**California Minimum Wage** 

PLEASE POST NEXT TO YOUR IWC OR INDUSTRY OCCUPATION ORDER OFFICIAL NOTICE

Every employer, regardless of the number of employees, shall pay to each employee wages not less than the following

Effective January 1, 2023 Minimum Wage \$15.50 per hour

Employers with 25 or Fewer Employees\*

\$14.00

\$12.00

TAKE NOTICE that on April 4, 2016, the Governor of California signed legislation passed by the California Legislature, raising the minimum wage for all industries. (SB 3, Stats of 2016, amending section 1182.12. of the California Labor Code.) Pursuan to its authority under Labor Code section 1182.13, the Department of Industrial Relations amends and republishes Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2019. Section 1, Applicability, and Section 4, Separability, have not been

mmary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the amended wage orders may be obtained by downloading online at https://www.dir.ca.gov/iwc/WageOrderIndustries.htm or by

e provisions 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 modifications by ded by statute or in Section 1, Applicability, and in other sections of the IWC's industry and occupation orders may be used where any such provisions are enforceable and applicable to the employer.

**JANUARY 1, 2021** 

25 or Fewer

**Employees** 

\$61.13

\$734.21

\$1086.07

\$4.70

\$6.47

\$8.68

26 or More

\$790.67

\$1169.59

\$5.06

\$6.97

\$9.35

4. SETANABILI IT If the application of any provision of this Order, or any section, subsection, subdivision, sentence, clause, phrase, word or portion of this Order should be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining provishall not be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or unconstitutional had not been included herein.

his Order amends the minimum wage and meals and lodging credits in MW-2022, as well as in the IWC's industry and occupation orders. (See Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other changes to the IW

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 search for

**Family Medical Leave Act** 

• 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.

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

"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.

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

RRA 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 loyers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment; • reemployment; or etention in employment; • promotion; or • any benefit of employment because of this status.

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 it 1-866-4-USA-DOL or visit its website at <a href="https://www.dol.gov/agencies/vets/">https://website.at/nt

**Polygraph Protection** 

Family Care and Medical Leave (CFRA Leave)

HTS
reemployed in your civilian job if you leave that job to perform service in the uniformed service and:
reployer receives advance written or verbal notice of your service; • you have five years or less of cumulative service in the uniformed services while with that particular employer; • you return to work or apply for reemployment in clusion of service; and • you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

nanged. Consistent with this enactment, amendments are made to the minimum wage, and the meals and lodging credits sections of all of the IWC's industry and occupation orders.

25 or Fewer

\$56.43

\$5.97

\$8.01

**JANUARY 1, 2020** 

26 or More

\$734.21

/month

\$8.68

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

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.

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.

f 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

**JANUARY 1, 2022** 

\$1253.10

\$7.47

\$10.02

ssioner has offices in the following cities: Bakersfield, El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bern

25 or Fewer

\$54.34 /week

\$790.67

\$1169.59

\$6.97

\$9.35

Employers with 26 or More Employees

\$15.00

**JANUARY 1, 2023** 

\$875.33

\$1294.83

\$5.60

\$7.72

Updated 1/2

\$10.35

**SGR** 

All Employers regardless of number

### **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?

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 with a local, state or federal rule or regulation.

### What protections are afforded to whistleblowers?

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

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

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

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

### How to report improper acts If you have information regarding possible violations of state or federal statutes, rules,

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

### **Your Rights and Obligations as a Pregnant Employee**

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; Never discriminate, harass, or retaliate on the basis of pregnancy.

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 may require you to submit written medical certification from your health care provider substantiating the need for your leave. PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, and doctor-ordered bed rest, and covers conditions such as severe morning sickness, gestational abetes, pregnancy-induced hypertension, 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 Employmen At your discretion, you can use any vacation or other paid time off 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.

our employer may require or you may choose to use any available sick leave during your PDL.

