SKU: OK2-27X40-ENG



# OSHA® Occupational Safety and Health Administration Job Safety and Health IT'S THE LAW!

### All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative) participate) in an OSHA inspection and
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.

speak in private to the inspector.

- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

### **Employers must:**

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

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



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

### Employers subject to the state minimum wage law are

**OVERTIME PAY:** 

**CHILD LABOR:** 

### **Federal Minimum Wage**

\$7.25 PER HOUR BEGINNING JULY 24, 2009 The law requires employers to display this poster where employees can readily see it.

At least 11/2 times the regular rate of pay for all hours worked over 40 in a workweek



An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous

by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, nonhazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment. Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage

obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. **NURSING MOTHERS:** The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime

requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk. The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage,

overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. **ADDITIONAL INFORMATION:** 

• Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. · Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

 Some state laws provide greater employee protections; employers must comply with both. • Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is

important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.

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

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

If you can answer "yes"...

# **IRS Withholding**

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

Change your name? Were there major changes to... Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)?

Your itemized deductions?

To any of these or you owed extra tax when you filed your last return, you may need to file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at

www.irs.gov/individuals on the IRS website. Employer: Please poster or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.

# **Workers' Compensation**

Oklahoma Workers' Compensation Notice and Instruction to

**Employers and Employees** 

Your tax credits?

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

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

The Oklahoma Workers' Compensation Commission has a Counselo Division to provide information to injured workers, employers, and other interested persons.

Mediation is available to help resolve certain workers' compensation disputes. For information, call the Counselor Division at 405-522-5308 or In-State Toll Free 855-291-3612.

Signature of Employer

Insurer Name and Address

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

Employee's Responsibilities In Case of Work Related Injury If accidentally injured or affected by cumulative trauma or an occupational

disease arising out of and in the course of employment, however slight, the employee should notify the employer immediately. If this employer is a partnership, notice shall be given to any partner. If this employer is a corporation, notice shall be given to any agent or officer of the corporation upon whom legal process may be served. Notice shall also be given to the person in charge of business at the location of operations where the injury occurred. Unless oral or written notice is given to the employer within thirty (30) days, the claim for compensation may be forever barred.

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

A claim for compensation must be filed with the Commission within the time specified by law, or be forever barred. Based on law effective May 28. 2019, a claim for compensation for any accidental injury must be filed with the Commission within one (1) year of the date of injury or, if the employee has received benefits under Title 85A for the injury, six (6) months from the date of the last issuance of such benefits; a death claim must be filed within two (2) years of the date of death; a claim for compensation for occupational disease or illness must be filed within two (2) years of the las injurious exposure; and a claim for compensation for cumulative trauma must be filed within one (1) year of the date of injury.

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

Employer's Responsibilities The employer must provide employees with immediate first aid, medical, surgical, hospital, optometric, podiatric, chiropractic, and nursing services,

medicine, crutches and other apparatus as may be reasonably necessary in connection with the injury received by the employee. This applies to care for all injuries and illnesses arising out of and in the course of employment, regardless of their character. Within ten (10) days after the date of receipt of notice or knowledge of death or injury that results in the loss of time beyond the shift or medical attention away from the work site, the employer or the employer's representative MUST send a report thereof to the Workers' Compensation Commission via Electronic Data Interchange as specified in Commission rules.

No agreement by any employee to pay any portion of the premium paid by the employer to a carrier or a benefit fund or department maintained by the employer for the purpose of providing compensation or medical services and supplies as required by the workers' compensation laws, shall be valid. Anv employer who makes a deduction for such purposes from the pay of any employee entitled to benefits under the workers' compensation laws shall be guilty of a misdemeanor.

