Provide employees a workplace free from

rights under the law, including raising a

health and safety concern with you or

with OSHA, or reporting a work-related

Comply with all applicable OSHA standards.

workplace fatality or within 24 hours of

Provide required training to all workers

in a language and vocabulary they can

any work-related inpatient hospitalization,

Notify OSHA within 8 hours of a

amputation, or loss of an eye.

Prominently display this poster in the

Post OSHA citations at or near the

place of the alleged violations.

On-Site Consultation services are

programs in every state.

available to small and medium-sized

employers, without citation or penalty,

through OSHA-supported consultation

recognized hazards. It is illegal to retaliate

against an employee for using any of their

Occupational Safety
and Health Administration

Job Safety and Health

IT'S THE LAW!

Employers must:

injury or illness.

understand.

workplace.

Hourly Minimum Wage

\$7.25 Effective January 1, 2008

The minimum wage applies to most hourly wage earners employed in lowa. Most small retail and service establishments grossing less than \$300,000 annually are not required to pay the minimum wage. The majority of supervisory and administrative employees paid a salary are not covered by the law. Employers are eligible to pay less than the minimum wage for the first 90 calendar days of employment. TIP CREDIT—The tip credit which an employer may claim with respect to "Tipped Employees" is 40% of the applicable minimum wage. ("Tipped Employees" customarily and regularly receive more than \$30.00 a month in tips.)

The lowa Division of Labor may bring action against employers who violate the state's minimum wage law. Courts may order payment of

back wages. No employer can discriminate against or discharge an employee for filing a complaint or participating in a proceeding under this

Contact Information

Iowa Division of Labor 1000 East Grand Avenue Des Moines, IA 50319-0209 515-281-3606 or 800-JOB-IOWA www.iowaworkforce.org/labor

Federal Minimum Wage and Overtime Pay Applications of the minimum wage rates under federal law differ from those under lowa law. lowa employers must comply with the more stringent applicable law. Overtime is covered by the federal Fair Labor Standards Act. A

> Il questions should be directed to: U.S. Department of Labor Wage & Hour Division 210 Walnut Street Des Moines, IA 50309 515-284-4625 www.dol.gov

The law requires displaying this poster where it can easily be seen by all employees. Iowa Workforce Development Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. For deaf and hard of hearing, use Relay 711.

Equal Employment Opportunity

Equal Employment Opportunity is the Law

What Does Equal Employment Opportunity Mean? It guarantees the right of all persons to apply and be considered for job opportunities on the basis of the person's ability to do the job.

Chapter 216 of the Code of Iowa, as amended, (The Iowa Civil Rights Act), prohibits discrimination in employment because of a person's: • Race Age (18 and older) Creed National Origin Color Gender Identity

To Whom Does the Law Apply? • Persons who apply for employment with, or employees of, private employers, state and local governments, and public and private educational institutions with four or more employees.

Opportunity Commission (EEOC), a federal agency. The EEOC District Office is located at:

While employed, you should not be treated unfairly because of any of the protected characteristics.

What Does the Law Cover?

Sex Sexual Orientation

What Action Will an Agency Take?

Pregnancy Disability

Religion

Updated 8/16

• Employment agencies, labor unions, contractors, and sub-contractors, and apprenticeship programs. What Other Resources Are Available to Help with a Discrimination Problem?

310 West Wisconsin Ave., Suite 800 Milwaukee, WI 53203-2292

414-297-1111

You may also contact the local human rights, civil rights or human relations agency in your area, or the U.S. Equal Employment

EEOC enforces Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, sex, or national origin; the Age Discrimination in Employment Act (ADEA), which protects persons age 40 or older; and the Americans with Disabilities Act

The Commission's staff can answer questions about your rights under the Act and help you take the necessary steps to file a complaint if

you decide to pursue a claim. Once a complaint is filed, the Commission will take all appropriate actions to process the complaint. There

is no charge to file a complaint and you do not need an attorney to file a complaint with the Commission. What Should I Do If I Believe I've Been Discriminated Against? You should immediately contact:

> **Iowa Civil Rights Commission** 400 E. 14th Street, Grimes Building Des Moines, Iowa 50319 515-281-4121, 1-800-457-4416 515-242-5840 (FAX) http://www.state.ia.us/government/crc

You may contact the Commission by telephone or mail for information, or assistance in filing a complaint. The Commission's office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. You may leave a message at 515-281-4121 after hours for a return call. Your complaint must be filed within 300 days of the discriminatory act.