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 unforese 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 ire 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 iot 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

ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA) inder 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 you child, parent\*\*\*, spouse, domestic partner, grandparent, grandparent, grandparent, grandparent, grandparent, grandparent or someone else related by blood or in family-like relationship with the employee ("designated person"). 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-off while on CFRA leave. Employees taking CFRA leave may be eligible for benefits administered by Employment Developmen

TO FILE A COMPLAINT Toll Free: 800.884.1684 / TTY: 800.700.2320

Updated 1/23

FOR PREGNANCY DISABILITY LEAVE

or translations of this guidance, visit:

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.

# **Unemployment Insurance**

you to be used as a basis for:

ployment 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 meet 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

panish 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.

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, pregnancy, or disability

mportant: Waiting to file your UI claim may delay benefit payments.

• 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) form.

You 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, 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**

### 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

DISABILITY (physical, developmental, mental health/psychiatric, HIV and AIDS) GENETIC INFORMATION GENDER EXPRESSION GENDER IDENTITY

MEDICAL CONDITION (genetic characteristics, cancer or a record or history of cancer)
MILITARY OR VETERANS STATUS

NATIONAL ORIGIN (includes language restrictions and possession of a driver's license issued to undocumented immigrants)

REPRODUCTIVE HEALTH DECISIONMAKING SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)

THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT AND ITS IMPLEMENTING REGULATIONS PROTECT CIVIL RIGHTS AT WORK

. The law prohibits harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any person. This includes a prohibition against harassment based on any characteristic listed above, such as sexual harassment, gender arassment, and harassment based on pregnancy, childbirth, breastfeeding, and/or related medical conditions.

All employers are required to take reasonable steps to prevent all forms of harassment, as well as provide information to each of their employees on the nature, illegality, and legal remedies that apply to sexual harassment.

Employers with 5 or more employees and public employers must train their employees regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientatio

DISCRIMINATION/REASONABLE ACCOMODATIONS . California law prohibits employers with 5 or more employees and public employers from discriminating based on any protected characteristic listed above when making decisions about hiring, promotion, pay, benefits, terms of employment, layoffs, and ther aspects of employment.

t. Employers cannot limit or prohibit the use of any language in any workplace unless justified by business necessity. Theemployer must notify employees of the language restriction and consequences for violation Employers cannot discriminate against an applicant or employee because they possess a California driver's license or ID issued to an undocumented person.

Employers must reasonably accommodate the religious beliefs and practices of an employee, unpaid intern, or job applicant, 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. i. Employers must reasonably accommodate an employee or job applicant with a disability to enable them to perform the essential functions of a job

. The law provides specific protections and hiring procedures for people with criminal histories who are looking for employmen Employers with 5 or more employees and public employers must provide up to 12 weeks of job-protected leave to eligible employees: to care for themselves, a family member (child of any age, spouse, domestic partner, parent, parent-in- law, andparent, grandchild, sibling) or a designated person (with a blood or family-like relationship to employee); to bond with a new child; or for certain military exigencies. . Employers must provide job-protected leave of up to 4 months to employees disabled because of pregnancy, idbirth, or a related medical condition, as well as require employers to reasonably accommodate an employee, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition. Employers, employment agencies, and unions must preserve applications, personnel records, and employment

nd employment agencies from making discriminatory prehiring inquiries or publishing help-wanted advertisements that express a discriminatory hiring preference Unions cannot discriminate in member admissions or dispatching members to jobs he law prohibits retaliation against a person who opposes, reports, or assists another person to oppose unlawful discrimination, including filing an internal complaint or a complaint with CRD.

he workplace. These remedies can include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist rders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages

E. If you believe you have experienced discrimination, harassment, or retaliation, you may file a complaint with CRD. Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with CRD.

Complaints must be filed within three years of the last act of discrimination/harassment/retaliation. For those who are under the age of eighteen, complaints must be filed within three years after the last act of discrimination/harassment/retaliation. year after their eighteenth birthday, whichever is later.