No agreement by any employee to waive workers' compensation rights and

Any person who commits workers' compensation fraud, upon conviction, shall be guilty of a felony punishable by imprisonment, a

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

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

# **Payday Notice**

□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY **PAY SCHEDULE IS** 

☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐

ProService HAWAII

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

PAYCHECKS ARE ISSUED ON THE \_\_\_\_\_\_ AND \_\_\_\_\_ OF THE MONTH

HR that powers your business

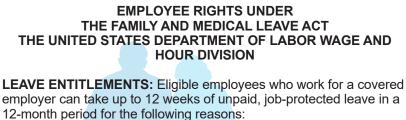
# **Emergency Notice**

**HOSPITAL: ALTERNATE**: OSHA:

**AMBULANCE:** 

PHYSICIAN: POLICE:

HAZARDOUS MATERIAL



## **Family Medical Leave Act**

**EMPLOYEE RIGHTS UNDER** THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND **HOUR DIVISION LEAVE ENTITLEMENTS:** Eligible employees who work for a covered

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 • 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.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

**BENEFITS & PROTECTIONS:** While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions. An employer may not interfere with an individual's FMLA rights or

**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

opposing any practice made unlawful by the FMLA, or being involved

retaliate against someone for using or trying to use FMLA leave,

in any proceeding under or related to the FMLA.

Work at a location where the employer has at least 50 employees

**REQUESTING LEAVE:** Generally, employees must give 30-days'

advance notice of the need for FMLA leave. If it is not possible to give

within 75 miles of the employee's worksite. \*Special "hours of service" requirements apply to airline flight crew

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

what additional information is required. **EMPLOYER RESPONSIBILITIES:** Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee not eligible, the employer must provide a reason for ineligibility.

supporting the need for leave. If the employer determines that the

certification is incomplete, it must provide a written notice indicating

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

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

### **USERRA**

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

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

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

leave;\* and

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 t 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

service in the uniformed services while with that particular employer; • you return to work or apply for reemployment in a timely manner

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.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

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.

**ENFORCEMENT** 

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









# **Oklahoma State USERRA**

THE OKLAHOMA UNIFORMED SERVICES EMPLOYMENT AND **REEMPLOYMENT RIGHTS ACT** Oklahoma's USERRA, 44 O.S. § 4300 et seq., protects the job rights

YOUR RIGHTS UNDER OKLAHOMA'S USERRA

of individuals who voluntarily or involuntarily leave employment positions to undertake military service in the Oklahoma state military forces. USERRA also prohibits employers from discriminating against past and present members of the Oklahoma state military forces, and applicants to the Oklahoma state military forces. Oklahoma state military forces include the National Guard of the

State of Oklahoma, which includes an army component and an air force component; the Oklahoma State Guard; and any other military force organized under the Constitution and laws of the State of Oklahoma when not in a status placing them under exclusive federal jurisdiction. Unless otherwise established by Oklahoma law, the unorganized militia or any other state military force that does not meet this definition shall not be considered part of the "state military REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave

you ensure that your employer receives advance written or verbal

that job to perform service in the Oklahoma state military forces and:

· you have five years or less of cumulative service in the uniformed services while with that particular employer; you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

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

and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

• are a past or present member of the Oklahoma state military forces; have applied for membership in the Oklahoma state military forces; • or are obligated to serve in the Oklahoma state military forces;

Then an employer, including a state agency, may not deny you: initial employment; reemployment; retention in employment; promotion; or any benefit of employment

because of this status. In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

If you leave your job to perform military service in the Oklahoma

state military forces, 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 service of the Oklahom state military forces. • Even if you don't elect to continue coverage during your service in the Oklahoma state military forces, 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-existin condition exclusions) except for service-connected illnesses or

 The Oklahoma Commissioner of Labor is authorized to investigate and resolve complaints of Oklahoma USERRA violations.

customarily place notices for employees.

**HEALTH INSURANCE PROTECTION** 

• For assistance in filing a complaint, or for any other information on USERRA, contact the Oklahoma Department of Labor's Wage & Hour Division at 1-405-521-6100 or visit its website at http://www. ok.gov/Labor. • If you file a complaint with the Oklahoma Department of Labor ("ODOL") against a state government employer and ODOL is unable to resolve it, you may request that your case be referred to the District Attorney with relevant jurisdiction for representation. You may also bypass the ODOL complaint process and bring a civ

action against an employer for violations of Oklahoma's USERRA. The rights listed here may vary depending on the circumstances. 44 O.S. § 4334 requires employers to notify employees of their rights under Oklahoma's USERRA, and employers may meet this requirement by displaying the text of this notice where they

# **Polygraph Protection**

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

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for 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,

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.