"Injustice anywhere is a threat to justice everywhere." – Martin Luther King, Jr.

Fair Housing

FAIR HOUSING OPPORTUNITY lowa ensures all people the lawful right to be considered: For the house of their choice, In the neighborhood of their choice, In the price range they can afford;

And to receive fair, legal and equal treatment and services In the terms and conditions of buying, renting, or borrowing. The lowa Civil Rights Act, Chapter 216 of the Code of Iowa, as amended, Prohibits discrimination in housing **BECAUSE OF** a person's

> **FAMILIAL STATUS RACE MENTAL** (presence of children) **NATIONAL** PHYSICAL DISABILITY **SEXUAL ORIENTATION** ORIGIN CREED RELIGION SEX COLOR **GENDER IDENTITY**

There is NO CHARGE for services of the Commission COMPLAINTS MUST BE FILED WITHIN 300 DAYS OF THE ALLEGED INCIDENT

People who believe they or someone they know might be victims of housing discrimination should file a complaint immediately by contacting:

Iowa Civil Rights Commission Grimes State Office Bldg, 400 E. 14th St., Des Moines, Iowa 50319 515-281-4121 1-800-457-4416 (toll free in lowa)

FAX 515-242-5840 Victims of housing discrimination may also contact: City human or civil rights, or human relations agencies which enforce local community ordinances; and HUD, a federal agency, which enforces Title VIII of the Civil Rights Act of 1968.

Federal law, Title VIII, prohibits housing discrimination BECAUSE OF a person's: Race, color, religion, sex, national origin, handicap, or familial status.

U.S. Department of Housing & Urban Development (HUD) Fair Housing Enforcement Center 400 State Avenue, Kansas City, Kansas 66101-2406

913-551-6993 National Housing Discrimination

> HOTLINE 1-800-669-9777 TDD 1-800-927-9275

Notice for Housing Applicants and Providers: The Civil Rights Act of 1866 prohibits discrimination in housing BECAUSE OF a person's RACE or SKIN COLOR in all circumstances.

Unemployment Insurance

UNEMPLOYMENT INSURANCE If you become unemployed, you may be eligible for unemployment insurance benefits. If you are still employed but working fewer hours than your regular full-time work week and are earning less than your regular full-time wages, you may be entitled to partial benefits. Unemployment insurance benefits are made possible by taxes paid by this employer. No deductions are made from your paycheck for unemployment insurance.

The same week you become unemployed, you may file a new unemployment insurance claim online or in-person.

•Go to www.iowaworkforcedevelopment.gov and click on the Apply for Unemployment link. •You should file an initial claim the same week you are unemployed or working reduced hours.

•Your unemployment insurance claim DOES NOT begin on the date your job ended or your hours were reduced.

•Your claim is effective the Sunday of the week you apply.

•If you do not have access to a computer, visit the nearest lowaWORKS Center.

•Delay in filing an unemployment insurance claim can result in the loss of all or part of the benefits you may be entitled to receive.

•For complete information about your unemployment insurance rights and responsibilities, review the Unemployment Handbook at www.iowaworkforcedevelopment.gov.

•To register for work and learn more about available work in your area, go to www.iowaworks.gov or visit your nearest IowaWORKS Center. **IOWAWORKS CENTER LOCATIONS**

Burlington Decorah Mason City Carroll Des Moines Ottumwa Cedar Rapids Dubuque

 Sioux City Council Bluffs Fort Dodge Spencer Creston lowa City Davenport Marshalltown Waterloo

For the location of the lowaWORKS Center nearest you, call:

866-239-0843 or visit www.iowaworkforcedevelopment.gov. **lowa Workforce Development**

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. For deaf and hard of hearing, use Relay 711.

LAW REQUIRES DISPLAYING THIS POSTER WHERE IT CAN EASILY BE SEEN BY ALL EMPLOYEES.

No Hate Crimes

NO HATE CRIMES IN IOWA

lowa's Hate Crime Laws: • Prohibit public offenses of assault, criminal mischief, trespass, arson or intimidation by threat of violence committed BECAUSE OF protected

characteristics: race national origin color

political affiliation physical/mental disability religion sexual orientation ancestry

or because of the person's association with people of these traits Define Hate Crimes

Provide victims civil relief against offenders

under Federal Fair Housing law, Title VIII.