If you have been subjected to discrimination, harassment, or retaliation at work, file a complaint with the Civil Rights Department (CRD)

for Unemployment Insurance benefits.

ave a disability that requires a reasonable accommodation? CRD can assist you with your complaint he Fair Employment and Housing Act is codified at Government Code sections 12900 - 12999. The regulations implementing the Act are at Code of Regulations, title 2, division 4.1 Government Code section 12950 and California Code of Regulations tle 2, section 11023, require all employers to post this document. It must be conspicuously posted in hiring offices, on employee bulletin boards, in employment agency waiting rooms, union halls, and other places employees gather. Any employer whose orkforce at any facility or establishment consists of more than 10% of non-English speaking persons must also post this notice in the appropriate language or languages

CRD-E07P-ENG / January 2023 For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/require

# **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 **UNEMPLOYMENT INSURANCE BENEFIT** 

ou may be eligible to receive Unemployment Insurance benefits if you are Unemployed or working less than full-time.

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

individual is in all other respects eligible, and the wages earned in other covered employment are sufficient to establish an Unemployment Insurance claim after excluding wages earned from a public or nonprofit

Note: Some employees may be exempt from Unemployment and Disability Insurance coverage The fastest way to file for Unemployment Insurance (UI) is with UI Online at www.edd.ca.gov/UI\_Online 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

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

ALL RIGHTS RESERVED, COPYRIGHT BY STATE AND FEDERAL POSTER, INC.

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 Note: Waiting to file a claim could delay benefits. stitution may not be paid during a school recess period if the employee has reasonable assurance of EDD representatives are available Monday through Friday between 8 a.m. and 12 noon (Pacific Time) eturning to work at the end of the recess period (California Unemployment Insurance Code section 1253.3).

SAFETY AND HEALTH PROTECTION ON THE JOB CAL OSHA

Amends General Minimum Wage

Order and IWC Industry and

Occupation Orders

EFFECTIVE DATE

January 1, 2022

January 1, 2021

EFFECTIVE:

These Amendments to the Wage Orders shall be in effect as of January 1, 2023.

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

"California Labor Commissioner's Office" on the internet or any other directory. The Labor Commissioner l San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, and Van Nuys.

Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

U.S. Department of Justice

m discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for

For an employer who employs

partment - two thirds (2/3) of the ordinary

ental value, and in no event more than:

ntal value, and in no event more than

oom occupied alone

industry and occupation orders.

om shared

MEALS

California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and procedures to comply with the state's workplace safety and health standards and orders. The law requires that this poster be displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.gov/samples/search/guery.htm. SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES: Employers who use any substance that is listed as a hazardous substance in California Code of Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.html), or is covered by the Hazard Communication standard (www.dir.ca.gov/title8/5194.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. You must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the Employees have the right to see and copy their medical records and records of exposure to potentially toxic materials or harmful physical agents. Employers must allow access by employees or their representatives to accurate records of employee exposures to potentially toxic materials or harmful physical agents, and notify employees of any exposures in concentration or levels exceeding the exposure limits allowed by Cal/OSHA standards. You must correct any hazardous condition that you know may result in injury to Any employee or their representative has the right to observe monitoring or employees. Failure to do so could result in criminal charges, monetary penalties, and

measuring of employee exposure to hazards conducted to comply with Cal/OSHA WHEN CAL/OSHA COMES TO THE WORKPLACE:

make sure your company is obeying workplace safety and health laws. Inspections are also conducted when an employee files a valid complaint with Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness, The employer, or someone the employer chooses, will be given an opportunity to

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

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

If the investigation shows that the employer has violated a safety and health standard You also have the right to bring unsafe or unhealthful conditions to the attention of the or order, Cal/OSHA may issue a citation. Each citation carries a monetary penalty and specifies a date by which the violation must be abated. A notice, which carries no monetary penalty, may be issued in lieu of a citation for certain non-serious violations You and your designated representative have the right to access the employer's IIPP 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, safety or health standard or order where such violation would create a real and general, serious, repeat, or willful; and whether the employer failed to abate a 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 In addition, a willful violation that causes death or permanent impairment of the body healthful workplace. If you feel that you have been fired or punished for exercising your of any employee can result, upon conviction, in a fine of up to \$250,000 or imprisonment up to three years, or both, and if the employer is a corporation or limited

