SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES:

is covered by the Hazard Communication standard (www.dir.ca.gov/title8/5194.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's physician.

Employees have the right to see and copy their medical records and records of

Employers must allow access by employees or their representatives to accurate

records of employee exposures to potentially toxic materials or harmful physical

Any employee or their representative has the right to observe monitoring or

make sure your company is obeying workplace safety and health laws.

agents, and notify employees of any exposures in concentration or levels exceeding

measuring of employee exposure to hazards conducted to comply with Cal/OSHA

A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to

Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness,

When an inspection begins, the Cal/OSHA investigator will show official identification.

If the investigation shows that the employer has violated a safety and health standard

monetary penalty, may be issued in lieu of a citation for certain non-serious violations

revious violation involving the same hazardous condition. Base penalty amounts,

penalty 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)

n addition, a willful violation that causes death or permanent impairment of the body

imprisonment up to three years, or both, and if the employer is a corporation or limited

The law provides that employers may appeal citations within 15 working days of

An employer who receives a citation. Order to Take Special Action, or Special Order

until the unsafe condition is corrected, whichever is longer, to warn employees of

correction of the violation to the Division of Occupational Safety and Health or the

danger that may exist there. Any employee may protest the time allowed for

•Fresno / Central Valley 2550 Mariposa Mall, Rm. 2005

•La Palma / Los Angeles / 1 Centerpointe Dr., Ste. 150

Consultation Region Office

Fresno 93721

La Palma 90623

Oakland 94612

Sacramento 95825

San Diego 92108

Van Nuvs 91401

Fresno 93721

San Bernardino 92401

1515 Clay St., Ste 1103

1750 Howe Ave., Ste. 490

464 West Fourth St. Ste. 339

7575 Metropolitan Dr., Ste. 204

6150 Van Nuvs Blvd., Ste. 307

2550 Mariposa Mall. Rm. 3014

must post it prominently at or near the place of the violation for three working days, or

Cal OSHA Consultation Services

(559) 445-6800

(714) 562-5525

(510) 622-2891

(916) 263-0704

(559) 445-6800

specifies a date by which the violation must be abated. A notice, which carries no

general, serious, repeat, or willful; and whether the employer failed to abate a

of any employee can result, upon conviction, in a fine of up to \$250,000 or

or order, Cal/OSHA may issue a citation. Each citation carries a monetary penalty and

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 authorized

employee representative, the investigator will talk to a reasonable number of

employees about safety and health conditions at the workplace

VIOLATIONS, CITATIONS, AND PENALTIES:

liability company, the fine may be up to \$1.5 million

Occupational Safety and Health Appeals Board.

Field / Area Offices

Orange County

Northern CA

•San Diego /

Imperial County

Oakland/ Bay Area

receipt to the Occupational Safety and Health Appeals Board.

Inspections are also conducted when an employee files a valid complaint with

exposure to potentially toxic materials or harmful physical agents.

the exposure limits allowed by Cal/OSHA standards.

WHEN CAL/OSHA COMES TO THE WORKPLACE:

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

SAFETY AND HEALTH PROTECTION ON THE JOB CAL OSHA

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

Any employee has the right to refuse to perform work that would violate an occupational Penalty amounts depend in part on the classification of the violation as regulatory,

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

Call the FREE Worker Information Helpline – (866) 924-9757

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)

(707) 649-3700

(661) 588-6400

(650) 573-3812

(510) 794-2521

(559) 445-5302

(424) 450-2630

(213) 576-7451

(209) 545-7310

(626) 239-0369

(510) 622-2916

(530) 224-4743

(619) 767-2280

(714) 558-4451

(818) 901-5403

(415) 557-0300

(916) 263-2803

(714) 558-4300

(626) 471-9122

Enforcement 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

Federal Minimum Wage

\$7.25 PER HOUR BEGINNING JULY 24, 2009

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

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

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 yea 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

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 prosecutio 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

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

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

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,

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

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

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 be

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

Employers Holding Federal Contracts or Subcontracts

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

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

he 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

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

Programs or Activities Receiving Federal Financial Assistanc

n addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receivin Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in

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 hardshi to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