Provide enforceable penalties one degree higher than underlying offense Require sensitivity and Hate Crime In-service training for law enforcement Require monitoring of Hate Crime violations Allow for local ordinances

Follow these steps if you are a Victim of a Hate Crime or Helping a Victim: Call local law enforcement • Call Iowa Civil Rights Commission 515-281-4121 or 1-800-457-4416

If Hate Crime occurs in areas of housing, employment, credit, public accommodations, or education, it may also be a discriminatory act under lowa Code §216. Complaint must Be filed within 300 days of the incident.

Call U.S. Dept. of Housing and Urban Development (HUD) Washington DC

Nat'l Housing Discrimination Hotline 1-800-669-9777; TDD 1-800-927-9275 If Hate Crime occurs in housing because of race, color, religion, national origin, sex, familial status or handicap, victim may be able to file complaint

> Iowa Civil Rights Commission 400 E. 14th Street Des Moines, Iowa 50319 Call 515-281-4121 or Toll Free In Iowa 1-800-457-4416 FAX 515-242-5840

For More Detailed Information Reference The Code of Iowa §729A, §708, §716, §712, §902, §903

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year to confim if you are in compliance.

Family Medical Leave Act

• 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.

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

and other employment terms and conditions. leave. The employee must:

for the following reasons:

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

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

a single 12-month period to care for the servicemember with a serious injury or illness.

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

· 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.

days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required. EMPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employee's need for leave is for a reason that may qualify rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA

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

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.

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

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of your service; • you have five years or less of cumulative service in the uniformed services while with that particular employer; • you return to work or apply for reemployment in a timely manner

to serve in the uniformed service; then an employer may not deny you: • initial employment; • reemployment; • retention in employment; promotion; or • any benefit of employment because of this status.

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. • For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/

statement in connection with a proceeding under USERRA, even if that person has no service connection. The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the

internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.







The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. **EXEMPTIONS**

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer

respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

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

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

may also bring their own court actions.

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

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

Most private employers







Executive Order 11246, as amended, prohibits employment

Asking About, Disclosing, or Discussing Pay

compensation of other applicants or employees.

sex, sexual orientation, gender identity, or national origin, and

Executive Order 11246, as amended, protects applicants and

Section 503 of the Rehabilitation Act of 1973, as amended,

employees of Federal contractors from discrimination based on

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

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

The Vietnam Era Veterans' Readjustment Assistance Act of 1974,

as amended, 38 U.S.C. 4212, prohibits employment discrimination

veterans (i.e., within three years of discharge or release from active

discrimination, participates in an OFCCP proceeding, or otherwise opposes

nondiscrimination or affirmative action obligations under OFCCP's

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 relay services. OFCCP

may also be contacted by submitting a question online to OFCCP's

OFCCP regional or district office, listed in most telephone directories

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL

Race, Color, National Origin, Sex 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

assistance. Employment discrimination is covered by Title VI if

national origin in programs or activities receiving Federal financial

Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an

under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/

duty), active duty wartime or campaign badge veterans, or Armed

against, and requires affirmative action to recruit, employ, and

advance in employment, disabled veterans, recently separated

Retaliation is prohibited against a person who files a complaint of

discrimination by Federal contractors under these Federal laws.

Any person who believes a contractor has violated its

all levels of employment, including the executive level.

accommodation to the known physical or mental limitations of an

inquiring about, disclosing, or discussing their compensation or the

requires affirmative action to ensure equality of opportunity in all

discrimination by Federal contractors based on race, color, religion

aspects of employment.

Protected Veteran Status

Forces service medal veterans.

authorities should contact immediately:

U.S. Department of Labor

Washington, D.C. 20210 1-800-397-6251 (toll-free)

ASSISTANCE

200 Constitution Avenue, N.W.

Retaliation

Equal Employment Opportunity Race, Color, Religion, Sex, Sexual Orientation, Gender Identity,

Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) entorces Federal laws that protect you from discrimination 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.

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?

State and local governments (as employers)

Educational institutions (as employers)

All aspects of employment, including:

Discharge, firing, or lay-off

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:

 Color Religion National origin Sex (including pregnancy and related conditions, sexual orientation, or gender identity)

 Age (40 and older) Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family

 Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding. What Employment Practices can be Challenged as Discriminatory?