liability company, the fine may be up to \$1.5 million Standards Enforcement (Labor Commissioner's Office) or the San Francisco office of The law provides that employers may appeal citations within 15 working days of receipt to the Occupational Safety and Health Appeals Board. 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 An employer who receives a citation. Order to Take Special Action, or Special Order must post it prominently at or near the place of the violation for three working days, or until the unsafe condition is corrected, whichever is longer, to warn employees of danger that may exist there. Any employee may protest the time allowed for To keep the workplace and your coworkers safe, you should tell your employer about any correction of the violation to the Division of Occupational Safety and Health or the hazard that could result in an injury or illness to an employee. While working, you must Occupational Safety and Health Appeals Board.

HELP IS AVAILABLE: 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) HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 - Telephone (510) 286-7000 District Offices Cal OSHA Consultation Services American Canvon 3419 Broadway St., Ste. H8, American Canvon 94503 (707) 649-3700 Field / Area Offices 7718 Meany Ave., Bakersfield 93308 (661) 588-6400 (650) 573-3812 1065 East Hillsdale Bl., Ste. 110, Foster City 94404 •Fresno / Central Valley 2550 Mariposa Mall, Rm. 2005 (559) 445-6800 39141 Civic Center Dr., Ste. 310, Fremont 94538 (510) 794-2521 Fresno 93721

2550 Mariposa St., Rm. 4000, Fresno 93721 (559) 445-5302 •La Palma / Los Angeles / 1 Centerpointe Dr., Ste. 150 (714) 562-5525 Long Beach 1500 Hughes Way, Suite C-201, Long Beach 90810 (424) 450-2630 Orange County La Palma 90623 320 West Fourth St., Rm. 820, Los Angeles 90013 (213) 576-7451 Oakland/ Bay Area 1515 Clay St., Ste 1103 (510) 622-2891 4206 Technology Dr., Ste. 3, Modesto 95356 (209) 545-7310 Oakland 94612 800 Royal Oaks Dr., Ste. 105, Monrovia 91016 (626) 239-0369 1750 Howe Ave., Ste. 490 (916) 263-0704 1515 Clay St., Ste. 1303, Box 41, Oakland 94612 (510) 622-2916 Northern CA Sacramento 95825 381 Hemsted Dr., Redding 96002 (530) 224-4743 464 West Fourth St. Ste. 339 1750 Howe Ave., Ste. 430, Sacramento 95825 San Bernardino 92401 464 West Fourth St., Ste. 332, San Bernardino 92401 (909) 383-4321 •San Diego / 7575 Metropolitan Dr., Ste. 207, San Diego 92108 (619) 767-2280 7575 Metropolitan Dr., Ste. 204 455 Golden Gate Ave., Rm. 9516, San Francisco 94102 (415) 557-0100 Imperial County San Diego 92108 2 MacArthur Place, Ste. 720, Santa Ana 92707 (714) 558-4451 (818) 901-5754 6150 Van Nuvs Blvd., Ste. 307 6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401 (818) 901-5403 Van Nuvs 91401 Regional Offices **Consultation Region Office** 455 Golden Gate Ave., Rm 9516, San Francisco 94102 (415) 557-0300 San Francisco 2550 Mariposa Mall, Rm. 3014 1750 Howe Ave. Ste. 440. Sacramento 95825. (916) 263-2803 (559) 445-6800 2 MacArthur Place, Ste. 720, Santa Ana 92707 (714) 558-4300 Fresno 93721 Santa Ana 800 Royal Oaks Dr., Ste. 105, Monrovia 91016 (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 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.

Employers subject to the state minimum wage law are bligated to pay the higher rate

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

SKU: CA2-27X40-ENG

Department of Industrial Relations

even incarceration.

health regulations.

adequate protection

the office nearest you.

Bakersfield

Foster City

Fremont

Monrovia

Oakland

Redding

Van Nuys

OVERTIME PAY:

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 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 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

the U.S. Department of Labor, Occupational Safety and Health Administration.

