each week in which he/she applies for benefits, and be able to work and available to perform work duties in keeping with education, training and experience. A claimant must not be full-time, self-employed, not working full-time on a commission, and not receiving or seeking any unemployment benefits under an unemployment compensation law of another state or of the United States.

> For more Information contact: Oklahoma Employment Security Commission Mailing Address: Oklahoma Employment Security Commis-Will Rogers Memorial Office Building 2401 North Lincoln Boulevard Oklahoma City OK 73105 PO Box 52003

> > Media Relations:

(405) 557-5469

Oklahoma City OK 73152-2003

Office of

Executive

Director:

(405) 557-7201





To contact your nearest

Workforce Oklahoma

office, toll free:

I-888 980-WORK (9675)

TDD

Telecommunications

for the Deaf:

(405) 208-4022

Employee Health, Morals & Wages

Your Rights Under the Oklahoma Minimum Wage Act

It's against the law for employers to have workers in jobs that hurt their health. It's against the law for employers to have workers in jobs that hurt their morals. It's against the law for employers to pay workers less than adequate wages. **Federal Minimum Wage**

Unless the law says it's okay, employers can't pay less than the federal minimum wage. **Employer Defined** The law defines an "employer" as having ten or more full-time workers in one place or more than \$100,000 of business a year.

Employee Defined The law says an "employee" is a worker for an "employer." But, an "employee" is not:

(1) a worker on a farm; a worker on a ranch; a worker with animals on a farm or ranch; or a mechanic on a farm or ranch; (3) a federal government worker; (4) someone who volunteers for a charity, church, or nonprofit club; (5) a newspaper vendor or carrier;

(9) any person employed as part-time employee not on permanent status. A part-time employee is defined as an employee who is employed less than twenty-five (25) hours a week; 10) anyone younger than 18 who hasn't graduated from school, and anyone younger than 22 who is in school; 11) anyone who works in a feedstore; or (12) a reserve deputy sheriff.

The law says the cost of uniforms given to workers can be added to wages in figuring the minimum wage. Investigation of Wage Claims The law says the Commissioner of Labor, Leslie Osborn, can investigate whether wages are due workers. She will write down her findings. If any

7) any worker who is already being paid the federal minimum wage or more;

county jail. The punishment could be both a fine and jail time.

(8) executives; someone in an administrative job; professionals; or an "outside" salesman;

employee's employment has terminated and the Commissioner finds that wages are due, a penalty of 2% per day up to the total amount of the wage claim may be added to the wages due. She will mail her findings to the employer and the worker by certified mail. If the employer pays the wages (and the penalty) and the worker accepts the payment, that's the end of the wage claim. If a court finds an employer hasn't paid all wages due, the law says the employer is liable for double the amount of the wages minus any sums already paid to the worker. The employer is also liable for court costs and reasonable attorney fees of at least \$100. The employer can't defend a wage claim by arguing

that there was an agreement with the worker to work for less than the lawful wage. The law says an employer who pays or even agrees to pay less than the

lawful wage is guilty of a misdemeanor. The punishment could be a fine of not more than \$500. The punishment could be as much as six (6) months in the

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

www.ok.gov/odol Oklahoma Department of Labor Employment Standards Division **Equal Employment Opportunity**

Equal Employment Opportunity is THE LAW • Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations • Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following base:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

at www.eeoc.gov.

VETERANS)

executive level.

Responsibility of Employers

Updated 8/1

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 hardship. DISABILITY

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

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment

SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act 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 establishment. **GENETICS (GINA ACT)** Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic

information in hiring, promotion, 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 genetic services by applicants, employees, or their family members.

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice. WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There 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 promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at <u>www.eeoc.gov</u> or in most telephone directories in the

Employers Holding Federal Contracts or Subcontracts

U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available

Applicants to and employees of companies with a Federal government contract or subcontract 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 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. Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

INDIVIDUALS WITH DISABILITIES 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. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a

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

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) 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

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 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. 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

Public Employees Have a Right to a Safe & Healthful Workplace of public employment. No employee or agent of employees shall

The Oklahoma Occupational Health & Safety Standards Act of 1970 provides job safety and health protection for public workers. Rules have been adopted which include both employer and employee responsibilities. These include state, county, city and public school agencies and certain public trusts.

Public employers are responsible for workplace safety and health of employees. This includes written programs, processes and training. Responsibility of Employees

Employees are responsible for following safety and health rules. This

includes using equipment and personal protective devices properly. **Unsafe Equipment and/or Procedures** You have the right to bring unsafe equipment and/or procedures to

Adverse Action Remedy You have the right to file a complaint with the Oklahoma Department of Labor for any adverse action taken against you for reporting hazards.

the attention of a supervisor or the designated safety officer.

Employees' Right to File Complaint You have the right to file a complaint with the Oklahoma Department of Labor concerning investigations of unsafe working conditions.

You have the right to view certain records regarding workplace

Employees' Right to View Certain Records

injuries, illnesses, or fatalities for your agency. A summary for this information must be posted at your work site each year from February through April. **Employees' Right to View Their Files**

You have the right to view or make copies of your medical records

or records of your exposure to toxic and harmful substances or

Required Posting of this Notice

This notice must be posted in your workplace

www.labor.ok.gov

consensus standards.

IT'S THE LAW!

You may contact the Oklahoma Department of Labor at the website and toll-free number below or contact the Department direct: 3017 North Stiles, Suite 100, Oklahoma City, OK 73105, 405-521-6100,

1-888-269-5353 www.labor.ok.gov Oklahoma Department of Labor Public Employee Occupational Safety & Health Unit

PUBLIC EMPLOYEE JOB SAFETY & HEALTH PROTECTION The Oklahoma Occupational Health & Safety Standards Act of 1970 provides job safety and health protection for public workers by promoting safe and healthful working conditions. As authorized by the Act, rules have been adopted to prevent accidents in all public work places, including public schools and all political subdivisions

EMPLOYERS Each public employer shall establish and maintain safe and healthful

workplace conditions. Appropriate safety devices shall be used where necessary to protect the life, health and safety of all public employees. No employer shall interfere with the use of any method or process adopted for the protection of an employee or any other person lawfully within such place of employment. No employer shall fail to obey orders necessary to protect the life, safety and health of public employees. Public employers must allow their employees to participate in mandatory training and education programs.

No public employee shall willfully remove, displace, damage, destroy, carry off or in any way interfere with the use of any safety device or safeguard furnished or provided for use in any place

Without prior notification, authorized inspectors from the Oklahoma

public places of employment in order to investigate matters deemed appropriate, and to determine if any person is violating any provision

COMPLAINTS Public employees have the right to file a complaint requesting an investigation of unsafe or unhealthful conditions. No adverse personnel action may be taken against any employee who files a work- place safety or health complaint. Employees who believe they

have been discriminated against on this basis may file a complaint

of the Act or any standards promulgated pursuant to it.

Department of Labor may, at any reasonable time, enter and inspect

violation(s) will be issued to the employer. The notice will specify the time frame in which each violation must be corrected or a response provided. The Commissioner of Labor may require the violation(s) be corrected immediately and/or the alleged violator appear before the Commissioner or a designated representative at a specified time and place to answer the charges.

PROPOSED PENALTIES

Commissioner promulgated pursuant to the Act.

or political subdivisions may be prevented, by cease and desist orders, from continuing such violation(s). Each day in which each violation occurs shall constitute a separate violation.

Labor provides public employers with free consultation services.

RECORDKEEPING REQUIREMENTS Public employers must maintain accurate work-related injury, exposure and illness incident records. Employers are to use the OK-300 recordkeeping system or its substantial equivalent. Calendar year totals (excluding names of employees) must be posted no later than February 1st of the year following the calendar year to which

POSTING INSTRUCTIONS

www.labor.ok.gov

DISCRIMINATION IN EMPLOYMENT BECAUSE OF RACE, COLOR RELIGION, NATIONAL ORIGIN, DISABILITY, AGE, SEX OR GENETIC INFORMATION1

sex or genetic information you have been discriminated against with respect to: Qualifications, hire, discharge, recall, layoff, promotion, transfer, compensation, conditions, terms, privileges or responsibilities of

> Office of the Oklahoma Attorney General Office of Civil Rights Enforcement 313 N.E. 21st Street Oklahoma City, Oklahoma 73105 **Oklahoma City Office:** (405) 521-3921 **Tulsa Office:** (918) 581-2342

procedures you may have through the Oklahoma Merit Protection or any internal grievance procedures you may have through your employer. However, an Employment Discrimination Complaint must be filed with the Office of Civil Rights Enforcement within 180 days after the alleged discriminatory act(s). ¹ Title 25, Oklahoma Statutes, Section 1302

Applicable to minors UNDER 16 years of age.

Hours Standard: School in session – minors restricted to: No more than three (3) hours per school day No more than eight (8) hours per non-school day

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

Programs or Activities Receiving Federal Financial Assistance

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

State OSHA

of any employee or of any other person lawfully within such place of employment. No employee shall fail to obey orders necessary to protect the life, safety and health of public employees. Public employees must participate in mandatory training and education programs.

interfere with any method or process adopted for the protection

with the Oklahoma Department of Labor. **VIOLATIONS** If upon inspection the Oklahoma Department of Labor believes a public employer has violated the Act, a notice alleging such

provisions of the Act or violates any order or determination of the Any public employer or political subdivision failing to comply with any standards or interfering with, impeding or in any manner obstructing the administration of standards pursuant to the provisions of the Act may be charged with a misdemeanor. Additionally, such employers

VOLUNTARY COMPLIANCE Safety and health education and training is the best way to help

The Department recognizes the outstanding efforts of participating

prevent and control occupational accidents. The Department of

safety and health programs. This poster must be displayed in one or more conspicuous places

3017 North Stiles, Suite 100 Oklahoma City, OK 73105 405-521-6100 888-269-5353

Employment Discrimination OKLAHOMA LAW PROHIBITS

If you are an employee, or an applicant for employment, and feel that because of race, color, religion, national origin, disability, age,

employment, or sexual harassment, and wish to file or discuss the filing of a complaint contact:

Contacting the Office of Civil Rights Enforcement does not conflict with or affect any other rights you may have, including any appeal

chool not in session – minors restricted to:

Prohibited Occupations: Baking, Cooking, Communications, Coolers, Construction, Cutters, Demolition, Freezers, Fryers, Grills, Hoisting devices, Ladders, Loading, Machinery, Manufacturing, Mining, Motor vehicles, Mowers, Power-Driven, Processing, Public messenger, Public

The Attorney General, upon request of the Commissioner of Labor, shall bring an action against any person who violates any of the

the report applies. This information must remain posted through the of city, county and state government. These rules include standards month of April. Public employers are required to maintain written contained in the Federal Occupational Safety & Health Act of 1970 (OSHA) and other safety and health standards derived from national

> where notices to employees are customarily posted. For assistance or additional information, contact: **Oklahoma Department of Labor Public Employee Occupational Safety & Health**

Leslie Osborn - Commissioner of Labor Oklahoma Department of Labor

Website: www.oag.ok.gov

Email: ocre.complaints@oag.ok.gov

Child Labor

Employment Certificate: Employment certificate is issued by the school and is required for all employed minors, including home schooled minors and minors from out-of-state working in Oklahoma. Employers are required to have an employment certificate from the school before

No more than eighteen (18) hours per school week No more than eight (8) hours per non-school day No more than forty (40) hours per non-school week Break Periods: For every five (5) hours worked – Thirty (30) minute rest period • For every eight (8) hours worked – One (1) hour rest

STATE OF OKLAHOMA CHILD LABOR LAW Section 71 et seq. of Title 40 of the Oklahoma Statutes

a minor is allowed to work. Note to Issuing Officer(s): Minors must comply with compulsory School Laws, Title 70 Section 10

Times Standard: From Tuesday after Labor Day through May 31st – minors: Can not work before 7:00 a.m. and not after 7:00 p.m. From June 1st through Labor Day - minors: Can not work before 7:00 a.m. and not after 9:00 p.m.

Utilities, Repair, Slicers, Storage, Transportation, Unloading, Warehouse, Weed eaters, Work rooms, Youth peddling For information on hazardous occupations for 16 and 17 year olds, contact the United States Department of Labor at 1-866-487-9243

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