 Harassment (including unwelcome verbal or physical conduct) Hiring or promotion Assignment Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, observance or practice

 Job training Classification Referral Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or

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 in any of the following ways:

Call 1–800–669–4000 (toll free) 1-800-669-6820 (TTY) 1-844-234-5122 (ASL video phone) Visit an EEOC field office (information at www.eeoc.gov/field-office) **E-Mail** info@eeoc.gov Additional information about the EEOC, including information about

The Department of Labor's Office of Federal Contract Compliance

Programs (OFCCP) enforces the nondiscrimination and affirmative

action commitments of companies doing business with the Federal

Government. If you are applying for a job with, or are an employee

of, a company with a Federal contract or subcontract, you are

protected under Federal law from discrimination on the following

Submit an inquiry through the EEOC's public portal: https://

publicportal.eeoc.gov/Portal/Login.aspx

YIDPH

filing a charge of discrimination, is available at www.eeoc.gov. **EMPLOYERS HOLDING FEDERAL CONTRACTS OR**

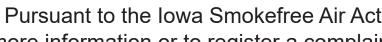
the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. **Individuals with Disabilities** Section 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. Discriminatio

disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such

is prohibited in all aspects of employment against persons with

NO SMOKING

Smokefree Air Act



For more information or to register a complaint call

1-888-944-2247 or visit www.lowaSmokefreeAir.gov MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

POLICE HAZARDOUS MATERIAL:

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

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov **Federal Minimum Wage** \$7.25 PER HOUR BEGINNING JULY 24, 2009

your employees will see it. Please indicate where they can get forms

and information on this subject.

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. 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

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil

money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties

may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child

the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. ADDITIONAL INFORMATION: Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

• Some 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

labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when

 Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd

WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

IRS Withholding YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed Form W-4 with your employer did you.. Marry or divorce?

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

overtime pay protections and correctly classified independent contractors are not.

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 Gain or lose a dependent? at www.irs.gov/individuals on the IRS website. Your itemized deductions? Employer: Please poster or publish this Bulletin Board Poster so that

State OSHA

Job Safety and Health IT'S THE LAW!

To report a workplace fatality, hospitalization, amputation or the loss of an eye, visit www.iowaosha.gov or call 877-242-6742.

For assistance and information contact:

Iowa Division of Labor Services

150 Des Moines Street

Des Moines, Iowa 50309-1836

Phone: 515-242-5870

www.iowaosha.gov

Complaints About the Iowa OSHA Program

You may file a complaint about the Iowa Division of Labor's

operations or administration of the OSH Act by contacting:

Your tax credits? If you can answer "yes"... To any of these or you owed extra tax when you filed your last return,

wage, the employer must make up the difference.

NURSING MOTHERS:

RODUCT ID: IA2-27X40-ENG

All workers have the right to:

Raise a safety or health concern with

Receive information and training on

substances in your workplace.

job hazards, including all hazardous

Request a confidential OSHA inspection

of your workplace if you believe there are

unsafe or unhealthy conditions. You have

the right to have a representative contact

Participate (or have your representative

30 days (by phone, online or by mail)

if you have been retaliated against for

speak in private to the inspector.

File a complaint with OSHA within

See any OSHA citations issued to

Request copies of your medical

This poster is available free from OSHA.

Contact OSHA. We can help.

records, tests that measure hazards

in the workplace, and the workplace

participate) in an OSHA inspection and

related injury or illness, without being

your employer or OSHA, or report a work-

A safe workplace.

retaliated against.

OSHA on your behalf.

using your rights.

your employer.

injury and illness log.

EMPLOYEES: You have the right to notify your employer or lowa OSHA about workplace hazards. You may ask lowa OSHA to keep your name confidential.

• You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection. You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the OSH Act. • You have a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged

violation for at least 3 working days. • Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated. • You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions. Your employer must post this notice in your workplace. • You must comply with all occupational safety and health standards issued under the OSH Act that apply to your own actions and conduct on the job.

EMPLOYERS: You must furnish your employees a place of employment free from recognized hazards. You must comply with the occupational safety and health standards issued under the OSH Act. • Iowa OSHA Consultation can help you identify and correct hazards without citation or penalty.

OSHA Regional Office 2300 Main Street, Suite 1010 Kansas City, MO 64108-2447 816-283-8745

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

Emergency Notice

HOSPITAL: OSHA:

ProService HAWAII



accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies. BENEFITS & PROTECTIONS: While employees are on FMLA leave, employers must continue health insurance coverage as if the

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

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, 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

REQUESTING LEAVE: Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-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.

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

USERRA

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

after conclusion of service; and • you have not been separated from service with a disqualifying discharge or under other than honorable 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.

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

HEALTH INSURANCE PROTECTION If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

<u>elaws/vets/userra</u> • 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 action against an employer for violations of USERRA. In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a



RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION