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

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

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

### **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 ı-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim

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

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 public, which may be used by the employee to express breast milk. **ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal 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

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico Some state laws provide greater employee protections; employers must comply with both. Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are

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

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** The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from scrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

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

Who is Protected · Employees (current and former), including managers and temporary employees Job applicants Union members and applicants for membership in a union What Organizations are Covered? Most private employers

State and local governments (as employers)

Educational institutions (as employers)

 Staffing agencies What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of: National origin Sex (including pregnancy and related conditions, sexual orientation, or gender identity) Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic ervices, or family medical history)

nvestigation, or proceeding. What Employment Practices can be Challenged as Discriminatory? Discharge, firing, or lay-off Harassment (including unwelcome verbal or physical conduct) · Hiring or promotion Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, observance or

· Obtaining or disclosing genetic information of employee Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or rticipating in an investigation or proceeding. What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC

Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx Call 1-800-669-4000 (toll free) 1-800-669-6820 (TTY) 1-844-234-5122 (ASI video phone) Visit an EEOC field office (information at

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

/ww.eeoc.gov/field-office) E-Mail info@eeoc.gov Additional information about the EEOC, including information about filing a charge of discrimination, is available

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from rimination based on inquiring about, disclosing, or discussing their compensation or the compensation of Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

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 Feder contractors take affirmative action to employ and advance in employment qualified individuals with disabilities a all levels of employment, including the executive level. The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP)

If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications elay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https:// ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone dire-

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 may cause discrimination in providing services under such programs. Title IX of the Education Amendments of

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can

financial assistance, you should immediately contact the Federal agency providing such assistance.

· Sending the policy via email with an acknowledgment return form.

# **Sexual Harassment**

U.S. Department of Labor

200 Constitution Avenue, N.W.

litions), gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual arassment. Unlawful sexual harassment does not have to be motivated by sexual desire. Sexual harassment may involve arassment by a person of the same gender, regardless of either person's sexual orientation or gender identity . "Quid pro quo" (Latin for "this for that") sexual harassment is when someone conditions a job, promotion, or other work enefit 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 offensive work environment. You may experience sexual harassment even if the offensive conduct was not aimed directly at you. The harassment must be

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 Derigatory comments, epinietis, suis, or jokes Graphic comments, sexually degrading words, or suggestive or obscene messages or invitations Physical touching or assault, as well as impeding or blocking movements of discrimination with CRD within three years of the last act of harassment or retaliation. CRD serves as a neutral act-finder and attempts to help the parties voluntarily resolve disputes. If CRD 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. CRD 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 CRD and a Right-c-Sue

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

All employers, 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. Employees accused of harassment, including both supervisory and non-supervisory 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, that employer can be held liable for the harassment. In addition, an employer may be liable for the harassment by a non-employee (for example, a client or customer) of an employee, applicant, or person providing services for the employer. An employer will only be liable for this form of harassment if it knew or should have known of the harassment, and failed to Employers have an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way for

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

may be duplicated in any quantity.

2. Post a copy of the CRD employment poster "California Law Prohibits Workplace Discrimination and Harassment."

3. Develop a harassment, discrimination, and retaliation prevention policy in accordance with 2 CCR 11023.

List all protected groups under the FEHA.

CAL/OSHA:

comes into contact, from engaging in prohibited harassmen

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 remedia actions and resolutions; and timely closures. ovide a complaint mechanism that does not require an employee to complain directly to their immediate superviso Provide a compaint mechanism that does not require an employee to compain 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 CRD and the United States Equal Employment Opportunity Commission as additional avenues for employees to lodge complaints. Instruct supervisors to report any complaints of misconduct to a designated company representative, such as a human resources manager, so that the company can try to resolve the claim internally. Employers with 50 or more employed required to include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024).

• Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence · Make clear that employees shall not be retaliated against as a result of making a complaint or participating in an

 Posting the current version of the policy on a company intranet with a tracking system to ensure all employees have rea To saing the current version of the policy of a company initiative with a decking system 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. 5. If the employer's workforce at any facility or establishment contains ten percent or more of persons who speak a anguage other than English as their spoken language, that employer shall translate the harassment, discrimination, and tion policy into every language spoken by at least ten percent of the workforce. at least one hour of training regarding the prevention of sexual harassment, including harassment based on gender identification gender expression, and sexual orientation, to each non-supervisory employee; and two hours of such training to each

· Printing the policy and providing a copy to employees with an acknowledgment form for employees to sign and return.

sentier expression, and sexual orientation, to each indissipervising enployee, and two hours of sourcitaining to each supervisory employees. All employees must be trained by January 1, 2023. New supervisory employees must be trained within six months of assuming their supervisory position, and new non-supervisory employees must be trained within six months of hire. Employees must be retrained once every two years. Please see Gov. Code 12950.1 and 2 CCR 11024 fo further information. I. Damages for emotional distress from each employer or person in violation of the law Changes in the policies or practices of the employer To schedule an appointment, contact the Communication Center below.

If you have a disability that requires a reasonable accommodation, the CRD can assist you by scribing your intake by

Have a disability that requires a reasonable accommodation? CRD can assist you with your complain Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee

For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required CRD-185P-ENG / January 2023

### **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.

• 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. Usage:

• An employee may use accrued paid sick days beginning on the 90th day of employment.
• 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 • An employer may limit the use of paid sick days to 24 hours or three days in each year of employment

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

**Emergency Notice** AMBULANCE: HOSPITAL: PHYSICIAN: **ALTERNATE:** POLICE:

> State of California Department of Industrial Relations Cal/OSHA Publications DOSHPublications@dir.ca.gov

**ProService** HAWAII

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HR that powers your business



Posting is required by Title 8 Section 1512 (e), California Code of Regulations

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 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 estrictive with respect to lie detector tests. 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

> Civil Right Department State of California nder the California Family Rights Act of 1993 (CFRA), many employees have the right to take job-protected leave, which is leave that ill allow them to return to their job or a similar job ter their leave ends. This leave may be up to 12 work weeks in a 12-month period for: the birth, adoption, or foster care placement of a child iligibility. To be eligible for CFRA leave, an employee must have more than 12 months of service with their employer, have worked t least 1,250 hours in the 12-month period before the date they want to begin their leave, and their employer must have five or more Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of anies doing business with the Federal Government. If you are applying for a job with, or are an employed of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination

pre-employment screening or during the course of employmen

Pregnancy Disability Leave. Even if an employee is not eligible for CFRA leave, if disabled by pregnancy, childbirth or a related medical condition, the employee is entitled to take a pregnancy disability leave of up to four months, depending on their period(s) of actual disability. If the employee is CFRA-eligible, they have certain rights to take both a pregnancy disability leave and a CFRA leave for reason

nemployee's own serious health condition. Employers may also require certification from the health care provider of the e's family member, including a designated person, who has a serious health condition, before granting leave to take care of that

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

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

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN

discontinue a test, and the right not to have test results disclosed to unauthorized persons.

or job applicants may also bring their own court actions

WAGE AND HOUR DIVISION

**Workers' Compensation** STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS 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. • Permanent Disability (PD) Benefits: Payments if you do not recover completely and your injury causes a permanent Disability (PD) Benefits: Payments if you do not recover completely and your injury causes a permanent loss of physical or mental function that a doctor can measure.
• Supplemental Job Displacement Benefit: A nontransferable voucher, if you are injured on or after 1/1/2004, your injury causes permanent disability, and your employer does not offer you regular, modified, or alternative work. • Death Benefits: Paid to your dependents if you die from a work-related injury or illness. Naming Your Own Physician Before Injury or Illness (Predesignation). You may be able to choose the doctor who will treat you for a job injury or illness. If eligible, you must tell your employer, in writing, the name and address of your personal physician or medical group before you are injured. You must obtain their agreement to treat you for your work injury. For instructions, see the written information about workers' compensation that your employer is required to give to new

Get Medical Care. If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or police department. If you need first aid, contact your employer t. 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 claim 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 the 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 In your precessing a prisonal prisonal and a medical group, you may see your personal prisonal and in the medical group 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.

estions? 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 DWC and DLSE online: www.dwc.ca.gov or www.dir.ca.gov/dlsr 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 i