and guard), and of pharmaceutical manufacturers, distributors and

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

# **EXAMINEE RIGHTS**

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

**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 www.dol.gov/whd **WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR** 







### **Unemployment Insurance UNEMPLOYMENT INSURANCE BENEFITS** NOTICE TO WORKERS

If you lose your job or if you work less than full time and get

less than your full-time wages, you may be entitled to receive Unemployment Insurance (UI) benefits. You can obtain a free copy of "Reemployment Assistance for the Unemployed – Informational **EMPLOYERS:** It is required by Sec. 2-502 of the Oklahoma Booklet for Workers Who are Unemployed" by visiting the Oklahoma Employment Security Commission's website at www. oklahoma.gov/oesc/individuals. This document explains your rights and how to file an Unemployment Insurance (UI) claim.

The unemployment claim filing process can all be done online at www.ui.ok.gov. If you have questions or need assistance, you may contact the Oklahoma Employment Security Commission's Service Center at (405) 525-1500 or visit an Oklahoma Works office. To find your nearest office, go to https://oklahoma.gov/oesc/locations.html.

Employment Security Act that you shall post and maintain this notice in places readily accessible to individuals in your employ. Copies may be obtained from the Oklahoma Employment Security Commission online at www.oklahoma.gov/oesc/employers/ employer-resources-and-forms

The law says the cost of uniforms given to workers can be added to

The law says the Commissioner of Labor, Leslie Osborn, can

investigate whether wages are due workers. She will write down

her findings. If any employee's employment has terminated and the Commissioner finds that wages are due, a penalty of 2% per day up

to the total amount of the wage claim may be added to the wages

due. She will mail her findings to the employer and the worker by

certified mail. If the employer pays the wages (and the penalty) and the worker accepts the payment, that's the end of the wage claim.

If a court finds an employer hasn't paid all wages due, the law says

costs and reasonable attorney fees of at least \$100. The employer

can't defend a wage claim by arguing that there was an agreement

with the worker to work for less than the lawful wage. The law says

an employer who pays or even agrees to pay less than the lawful

not more than \$500. The punishment could be as much as six (6)

months in the county jail. The punishment could be both a fine and

wage is guilty of a misdemeanor. The punishment could be a fine of

the employer is liable for double the amount of the wages minus any

sums already paid to the worker. The employer is also liable for court

wages in figuring the minimum wage.

**Investigation of Wage Claims** 

### **State Minimum Wage** Your Rights Under the Oklahoma Minimum Wage Act (11) anyone who works in a feedstore; or (12) a reserve deputy sheriff.

It's against the law for employers to have workers in jobs that hurt their health. It's against the law for employers to have workers in jobs that hurt their morals. It's against the law for employers to pay

**Employee Health, Morals & Wages** 

federal minimum wage.

workers less than adequate wages. **Federal Minimum Wage** Unless the law says it's okay, employers can't pay less than the

**Employer Defined** The law defines an "employer" as having ten or more full-time workers in one place or more than \$100,000 of business a year. **Employee Defined** 

The law says an "employee" is a worker for an "employer." But, an (1) a worker on a farm; a worker on a ranch; a worker with animals on a farm or ranch; or a mechanic on a farm or ranch; (3) a federal government worker;

(4) someone who volunteers for a charity, church, or nonprofit club;

status. A part-time employee is defined as an employee who is

(10) anyone younger than 18 who hasn't graduated from school, and

employed less than twenty-five (25) hours a week;

anyone younger than 22 who is in school;

5) a newspaper vendor or carrier; (6) a railroad worker; (7) any worker who is already being paid the federal minimum wage (8) executives; someone in an administrative job; professionals; or an "outside" salesman; (9) any person employed as part-time employee not on permanent

> 1-888-269-5353 www.ok.gov/odol Oklahoma Department of Labor Employment Standards Division

IT'S THE LAW!

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

**Employer Liability** 

**Equal Employment Opportunity** 

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

Who is Protected? Employees (current and former), including managers and temporary

employment. If you believe you've been discriminated against at work

employees • Union members and applicants for membership in a union What Organizations are Covered?

or in applying for a job, the EEOC may be able to help.

 Most private employers State and local governments (as employers) Educational institutions (as employers) Unions Staffing agencies

What Types of Employment Discrimination are Illegal?

you, regardless of your immigration status, on the bases of: Color Religion National origin

Under the EEOC's laws, an employer may not discriminate against

or gender identity)

Age (40 and older)

Sex (including pregnancy and related conditions, sexual orientation Genetic information (including employer requests for, or purchase.

use, or disclosure of genetic tests, genetic services, or family medical 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?

Benefits

All aspects of employment, including: Discharge, firing, or lay-off 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

discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: Submit an inquiry through the EEOC's public portal: https://

delay, because there are strict time limits for filing a charge of

**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

publicportal.eeoc.gov/Portal/Login.aspx

Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov. **EMPLOYERS HOLDING FEDERAL CONTRACTS OR** 

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 bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, **National Origin** Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of

Asking About, Disclosing, or Discussing Pay

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 accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all

advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed

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

Any person who believes a contractor has violated its authorities should contact immediately:

U.S. Department of Labor 200 Constitution Avenue, N.W.

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 Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL

In addition to the protections of Title VII of the Civil Rights Act of 1964, prohibits discrimination on the basis of race, color or national origin 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

is prohibited in all aspects of employment against persons with 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

### **State OSHA** Public Employees Have a Right to a Safe & Healthful Workplace

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

Employees are responsible for following safety and health rules. This includes using equipment and personal protective devices properly.

You have the right to bring unsafe equipment and/or procedures to

employees. This includes written programs, processes and training.

Responsibility of Employers

Responsibility of Employees

**Unsafe Equipment and/or Procedures** 

**Employees' Right to File Complaint** 

February through April.

www.labor.ok.gov

the attention of a supervisor or the designated safety officer. **Adverse Action Remedy** You have the right to file a complaint with the Oklahoma Department of Labor for any adverse action taken against you for reporting

of Labor concerning investigations of unsafe working conditions. **Employees' Right to View Certain Records** You have the right to view certain records regarding workplace injuries, illnesses, or fatalities for your agency. A summary for

this information must be posted at your work site each year from

You have the right to view or make copies of your medical records or records of your exposure to toxic and harmful substances or

**Employees' Right to View Their Files** 

**Required Posting of this Notice** This notice must be posted in your workplace Contact Information You may contact the Oklahoma Department of Labor at the website and toll-free number below or contact the Department direct: 3017 North Stiles, Suite 100, Oklahoma City, OK 73105, 405-521-6100,

IT'S THE LAW! 1-888-269-5353 www.labor.ok.gov Oklahoma Department of Labor

Public Employee Occupational Safety & Health Unit

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

consensus standards.

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

No public employee shall willfully remove, displace, damage,

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

have been discriminated against on this basis may file a complaint with the Oklahoma Department of Labor. **VIOLATIONS** If upon inspection the Oklahoma Department of Labor believes a public employer has violated the Act, a notice alleging such You have the right to file a complaint with the Oklahoma Department

> The Attorney General, upon request of the Commissioner of Labor, shall bring an action against any person who violates any of the provisions of the Act or violates any order or determination of the Any public employer or political subdivision failing to comply with any

Labor provides public employers with free consultation services. The Department recognizes the outstanding efforts of participating RECORDKEEPING REQUIREMENTS Public employers must maintain accurate work-related injury,

or additional information, contact: Oklahoma Department of Labor

RELIGION, NATIONAL ORIGIN, DISABILITY, AGE, SEX OR GENETIC INFORMATION1 If you are an employee, or an applicant for employment, and feel that because of race, color, religion, national origin, disability, age, sex or genetic information you have been discriminated against with respect to:

> Office of the Oklahoma Attorney General Office of Civil Rights Enforcement 313 N.E. 21st Street Oklahoma City, Oklahoma 73105 **Tulsa Office:** (918) 581-2342 Website: www.oag.ok.gov Email: ocre.complaints@oag.ok.gov

employer. However, an Employment Discrimination Complaint must be filed with the Office of Civil Rights Enforcement within 180 days after the alleged discriminatory act(s). <sup>1</sup> Title 25, Oklahoma Statutes, Section 1302

### **Hours Standard:** School in session – minors restricted to:

No more than eighteen (18) hours per school week School not in session – minors restricted to: No more than eight (8) hours per non-school day No more than forty (40) hours per non-school week

For information on hazardous occupations for 16 and 17 year olds, contact the United States Department of Labor at 1-866-487-9243 Oklahoma Department of Labor 1-888-269-5353 www.labor.ok.gov

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

nondiscrimination or affirmative action obligations under OFCCP's

Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

immediately contact the Federal agency providing such assistance.

Without prior notification, authorized inspectors from the Oklahoma Department of Labor may, at any reasonable time, enter and inspect

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

Commissioner promulgated pursuant to the Act.

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

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

# **Employment Discrimination**

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

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

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

The Office of Federal Contract Compliance Programs (OFCCP) Washington, D.C. 20210 1-800-397-6251 (toll-free)

U.S. Government, Department of Labor and on OFCCP's "Contact

Public employers are responsible for workplace safety and health of public places of employment in order to investigate matters deemed appropriate, and to determine if any person is violating any provision of the Act or any standards promulgated pursuant to it.

place to answer the charges.

**POSTING INSTRUCTIONS** where notices to employees are customarily posted. For assistance

destroy, carry off or in any way interfere with the use of any safety Oklahoma Department of Labor device or safeguard furnished or provided for use in any place www.labor.ok.gov

### Qualifications, hire, discharge, recall, layoff, promotion, transfer, compensation, conditions, terms, privileges or responsibilities of employment, or sexual harassment, and wish to file or discuss the filing of a complaint contact:

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

Utilities, Repair, Slicers, Storage, Transportation, Unloading, Warehouse, Weed eaters, Work rooms, Youth peddling

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

## levels of employment, including the executive level. **Protected Veteran Status**

Race, Color, National Origin, Sex as amended, Title VI of the Civil Rights Act of 1964, as amended, in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary

**Individuals with Disabilities** Section 504 of the Rehabilitation Act of 1973, as amended, prohibits

Federal financial assistance.

prevent and control occupational accidents. The Department of

the report applies. This information must remain posted through the month of April. Public employers are required to maintain written (OSHA) and other safety and health standards derived from national

> Oklahoma City, OK 73105 405-521-6100 888-269-5353

**OKLAHOMA LAW PROHIBITS** DISCRIMINATION IN EMPLOYMENT BECAUSE OF RACE, COLOR

Contacting the Office of Civil Rights Enforcement does not conflict with or affect any other rights you may have, including any appeal procedures you may have through the Oklahoma Merit Protection or any internal grievance procedures you may have through your

No more than three (3) hours per school day No more than eight (8) hours per non-school day

PROPOSED PENALTIES

**VOLUNTARY COMPLIANCE** 

**Public Employee Occupational Safety & Health** 3017 North Stiles, Suite 100

STATE OF OKLAHOMA CHILD LABOR LAW Section 71 et seq. of Title 40 of the Oklahoma Statutes Applicable to minors UNDER 16 years of age.

Forces service medal veterans.

**ASSISTANCE** 

of public employment. No employee or agent of employees shall interfere with any method or process adopted for the protection

COMPLAINTS Public employees have the right to file a complaint requesting

**Oklahoma City Office:** (405) 521-3921

an investigation of unsafe or unhealthful conditions. No adverse personnel action may be taken against any employee who files a work- place safety or health complaint. Employees who believe they

standards or interfering with, impeding or in any manner obstructing the administration of standards pursuant to the provisions of the Act may be charged with a misdemeanor. Additionally, such employers

Leslie Osborn - Commissioner of Labor

Break Periods: For every five (5) hours worked – Thirty (30) minute rest period • For every eight (8) hours worked – One (1) hour rest

employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination

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

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

**Child Labor** 

Prohibited Occupations: Baking, Cooking, Communications, Coolers, Construction, Cutters, Demolition, Freezers, Fryers, Grills, Hoisting devices, Ladders, Loading, Machinery, Manufacturing, Mining, Motor vehicles, Mowers, Power-Driven, Processing, Public messenger, Public ALL RIGHTS RESERVED. COPYRIGHT BY STATE AND FEDERAL POSTER. INC.

From June 1st through Labor Day - minors: Can not work before 7:00 a.m. and not after 9:00 p.m.