Sexual Harassment

Employees or job applicants who believe that they have been sexually harassed or retaliated against may file a complaint of discrimination with DFEH within three years* of the last act of harassment or retaliation. 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 Notice has been issued.

loyers, regardless of the number of employees, are covered by the harassment provisions of California law. Employers are liable for harassment by their supervisor or agents. All harassers, including both supervisory and servisory personnel, may be held personally liable for harassment or for aiding and abetting harassment. The law requires employers to take reasonable steps to prevent harassment. If an employer fails to take such steps ployer 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 error will only be liable for this form of harassment if it knew or should have known of the harassment, and failed to take immediate and appropriate corrective action.

Ine policy must:

- Be in writing.

- Be in writing.

- List all protected groups under the FEHA.

- Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee 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 investigation by qualified personnel; documentation and tracking for reasonable progress; appropriate options for remedial actions and resolutions; and timely closures.

- Provide a complaint mechanism that does not require an employee to complain directly to their immediate supervisor. That complaint mechanism must include, but is not limited to including: provisions for direct communication.

options for remedial actions and resolutions; and timely closures.

Provide a complaint mechanism that does not require an employee to complain directly to their immediate supervisor. That complaint mechanism must include, but is not limited to including: provisions for direct communication, either orally or in writing, with a designated company representative; and / or a complaint hotline; and/ or access to an ombudsperson; and/or identification of DFEH and the United States Equal Employment Opportunity Commissi 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 are required to include this as a topic in mandated sexual harassment prevention training

Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the

**Nutrate that when the injuryer receives allegators or miscrotration to the evidence collected.

**Nutrate that employees shall not be retaliated against as a result of making a complaint or participating in an investigation.

**Distribute its harassment, discrimination, and retaliation prevention policy by doing one or more of the following:

**Printing the policy via email with an acknowledgment ferrum form.

**Posting 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 and acknowledged receipt of the policy.

**Discussing policies upon hire and/or during a new hire orientation.

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

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To schedule an appointment, contact the Communication Center below. If you have a disability that requires a reasonable accommodation, the DFEH can 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 you can contact us below.

Paid Sick Leave/Healthy Families Act

Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.

An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website

http://www.dir.ca.gov/dlse/DistrictOffices.htm using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone

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

HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 • PAID SICK LEAVE

Accrued paid sick leave shall carry over to the following year of employment and may be capped at 48 hours or 6 days. However, subject to specified conditions, if an employer has a paid sick leave, paid leave or paid time off

policy (PTO) that provides no less than 24 hours or three days of paid leave or paid time off, no accrual or carry over is required if the full amount of leave is received at the beginning of each year in accordance with the policy.

An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified

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

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

"Quid pro quo" (Latin for "this for that") sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex. "Hostile work environment" sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interferes with your work performance or creates an intimidating, hostile, or

Employers have an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing 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

royiding 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.

nost telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.go

eterans, 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.

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

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

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately

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.

ovisions. 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

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 Labo

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 that continued approval is merited.

HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 - Telephone (510) 286-7000

displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.gov/samples/search/guery.htm.

Department of Industrial Relations

even incarceration.

health regulations.

adequate protection

the office nearest you.

HELP IS AVAILABLE:

District Offices

Bakersfield

Foster City

Long Beach

Monrovia

Oakland

Redding

Van Nuys

San Francisco

Santa Ana

OVERTIME PAY:

ENFORCEMENT

ollowing base:

barring undue hardship

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Regional Offices

Employers subject to the

state minimum wage law are bligated to pay the higher rate

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

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

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.

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

RACE, COLOR, NATIONAL ORIGIN, SEX INDIVIDUALS WITH DISABILITIES

DEEH THE DEPARTMENT OF FAIR EMPLOYMENT HOUSING

Behaviors that may be sexual harassment

u may 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

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

Distribute copies of this document or an alternative writing that complies with Government Code 12950. T
 Post a copy of the DFEH employment poster "California Law Prohibits Workplace Discrimination and Hara
 Develop a harassment, discrimination, and retaliation prevention policy in accordance with 2 CCR 11023.

1. Damages for emotional distress from each employer or person in violation of the law 2. Hiring or reinstatement 3. Back pay or promotion

rposes for an employee who is a victim of domestic violence, sexual assault, or stalking. an employer may limit the use of paid sick days to 24 hours or three days in each year of employmen

Changes in the policies or practices of the employer

CONTACT US

oll Free: (800) 884-1684 TY: (800) 700-2320

The harassment must be severe or pervasive to be unlawful. A single act of harassment may be sufficiently severe to be unlawful.

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

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

Fremont

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

customarily posted so everyone on the job can be aware of basic rights and

requirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov

title8/3203.html) and provide access to employees and their designated representatives

You 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

You must display this poster in a conspicuous place where notices to employees are

You must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the

You 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

You 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 illness, or death, within

Never permit an employee to do work that violates Cal/OSHA workplace safety and

Never permit an employee to be exposed to harmful substances without providing

EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:

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/OSHA district office

(see below). 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

You and your designated representative have the right to access the employer's IIPP

safety or health standard or order where such violation would create a real and

You may not be fired or punished in any way for filing a complaint about unsafe or

rights, you may file a complaint about this type of discrimination by contacting the

unhealthful working conditions, or for otherwise exercising your rights to a safe and

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.

nployees of state or local government agencies may only file these complaints with

the California Labor Commissioner's Office.) Consult your local telephone directory for

To 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. While working, you must

American Canvon 3419 Broadway St., Ste. H8, American Canvon 94503

381 Hemsted Dr., Redding 96002

7718 Meany Ave., Bakersfield 93308

1065 East Hillsdale Bl., Ste. 110, Foster City 94404

1500 Hughes Way, Suite C-201, Long Beach 90810

320 West Fourth St., Rm. 820, Los Angeles 90013

39141 Civic Center Dr., Ste. 310, Fremont 94538

2550 Mariposa St., Rm. 4000, Fresno 93721

4206 Technology Dr., Ste. 3, Modesto 95356

800 Royal Oaks Dr., Ste. 105, Monrovia 91016

1750 Howe Ave. Ste. 430. Sacramento 95825

2 MacArthur Place, Ste. 720, Santa Ana 92707

1750 Howe Ave. Ste. 440. Sacramento 95825

2 MacArthur Place, Ste. 720, Santa Ana 92707

800 Royal Oaks Dr., Ste. 105, Monrovia 91016

6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401

455 Golden Gate Ave. Rm 9516. San Francisco 94102

1515 Clay St., Ste. 1303, Box 41, Oakland 94612

7575 Metropolitan Dr., Ste. 207, San Diego 92108

464 West Fourth St., Ste. 332, San Bernardino 92401 (909) 383-4321

455 Golden Gate Ave., Rm. 9516, San Francisco 94102 (415) 557-0100

healthful workplace. If you feel that you have been fired or punished for exercising your

8 hours can result in a minimum civil penalty of \$5,000.

Never allow an untrained employee to perform hazardous work

WHAT AN EMPLOYER MUST NEVER DO:

Cal/OSHA investigator inspecting your workplace.

apparent hazard to the employee or other employees.

EMPLOYEES ALSO HAVE RESPONSIBILITIES:

always obey state workplace safety and health laws

\$9.35

\$10.02

January 1, 2022 \$15.00 \$12.00 \$13.00 Employees treated as employed by a single qualified taxpayer pursuant to Revenue and Taxation Code section 23626 are treated as employees of that single taxpayer. To employers and representatives of persons working in industries and coupations in the State of California:

ions of this Order shall not apply to outside salespersons and individuals who are the parent, spouse, or children of the employer previously contained in this Order and the IWC's industry and occupation orders. Exceptions and remployer shall pay to each employee wages not less than those stated above, on each effective date, per hour for all hours worked

n 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 **JANUARY 1, 2023** EFFECTIVE: JANUARY 1, 2020 **JANUARY 1, 2021**

For an employer who employ 26 or More 25 or Fewer 26 or More 25 or Fewer All Employers regardless of number of oom occupied alone \$46.58 \$50.46 \$58.22 \$54.34 \$58.22 ental value, and in no event more than Where a couple are both employed by the \$1086.07 \$1002.56 \$1169.59 \$1086.07 \$1253.10 \$1169.59 \$1253.10 rental value, and in no event more thar MEALS \$4.70 \$4.34 \$5.06 \$4.70 \$5.42 \$5.06 \$5.42 \$6.47 \$5.97 \$6.97 \$6.47 \$7.47 \$6.97 \$7.47

\$8.68

\$10.02

leals or lodging may not be credited against the minimum wage without a voluntary written agreement between the employer and the employee. When credit for meals or lodging is used to meet part of the employer's minimum wag

\$9.35

Questions 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 under a earch for "California Labor Commissioner's Office" on the internet or any other directory. The Labor Commissioner has offices in the following cities: Bakersfield, El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento Salinas, San Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, and Van Nuys.

Family Medical Leave Act

\$8.01

\$8.68

hese Amendments to the Wage Orders shall be in effect as of January 1, 2021

LEAVE ENTITLEMENTS: Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period To bond with a child (leave must be taken within 1 year of the child's birth or placement • To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
• 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. n 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. imployees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid 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.

Joon 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' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's

nployees 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 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 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 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 leave. ENFORCEMENT: 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. he 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. 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

estrictive with respect to lie detector tests.

Amends General Minimum Wage

Order and IWC Industry and

Occupation Orders

EFFECTIVE DATE

January 1, 2021

U.S. Department of Justice

ting against past and present members of the uniformed services, and applicants to the uniformed service

USERRA • FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS

Office of Special Counsel SERRA 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

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 rable 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; • recention 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. • 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 coveraduring 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 o

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.

Polygraph Protection 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

pre-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 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

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

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

Family Care and Medical Leave (CFRA Leave)

nder 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 Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth or a related medical condition, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible, you have certain rights take BOTH a pregnancy disability leave and a CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatemen pregnancy disability it is to the same position and for CFRA it is to the same or a comparable position-at the end of the leave, subject to any defi

If you are taking a leave for the birth, adoption, or foster care placement of a child, the basic minimum duration of the leave is two weeks, and you mu conclude the leave within one year of the birth or placement for adoption or foster care. Taking a family care or pregnancy disability leave may impact certain of your benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact your employer. If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied PDL or CFRA leave, file a complain with DFFH TO FILE A COMPLAINT
Department of Fair Employment and Housing
dfeh.ca.gov
Toll Free: 800.884.1684
TTY: 800.700.2320

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 ever 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). 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 injuries. nent 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.

emental 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 aim 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 t

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 bookl

fthe 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.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 Your 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

RANSGENDER RIGHTS IN THE WORKPLACE WHAT DOES "TRANSGENDER" MEAN? WHAT DOES "TRANSGENDER" MEAN?

Transgender is a term used to describe people whose gender identity differs from the sex they 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 may not discriminate against someone because they identify as transgender or gender non-conforming. This includes the perception that someone is transgender or gender non-conforming. This includes the perception that someone is transgender or gender non-conforming. This includes the perception that someone is transgender or gender non-conforming. This includes the perception that someone is transgender or gender non-conforming. This includes the perception that someone is transgender or gender non-conforming. This includes the perception that someone is transgender or gender non-conforming. This includes the perception that someone is transgender or gender non-conforming employees and print to use it is a term used to describe a progression. I rransgender or gender non-conforming employees may not use unit used to use a restroom or all employees have a right to safe and appropriate restroom and locker rooms? All employees have a right to safe and appropriate restroom and locker rooms? All employees have a right to safe and appropriate restroom and locker rooms? All employees have a right to safe and appropriate restroom and locker room shall deality. The percentage of the employee's gender identity, regardless of the employee's experience of dentity, regardless of the employee's experience and identity, regardless of the employee's experience and identity, regardless of the employee's experience and identity, regardless of the employee's experience and identity are a proposed or the employee and a proposed in the proposed and appropriate restroom and Social transition involves a process of socially aligning one's gender with the internal sense of self (e.g., changes in name facility. Unless exempted by other provisions of state law, all single-user toilet facilities in any business establis Social transition involves a process of sociality anguing one significant with the internal sense of sen (e.g., wanges in mainst dipronoun, bathroom facility usage, participation in activities like sports teams).
"Physical transition" refers to medical treatments an individual may undergo to physically align their body with internal sense f self (e.g., hormone therapies or surgical procedures). A person does not need to complete any particular step in a gender transition in order to be protected by the law. An employer pounds condition its treatment of complete any particular step in a gender transition in order to be protected by the law. An employer by contacting DFEH. To schedule an appointment, contact the Communication Center below. ay not condition its treatment or accommodation of a transitioning employee upon completion of a particular step in a gender incriminatory questions. An interviewer should not ask questions designed to detect a person's gender identity, including asking bout their marital status, spouse's name, or relation of household members to one another. Employers should not ask questions TTY: (800) 700-2320

bout a person's body or whether they plan to have surgery How do employers implement dress codes and grooming standards?

employer can demonstrate business necessity, each employee must be allowed to dress in accordance with their gender identi and gender expression. Transgender or gender non-conforming employees may not be held to any different standard of dress or desires increased privacy, regardless of the underlying reason. Use of a unisex single stall restroom should always be a matter of choice. No employee should be forced to use one either as a matter of policy or due to harassment in a gender-appropria public accommodation, or state or local government agency must be identified as all-gender toilet facilities FILING A COMPLAINT

If you have a disability that requires a reasonable accommodation, the DFEH can assist you by scribing your intake by phon or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), o

Medical and Exposure Records

www.dfeh.ca.gov

 ${\bf BY\ CAL/OSHA\ REGULATION} \\ {\bf -GENERAL\ INDUSTRY\ SAFETY\ ORDER\ 3204\ -YOU\ HAVE\ THE\ RIGHT\ TO\ SEE\ AND\ COPY:}$ · 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. THESE RECORDS ARE AVAILABLE AT: _

The above information 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 choose Department of Industrial Relations Division of Occupational Safety and Health 1515 Clay Street, Suite 1901

Fax: (510) 286-7037

Notice of Withholding Your employer must send a copy of your Employee's Withholding Allowance Certificate (Form W-4 [federal] or DE 4 [state]) to the Franchise Tax Board (FTB) if the form meets either of the following two conditions: • You claim more than 10 withholding allowances.

 You claim to be exempt from state or federal income tax withholding and your employer expects your usual weekly narital status and number of allowances to use for California Personal Income Tax (PIT) withholding purposes.

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

Fax (916) 843-1094 You, as the employee, will have to provide proof that the FTB determination is incorrect for California PIT withhol purposes. Your employer must continue to withhold as instructed in the original determination until notified by the FTB, If the FTB finds that the number of withholding allowances you claimed is unreasonable, you may be subject to a \$500

W-4 Unit Franchise Tax Board MS F180

P.O. Box 2952 Sacramento, CA 95812-2952

Time Off For Voting

olls 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. You may take as much time as ou need to vote, but only two hours of that time will be paid. Your time off for voting can be only at the beginning

CALIFORNIA SECRETARY OF STATE

or end of your regular work shift, unless you make another arrangement with your employer. If you think you will leed time off to vote, you must notify your employer at least two working days prior to the election

TITLE:_

(800) 345-VOTE (8683) www.sos.ca.gov

Payday Notice

REGULAR PAYDAYS FOR EMPLOYEES OF: ___ SHALL BE AS FOLLOWS: .

Emergency Notice

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

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

ALTERNATE

Whistleblowers' Protection

WHISTLEBLOWERS ARE PROTECTED

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 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, state or federal rule or regulation.

Who is protected?

elieves that the sample posting below meets the

paper with margins no larger than one-half inch in the lettering be larger than size 14 point type

CALIFORNIA REPUBLI

irements of Labor Code Section 1102.8/a

s document must be printed to 8.5 x 14 inc

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,

FOR PREGNANCY DISABILITY LEAVE:

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.

Your Rights and Obligations as a Pregnant Employee

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 Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of your pregnancy 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 regnancy 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 Provide 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; and

PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical condition. Your health care provider determines how much time you will need 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 or a comparable position if you request a written guarantee. Your employer m equire 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, and doctor-ordered bed rest, and covers conditions such as severe morning sickne diabetes, pregnancy-induced hyper-tension, 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 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 Development Department.

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 Taking PDL may impact certain of your benefits and your seniority date; please contact your employer for details NOTICE OBLIGATIONS AS AN EMPLOYEE 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

ays advance notice if the need for the reasonable accommodation, transfer, or PDL is foreseeable, or 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 ot 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 if your employer has a copy of a medical certification form to give to your health care provider to complete. 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 ccommodation, transfer, or PDL

ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA): Under the California Family Rights Act (CFRA), if you have more than 12 months of service with an employer, and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to a family care or medical leave (CFRA 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 or that of your hild, parent***, spouse, domestic partner, grandparent, grandchild, or sibling. Employers may pay their employees while taking CFRA leave, but employers are not required to do so, unless the employee is taking accrued paid time-of while on CFRA leave. Employees taking CFRA leave may be eligible for California's Paid Family Leave (PFL) program, which is administered by the Employment Development Department (EDD). If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied PDL or CFRA leave, file a complaint with DFEH

TO FILE A COMPLAINT Department of Fair Employment and Housing Toll Free: 800.884.1684 TTY: 800.700.2320

hrough the California Relay Service (711). *PDL, CFRA leave, and anti-discrimination protections apply to employers of 5 or more employees; anti-harassment protections apply to employers of 1 or more * "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic partner, or a person to whom the employee stands in loco parentis "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child

his guidance is for informational purposes only, does not establish substantive policy or rights, and does not constitute legal advice

f you have a disability that requires a reasonable accommodation, DFEH can assist you with your complaint. Contact us through any method above or, for individuals who are deaf or hard of hearing or have speech disabilities,

Unemployment Insurance

mployment 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.

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

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 or mail 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. Important: Waiting to file your UI claim may delay benefit payments.

isability 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, preq

• Online: SDI Online is the fastest and most convenient way to file your claim. Visit SDI Online (edd.ca.gov/SDI Online) to get started. Mail: To file a claim with the EDD by mail, complete and submit a Claim for Disability Insurance (DI) Benefits(DE 2501) for a can obtain a paper claim form from your employer, physician/practitioner, visiting a State Disability Insurance office, online at EDD Forms and Publications (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

or more information about DI, visit State Disability Insurance (edd.ca.gov/disability) or call 1-800-480-3287 State government employees should call 1-866-352-7675. TTY (for deaf or hearing-impaired individuals only) is available at 1-800-563-2441

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, grandparent,

ACCOMMODATIONS, AND FROM THE PERPETRATION OF ACTS OF HATE VIOLENCE AND HUMAN TRAFFICKING.

and a minity beare (i.e. pris induced by employees continuous) and provides partial wage replacement benefits are also available to select the provides partial wage replacement benefits are also available for eligible calinominans wind need time off work to bond with a new child entering the family by birth, adoption, or foster care placement. Benefits are also available for eligible calinominans who need time off work to participate in a qualifying event resulting from a spouse, registered domestic partner, parent, or child's military deployment to a foreign country. Your employer 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 members, to bond with a new child, or to participate in a qualifying military event. • 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 a State Disability

surance office, online at EDD Forms and Publications (edd.ca.gov/Forms), or by calling 1-877-238-4373. Note: If your employer maintains an approved Voluntary Plan for PFL coverage, contact your employer for assistance.

or more information about PFL, visit State Disability Insurance (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 lote: 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 information, visit the EDD (edd.ca.gov).

Discrimination and Harassment

DEEH THE DEPARTMENT OF FAIR EMPLOYMENT 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

CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT The California Department of Fair Employment and Housing (DFEH) enforces laws that protect you from illegal discrimination and harassment in employment based on your actual or perceived ANCESTRY •AGE (40 and above

•DISABILITY (physical, mental, HIV and AIDS) •GENETIC INFORMATION •GENDER IDENTITY, GENDER EXPRESSION •MARITAL STATUS •MEDICAL CONDITION (genetic characteristics, cancer or a record or history of cancer)

NATIONAL ORIGIN (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law)

•RACE (including, but not limited to, hair texture and protective hairstyles. Protective hairstyles includes, but is not limited to, such hairstyles as braids, locks, and twists, •RELIGION (includes religious dress and grooming practices) •SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) SEXUAL ORIENTATION

CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (GOVERNMENT CODE SECTIONS 12900 THROUGH 12996) AND ITS IMPLEMENTING REGULATIONS (CALIFORNIA CODE OF REGULATIONS, TITLE 2,

. Prohibit harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any persons and require employers to take all reasonable steps to prevent harassment. This includes a prohibition against

2. 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 forth in California Government Code section 12950, or use material from DFEH. b. Require employers with 5 or more employees and all public entities to provide training for all employees regarding the prevention of sexual harassment, including harassment based on gender identity, geno 4. Prohibit employers from limiting or prohibiting the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and 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.

5. Require employers to reasonably accommodate an employee, unpaid intern, or job applicant's religious beliefs and 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. 6. Require employers to reasonably accommodate employees or job applicants with disabilities to enable them to perform the essential functions of a job.

7. Permit job applicants, unpaid interns, volunteers, and employees to file complaints with DFEH against an employer, employment agency, or labor union that fails to grant equal employment as required by law.

 Prohibit discrimination against any job applicant, unpaid intern, or employee in hiring, promotions, assignments, termination, or any term, condition, or privilege of employment.
 Require employers, employment agencies, and unions to preserve applications, personnel records, and employment referral records for aminimum of two years. 10. Require employers to provide leaves of up to four months to employees disabled because of pregnancy, childbirth, or a related medical condition. 1. Require an employer to provide reasonable accommodations requested by an employee, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition. 12. Require employers of 5 or more persons to allow eligible employees to take up to 12 weeks leave in a 12-month period: to care for their own serious health condition; to care for a child of any age, spouse, domestic partner, paren grandparent, grandchild, or sibling with a serious health condition; to bond with a new child (by birth, adoption, or foster placement); or for certain military exigencies.

13. Require employment agencies to serve all applicants equally, refuse discriminatory job orders, and prohibit employers and employment agencies from making discriminatory pre-hiring inquiries or publishing help-wanted ertisements that express a discriminatory hiring preference. 14. Prohibit unions from discriminating in member admissions or dispatching members to jobs. 15. Prohibit retaliation against a person who opposes, reports, or assists another person to oppose unlawful discrimination FILING A COMPLAINT ne law provides for remedies for individuals who experience prohibited discrimination or harassment in the workplace. These remedies include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, experience prohibited discrimination or harassment in the workplace. vitness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages.

lob 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 harasser complaints must be filed within three years* of the last act of discrimination/harassment. For victims who are under the age of eighteen, not later than three years after the last act of discrimination/harassment or one year after the

f you have a disability that requires a reasonable accommodation, the DFEH can 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

OFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested overnment Code section 12950 and California Code of Regulations, title 2, section 11013, require all employers to post this document. It must be conspicuously posted in hiring offices, on employee bulletin boards, in employment

CONTACT US oll Free: (800) 884-1684 TTY: (800) 700-2320 contact.center@dfeh.ca.gov www.dfeh.ca.gov

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

employer shall knowingly or intentionally permit, and no person shall engage in, the smoking of tobacco products in an enclosed space at a place of employment.



Unemployment Insurance Benefits NOTICE TO EMPLOYEES Benefits based on other covered employment may be payable during recess periods if the unemployed **UNEMPLOYMENT INSURANCE BENEFIT** 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

• Out of work due to no fault of your own and physically able to work, ready to accept work, and looking for

his employer is registered under the California Unemployment Insurance Code and is reporting wage credits o the Employment Development Department (EDD) that are being accumulated for you to be used as a basis

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 Spanish 1-800-326-8937 • Vietnamese 1-800-547-2058 Cantonese 1-800-547-3506 • TTY 1-800-815-9387

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).

HAZARDOUS MATERIA

or Unemployment Insurance benefits.

Note: Some employees may be exempt from Unemployment and Disability Insurance coverage

Unemployed or working less than full-time.

The fastest way to file for Unemployment Insurance (UI) is with UI Online at www.edd.ca.gov/UI_Online

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)

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to establish an Unemployment Insurance claim after excluding wages earned from a public or nonprofit