CALIFORNIA LAW PROTECTS TRANSGENDER AND GENDER NONCONFORMING PEOPLE FROM DISCRIMINATION, HARASSMENT, AND RETALIATION AT WORK. THESE PROTECTIONS ARE ENFORCED BY THE CIVIL RIGHTS DEPARTMENT (PD). THINGS YOU NEED TO KNOW

1. Does California law protect transgender and gender nonconforming employees from employment discrimination?

Yes All employees, job applicants, unpaid interns, volunteers, and contractors are protected from discrimination at work when based on a protected characteristic, such as their gender identity, gender expression, sexual orientation, race, or national origin. This means that private employers with five or more employees may not, for example, refuse to hire or promote someone because they identify as – or are perceived to identify as – transgender or non-binary, or because they express their gender in non-steredypical ways.

Employment discrimination can occur at any time during the hiring or employment process. In addition to refusing to hire or promote someone, unlawful discrimination includes discharging an employee, subjecting them to worse working conditions, or unfairly modifying the terms of their employment because of their gender identity or gender expression.

the workers' compensation policy has expired, contact a Labor Commissioner at the Division of Labor Standards Enforcement (DLSE)

calcivitights ca gov/complaintprocess Tall Free: 80.884.1684 TTV: 800.700.2320 California Relay Service (711) Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

## **Medical and Exposure Records**

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

Oakland, CA 94612 Phone: (510) 286-7000 Fax: (510) 286-7037

ur employer will continue to treat the Form W-4 and/or DE 4 as valid until notified, in writing, by the FTB of the proper narital status and number of allowances to use for California Personal Income Tax (PIT) withholding purposes. f you disagree with the FTB determination, you may request a review of the determination by writing to

### Polls are open from 7:00 a.m. to 8:00 p.m. each Election Day. If you are scheduled to be at work during that time, California law allows you to take up to two hours off to vote, without losing any pay. You may take as much time as need to vote, but only two hours of that time will be paid. Your time off for voting can be only at the beginning

REGULAR PAYDAYS FOR EMPLOYEES OF: SHALL BE AS FOLLOWS

eed time off to vote, you must notify your employer at least two working days prior to the election.

(California Elections Code Section 14000)

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:\_ rimination: It is illegal for your employer to punish or fire you for having a work injury or illness, for filing a claim, or testifying in another person's workers' compensation case. If proven, you may receive lost wages, job reinstatement

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:

**Transgender Rights In The Workplace** 

4. If bathrooms, showers, and locker rooms are sexsegregated, can employees choose the one that is most appropriate for them? Yes. All employees have a right to safe and appropriate restroom and locker room facilities. This includes the right to use a restroom or locker room that corresponds to the employee's expender identity, regardless of the employee's sex assigned at birth. In addition, where possible, an employer should provide an easily accessible, gender-neutral (or "all-gender"), single user facility for use by any employee. The proposes should never be forced to use one, as a matter of policy or due to harassment.

epartment of Industrial Relations Division of Occupational Safety and Health 1515 Clay Street, Suite 1901

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: W-4 Unit Franchise Tax Board MS F180 P.O. Box 2952 Sacramento, CA 95812-2952 You claim to be exempt from state or federal income tax withholding and your employer expects your usual weekly Fax (916) 843-1094 You, as the employee, will have to provide proof that the FTB determination is incorrect for California PIT withhold purposes. Your employer must continue to withhold as instructed in the original determination until notified by the FTB,

### CALIFORNIA SECRETARY OF STATE (800) 345-VOTE (8683) www.sos.ca.gov

or by calling toll-free (800) 736-7401. Learn more information about workers' compensation online: www.dwc.ca.gov and access a useful booklet

# · Your medical records and records of exposure to toxic substances or harmful physical agents.

**Notice of Withholding** 

**Time Off For Voting** 

# **Payday Notice**

THIS IS IN ACCORDANCE WITH SECTIONS 204, 204A, 204B, 205, AND 205.5 OF THE CALIFORNIA LABOR CODE MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILIT