

Occupational Safety and Health Administration

Job Safety and Health Administration

Job Safety and Health IT'S THE LAW!

All workers have the right to:

A safe workplace.

RODUCT ID: KS2-27X40-ENG

- 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.

- Reguest 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
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for

speak in private to the inspector.

See any OSHA citations issued to your employer.

using your rights.

 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:

injury or illness.

- 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
- Comply with all applicable OSHA standards.

with OSHA, or reporting a work-related

- 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

Employers subject to the inimum wage law are

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 1½ 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.

TIP CREDIT

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

NURSING MOTHERS: The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from

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

ADDITIONAL INFORMATION:

or participate in any proceeding under the FLSA.

· 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

view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk

- 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

Marry or divorce? Gain or lose a dependent?

Change your name?

Your family wage income (you or your spouse started or

ended a job)?

Were there major changes to...

Your nonwage income (interest, dividend, capital gains, etc.)? 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.

Fair Housing WANTED: FAIR HOUSING

Unlawful Discrimination is Prohibited in the sale and rental

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

KANSAS HUMAN RIGHTS COMMISSION AREA OFFICES: DODGE CITY OFFICE: **MAIN OFFICE TOPEKA:**

MILITARY PLAZA OFFICES SUITE 220 100 MILITARY PLAZA DODGE CITY, KANSAS 67801-4945 Voice (620) 225-4804 Fax (620) 225-4986

HOSPITAL:

ALTERNATE:

OSHA:

900 S.W. JACKSON SUITE 568-SOUTH TOPEKA, KANSAS 66612-1258 Voice (785) 296-3206 Fax (785) 296-0589 TTY (785) 296-0245 Toll-Free (888) 793-6874

WICHITA OFFICE: 130 S. MARKET, SUITE 7050 WICHITA, KS 67202-3827 Voice (316) 337-6270 Fax (316) 337-7376 TTY (316) 337-6272

Smoking prohibited by state law

No Smoking



Payday Notice

PAYDAY IS ON

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

PAY SCHEDULE IS ☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐

PAYCHECKS ARE ISSUED ON THE ______ OF THE MONTH

HAZARDOUS MATERIAL:

Pro**Service** Hawaii

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

HR that powers your business

Emergency Notice

POLICE





for the following reasons:

reason for ineligibility.

as FMLA leave.

protected leave in a 12-month period

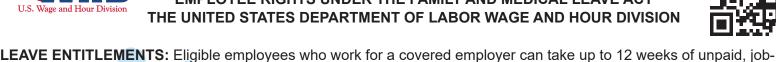
The birth of a child or placement of a child for adoption or foster care;

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

• 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



KANSAS DEPARTMENT OF LABOR 401 SW Topeka Blvd.

Claims specialists are available Monday through Friday from 8:00 a.m. until 4:15 p.m., except on state holidays. The

Labor Laws change often. Please call your distributor twice a year to confim if you are in compliance.

KANSAS

Equal Employment Opportunity

Equal Employment Opportunity is THE LAW Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor

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

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

badge veterans, or Armed Forces service medal veterans.

PAY SECRECY

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN 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, 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. 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.

RETALIATION 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 www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including

Employers Holding Federal Contracts or Subcontracts

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

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 executive level. DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS (PROTECTED VETERANS) The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment

RETALIATION 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

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.

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 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 executive level.

Public Accommodations

Kansas Law Provides EQUAL OPPORTUNITY IN PUBLIC ACCOMODATIONS without regard to

IN THE FULL AND EQUAL USE AND ENJOYMENT OF GOODS, SERVICES, AND FACILITIES

OFFERED BY PLACES OF PUBLIC ACCOMMODATIONS WITHIN THE STATE OF KANSAS "Protecting your rights Under the Law"

MAIN OFFICE TOPEKA: WICHITA OFFICE:

MILITARY PLAZA OFFICES SUITE 220 100 MILITARY PLAZA DODGE CITY, KANSAS 67801-4945 Voice (620) 225-4804

Fax (620) 225-4986

900 S.W. JACKSON SUITE 568-SOUTH TOPEKA. KANSAS 66612-1258 Voice (785) 296-3206 Fax (785) 296-0589 TTY (785) 296-0245

130 S. MARKET. SUITE 7050 WICHITA, KS 67202-3827 Voice (316) 337-6270 Fax (316) 337-7376 TTY (316) 337-6272

Child Labor

Notice of Hours (CHILD LABOR)

IT SHALL BE A VIOLATION OF LAW for any child under sixteen 16 years of age to be employed, permitted or suffered to work in this business establishment before 7 a.m., or after 10 p.m., on days preceding a school day, or for more than eight 8 hours per day, or forty 40 hours per week when school is not in session.

the life, health, morals or welfare of a minor. WORK PERMITS SHALL BE REQUIRED when the minor is under sixteen 16 years of age and ONLY when such

NOTICE OF HOURS (KSA 38-605) that every employer shall keep this notice posted in a conspicuous place near the principal entrance in an establishment where children under sixteen 16 years of age are employed, permitted, or suffered to work. This notice shall state the maximum number of hours each child may be required, or permitted to work, on each day of

This poster is not required and should not be posted if you are covered under the Federal Child Labor Laws. If you are unsure, it is suggested that you contact the US Department of Labor for information.

the week, the hours of commencing and stopping work, and the hours allowed for dinner and other meals.

You may contact the following federal office:

Gateway Tower II 400 State Ave., Suite 1010 Kansas City, KS 66101 (913) 551-5721 Toll Free (866) 487-9243

KANSAS DEPARTMENT OF LABOR 401 SW TOPEKA BLVD TOPEKA KS 66603-3182 Telephone: 785-296-4062

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

This notice applies to dates of accidents on or after **April 25**, **2013**.

WHAT TO DO IF AN INJURY OCCURS ON THE JOB

NOTIFY YOUR EMPLOYER IMMEDIATELY.

Employer's Insurance Carrier

(A) **20 calendar days** from the date of accident or the date of injury by repetitive trauma; (B) if the employee is working for the employer against whom benefits are being sought and such employee seeks medical treatment for any injury by accident or repetitive trauma, **20 calendar days** from the date such medical treatment is sought; or (C) if the employee no longer works for the employer against whom benefits are being sought, **10 calendar days** after the employee's last day of actual work for the

Notice may be given orally or in writing. Where notice is provided orally, if the employer has designated an individual or department to whom notice must be given and such designation has been communicated in writing to the employee, notice to any other individual or department shall be insufficient under this section. If the employer has not designated an individual or department to whom notice must be given, notice must be provided to a supervisor or manager.

Where notice is provided in writing, notice must be sent to a supervisor or manager at the employee's principal location of

The notice, whether provided orally or in writing, shall include the time, date, place, person injured and particulars of such injury. It must be apparent from the content of the notice that the employee is claiming benefits under the workers compensation act or has suffered a work-related injury.

treatment, partial wage replacement for lost time and additional benefits if the injury results in permanent disability. An employer is required to furnish all necessary medical treatment and has the right to designate the treating physician. If the employee seeks treatment from a doctor not authorized by the employer, the employer or its insurance carrier is only liable up to \$500.00 dollars for the unauthorized medical treatment.

For questions about Workers Compensation Law, contact:
KANSAS DEPARTMENT OF LABOR Division of Workers Compensation/Ombudsman

Persons with impaired hearing or speech utilizing a telecommunications device may access the above number(s) by using the Kansas Relay Center at (800) 766-3777.

www.dol.ks.gov | KANSAS DEPARTMENT OF LABOR | K-WC 40-A (3-18)

Email: KDOL.wc@ks.gov **Phone:** (800) 332-0353 or (785) 296-4000

employment.

WHERE TO GET HELP WITH YOUR CLAIM:

401 SW Topeka Blvd., Suite 2, Topeka, KS 66603-3105

Per K.S.A. 44-520, a claim may be denied if an employee fails to notify their employer within the earliest of the following dates:

BENEFITS. Benefits are paid by the employer's insurance carrier or self insurance program. Benefits include medical

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

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

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

RACE, COLOR, NATIONAL ORIGIN, SEX INDIVIDUALS WITH DISABILITIES

RACE, RELIGION, COLOR, SEX, DISABILITY, NATIONAL ORIGIN, OR ANCESTRY

KANSAS HUMAN RIGHTS COMMISSION AREA OFFICES:

DODGE CITY OFFICE:

Toll-Free (888) 793-6874

FURTHER, IT SHALL BE A VIOLATION OF LAW to employ, permit, or suffer to work any child under eighteen 18 years of age in any vocation which has been declared by Rule or Regulation of the Secretary of Labor to be dangerous or injurious to

minor is NOT enrolled in or attending any secondary school.

Wage and Hour Division **EMPLOYMENT STANDARDS**

Workers' Compensation

Workers Compensation Rights and Responsibilities Your employer is subject to the Kansas Workers Compensation Law which provides compensation for job-related injuries.

Website: www.dol.ks.gov/workcomp/default.aspx

Topeka, KS 66603-3182 MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

• For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or 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

• For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

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' 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.

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

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

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

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that

private 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.

you ensure that your employer receives advance written or

you have five years or less of cumulative service in the

you return to work or apply for reemployment in a timely

not been absent due to military service or, in some cases, a

RIGHT TO BE FREE FROM DISCRIMINATION AND

• 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

any benefit of employment because of this status.

uniformed services while with that particular employer;

verbal notice of your service;

conditions.

comparable job.

RETALIATION

If you:

employer

may not deny you:

· reemployment;

promotion; or

initial employment

retention in employment;

manner after conclusion of service; and

USERRA

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

 FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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 HEALTH INSURANCE PROTECTION** You have the right to be reemployed in your civilian job if you • If you leave your job to perform military service, you have the right to elect to continue your existing employer-based leave that job to perform service in the uniformed service and:

months while in the military.

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to

• you have not been separated from service with a condition exclusions) except for service-connected illnesses of disqualifying discharge or under other than honorable **ENFORCEMENT** • The U.S. Department of Labor, Veterans Employment and If you are eligible to be reemployed, you must be restored Training Service (VETS) is authorized to investigate and to the job and benefits you would have attained if you had

> • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation

You may also bypass the VETS process and bring a civil

In addition, an employer may not retaliate against anyone

assisting in the enforcement of USERRA rights, including

action against an employer for violations of USERRA.

testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

resolve complaints of USERRA violations.



The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for preemployment 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 discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for

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

EXAMINEE RIGHTS

WAGE AND HOUR DIVISION

pregnancy. Age is 40 or more years.

MAIN OFFICE TOPEKA: 900 S.W. JACKSON

SUITE 568-SOUTH

TOPEKA, KANSAS 66612-1258

Voice (785) 296-3206

Fax (785) 296-0589

TTY (785) 296-0245

Toll-Free (888) 793-6874

E-mail khrc@ks.gov

restrictive with respect to lie detector tests.

job applicants may also bring their own court actions.

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

READILY SEE IT. 1-866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/whd **UNITED STATES DEPARTMENT OF LABOR**

Equal Opportunity Employment

origin, ancestry, or age. Genetic testing and screening is also prohibited. Sex includes LGBTQ+, all derivatives of sex, and

Kansas Law Provides Equal opportunity in employment without regard to race, religion, color, sex, disability, national

If you have suffered discrimination in recruitment, hiring, placement, promotion, transfer, training, compensation, layoff, or termination contact... KANSAS HUMAN RIGHTS COMMISSION AREA OFFICES:

DODGE CITY OFFICE:

MILITARY PLAZA OFFICES

SUITE 220

100 MILITARY PLAZA

DODGE CITY, KS 67801-4945

Voice (620) 371-5681

Fax (620) 371-5682

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

Unemployment Insurance Our organization participates in the Kansas Unemployment Insurance Program. Should you become unemployed,

Kansas Unemployment Contact Center Kansas City Area.....(913) 596-3500 Topeka Area..... (785) 575-1460

Toll free outside these areas...... (800) 292-6333

Wichita Area.....

Kansas Unemployment Insurance Program is administered by:

Relay Center by calling toll free...... (800) 766-3777

you can learn about unemployment benefits and apply online at www.GetKansasBenefits.gov. If you are unable to apply online, you can apply for benefits by calling the Kansas Unemployment Contact Center.

Speech and/or hearing disabled Kansans can access the Kansas

...... (316) 383-9947

health plan coverage for you and your dependents for up to 24 • Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally

• 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.

without any waiting periods or exclusions (e.g., pre-existing

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

Polygraph Protection

EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal

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

