# **Tennessee & Federal Employment Notices**

#### DATE POSTED:\_ Labor Laws change often. Please call your distributor twice a year to confim if you are in compliance. ved. Unauthorized copies are ille

## **Child Labor Act**

TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT WAGE REGULATIONS ACT



# OSHA<sup>®</sup> Occupational Safety and Health Administration Job Safety and Health IT'S THE LAW!

#### All workers have the right to:

IOTE: OSHA REQUIRES THAT REPRODUCTIONS OR FACSIMILES OF THE POSTER BE AT LEAST 8.5" X 14" INCHES WITH 10 POINT

A safe workplace.

#### **Employers must:**

- 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 speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- 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.

- 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 programs in every state.

0.0. wage and field Division	THE UNITED STATES DEPARTMENT	OF LABOR WAGE AND HOUR DIVISION	<b>III 1372</b>
12-month period for the following • The birth of a child or placemen • To bond with a child (leave mus • To care for the employee's spot • For the employee's own qualify • For qualifying exigencies relate An eligible employee who is a co- single 12-month period to care for An employee does not need to u intermittently or on a reduced sol Employees may choose, or an el- leave for FMLA leave, the employ <b>BENEFITS &amp; PROTECTIONS:</b> W not on leave. Upon return from FMLA leave, m employment terms and condition An employer may not interfere w practice made unlawful by the FM <b>ELIGIBILITY REQUIREMENTS:</b> The employee must: • Have worked for the employer fe • Have at least 1,250 hours of se • Work at a location where the er *Special "hours of service" requir <b>REQUESTING LEAVE:</b> General notice, an employee must notify Employees do not have to share for FMLA protection. Sufficient in functions, that a family member of inform the employer if the need fi Employers can require a certification incomplete, it must provide a writter <b>EMPLOYER RESPONSIBILITIES</b> the FMLA, the employer must not responsibilities under the FMLA. Employers must notify its employ <b>ENFORCEMENT:</b> Employees mation against an employer. The FMLA does not affect any fe that provides greater family or mustion <b>ENFORCEMENT:</b> Employees mation <b>ENFORCEMENT:</b> Employees mation	g reasons: In of a child for adoption or foster care; Is the taken within 1 year of the child's bir use, child, or parent who has a qualifying ing serious health condition that makes the d to the foreign deployment of a military overed servicemember's spouse, child, p or the servicemember with a serious inju- ise leave in one block. When it is medical hedule. Imployer may require, use of accrued pai- yee must comply with the employer's no While employees are on FMLA leave, em- nost employees must be restored to the s is. With an individual's FMLA rights or retaliant MLA, or being involved in any proceeding the amployee who works for a covered of for at least 12 months; ervice in the 12 months before taking leam mployer has at least 50 employees within rements apply to airline flight crew emplor ly, employees must give 30-days' advand the employer as soon as possible and, g a medical diagnosis, but must provide e for leave is for a reason for which FMLA I ation or periodic recertification supporting then notice indicating what additional info <b>S</b> : Once an employer becomes aware the otify the employee is not eligible, the employ the employee is not eligible, the employ the amployee is not eligible, the employee is not eligible to the employee is not eligible to the amployee is not eligible to the employee is not eligible to the e	g serious health condition; the employee unable to perform the employee's job member who is the employee's spouse, child, or pa arent, or next of kin may also take up to 26 weeks of ry or illness. Illy necessary or otherwise permitted, employees m d leave while taking FMLA leave. If an employee su rmal paid leave policies. uployers must continue health insurance coverage a same job or one nearly identical to it with equivalent e against someone for using or trying to use FMLA g under or related to the FMLA. employer must meet three criteria in order to be elig ve;* and n 75 miles of the employee's worksite. byees. ce notice of the need for FMLA leave. If it is not pos generally, follow the employer's usual procedures. nough information to the employer so it can determ ployer that the employee is or will be unable to perf spitalization or continuing medical treatment is nec- eave was previously taken or certified. g the need for leave. If the employer determines that for FMLA leave and, if eligible, must also provide a byer must provide a reason for ineligibility. leave, and if so, how much leave will be designate ent of Labor, Wage and Hour Division, or may bring ton or supersede any state or local law or collective <b>66-487-9243) TTY: 1-877-889-5627</b> www.dol.gov/	e; arent. of FMLA leave in a lay take leave ubstitutes accrued paid as if the employees were t pay, benefits, and other leave, opposing any gible for FMLA leave. esible to give 30-days' nine if the leave qualifies form his or her job essary. Employees must it the certification is at may qualify under notice of rights and d as FMLA leave. g a private lawsuit e bargaining agreement
	U.S. Department of Labo	r • Wage and Hour Division	Updated 8/16
	IRS Wit	hholding	
YOU MAY NEED TO CHECK YO Since you last filed Form W-4 w Marry or divorce? Gain or lose a dependent? Change your name? Were there major changes to Your nonwage income (interest, or Your family wage income (you or ended a job)? Your itemized deductions? Your tax credits?	with your employer did you dividend, capital gains, etc.)?	If you can answer "yes" To any of these or you owed extra tax when you fi you may need to file a new Form W-4. See your e Form W-4 or call the IRS at 1-800-829-3676. Now your withholding. For more details, get Publication My Tax Withholding?, or use the Withholding Calc individuals on the IRS website. Employer: Please poster or publish this Bulletin Be your employees will see it. Please indicate where information on this subject.	employer for a copy of v is the time to check o 919, How Do I Adjust culator at www.irs.gov/ oard Poster so that

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

**Family Medical Leave Act** 

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

per month. Notice of regular paydays shall be posted by each employer in at least two conspicuous places.



**REGULAR PAYDAY POSTED AS FOLLOWS:** (T.C.A. §50-2-103).

Each employee must have a 30-minute unpaid rest break or meal period if scheduled to work 6 hours consecutively, except in workplace environments that by the nature of business provide for ample opportunity to rest or take an appropriate break. Such break shall not be scheduled during or before the first hour of scheduled work activity (T.C.A. §50-2-103).

No employer shall discriminate between employees in the same establishment on the basis of sex by paying any employee salary or wage rates less than he pays to any employee of opposite sex for comparable skill, effort, and responsibility, and which are performed under similar working conditions (T.C.A. §50-2-202).

It is unlawful for any employer to employ, permit or suffer to work any person without first informing the employee of the amount of wages to be

paid (T.C.A. §50-2-101). All wages or compensation of employees in private employment shall be due and payable not less frequently than once

#### CHILD LABOR ACT

#### nd other Minors 14 and 15 years of age may not be employed (T.C.A. §50-5-104): 1. During school hours; 2. Between 7:00 pm and 7:00 am; 3. More than 3 hours a day on a school day; 4. More than 18 hours a week during school weeks; 5. More than 8 hours a day on non-school days; 6. More than 40 hours a week during non-school weeks. Minors 16 and 17 years of age may not be employed ualifies (T.C.A. §50-5-105): 1. During those hours when the minor is required to attend classes; es must

2. Between the hours of 10:00 pm and 6:00 am, Sunday through Thursday evenings preceding a school day, except with parental or guardian consent. Then, the minor may work until midnight no more than 3 of the Sunday through Thursday nights.

#### BREAK OR MEAL PERIOD (T.C.A. §50-5-115)

A minor must have a 30-minute unpaid break or meal period if scheduled to work 6 hours consecutively. Such break shall not be scheduled during or before the first hour of scheduled work activity.

#### OCCUPATIONS PROHIBITED FOR MINORS UNDER THE AGE OF 18 (T.C.A. §50-5-106)

1. In or about plants or establishments manufacturing or storing explosives or articles containing explosive components; 2. Motor vehicle driving occupations; 3. Coal mine occupations; 4. Logging and sawmill operations; 5. Operation of power-driven woodworking machines; 6. Exposure to radioactive substances and ionizing radiations; 7. Operation of elevator and other power-driven hoisting apparatus; 8. Operation of power-driven metal forming, punching and shearing machines; 9. Mining elements other than coal; 10. Slaughtering, meat packing, processing or rendering; 11. Operation of power-driven bakery machines; 12. Operation of power-driven paper products machines; 13. Manufacture of brick, tile and kindred products; 14. Operation of circular saws, band saws and guillotine shears; 15. Wrecking, demolition and ship-breaking operations; 16. Roofing operations; 17. Excavation operations; 18. In any place of employment where the average monthly gross receipts from the sale of intoxicating beverages exceed twenty-five percent (25%) of the total gross receipts of the place of employment, or in any place of employment where a minor will be permitted to take orders for or

serve intoxicating beverages regardless of the amount of intoxicating beverages sold in the place of employment;

19. Occupations involved in youth peddling;

20. Posing or modeling alone or with others while engaged in sexual conduct for the purpose of preparing a film, photograph, negative, slide or

PRODUCT ID

## Contact OSHA. We can help.



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



## **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.

#### 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, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

#### **TIP CREDIT:**

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

#### NURSING MOTHERS

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

Who is Protected?

temporary employees

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

## **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 employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

### aspects of employment. Asking About, Disclosing, or Discussing Pay • Employees (current and former), including managers and

**National Origin** 

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on

Executive Order 11246, as amended, prohibits employment

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

requires affirmative action to ensure equality of opportunity in all

discrimination by Federal contractors based on race, color, religion

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.

**USERRA** 

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS •

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

#### REEMPLOYMENT RIGHTS

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 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

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

#### **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., preexisting 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 USERR. 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 notices for employees.



## **Polygraph Protection**

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.

#### PROHIBITIONS

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.

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 persons.

#### 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**

motion picture;

21. Any occupation which the commissioner shall by regulation declare to be hazardous or injurious to the life, health, safety and welfare of minors.

#### DUTIES OF EMPLOYERS (T.C.A. §50-5-111)

#### Employers of minors shall:

. Maintain a separate file record for each minor employed which shall be kept at the minor's place of employment and shall include the following:

#### a. Employment application;

b. Copy of minor's birth certificate, driver's license, state issued ID or passport, as evidence of age by statute;

c. Accurate daily time record for all minors subject to the provisions of this Act;

d. Any records qualifying a minor for exemption under T.C.A. §50-5-107 (8)-(13).

2. Allow the department to inspect all premises where minors are or could be employed and the contents of the individual file records; and 3. Post in a conspicuous place on the business premises a printed notice of the provisions of the Child Labor Act furnished by the department;

4. Furnish the department with records relative to the employment of minors. 5. If a minor is 16 or 17 years of age and is home schooled, the file must include documentation from the Director of the LEA, the home school, or church-related school that confirms the minor's enrollment and authorization to work (T.C.A. §50-5-105).

For information on state laws contact the Tennessee Department of Labor and Workforce Development Labor Standards Unit Toll Free (844) 224-5818 (REGULATIONS) www.tn.gov/workforce

The TN Department of Labor and Workforce Development is committed to principals of equal opportunity, equal access, and affirmative action. Auxiliary aids and services are available upon request to individuals with disabilities. Callers with hearing impairments may use TTY/TDD 711

## **Housing Discrimination**

TENNESSEE LAW PROHIBITS DISCRIMINATION IN HOUSING

IT IS ILLEGAL TO DISCRIMINATE IN THE SALE, RENTAL, ADVERTISEMENT, TERMS AND CONDITIONS AND FINANCING OF HOUSING AND COMMERCIAL PROPERTY BASED ON A PERSON'S RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, SEX, DISABILITY **OR FAMILIAL STATUS.** 

If you feel you have been a victim of discrimination, contact the Tennessee Human Rights Commission.



For more information, call the THRC Housing Division at 1-800-325-9664 or visit our website www.state.tn.us/humanrights/

Updated 2/10

## **State OSHA**

#### You Have a Right to a Safe and Healthful Workplace. IT'S THE LAW!

• You have the right to notify your employer or TOSHA about workplace hazards. You may ask TOSHA to keep your name confidential. • You have the right to request a TOSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in the inspection.

• You can file a complaint with TOSHA within 30 days of discrimination by your employer for making safety and health complaints or for exercising your rights under the TOSHA Act or the Tennessee Hazardous Chemical Right-to- Know Act.

• You have a right to see TOSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation

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 rights under the Tennessee Right to Know Law concerning hazardous chemicals in your work area. Your employer must provide training about health effects, protective measures, safe handling procedures, as well as information on interpreting labels and material safety data sheets (MSDS). You must be provided access to the material safety data sheets and the workplace chemical list.

The Tennessee Occupational Safety and Health Act of 1972, T.C.A. §§ 50-3-101 et seq., assures safe and healthful working conditions for

working men and women throughout the state. The Department of Labor and Workforce Development, Division of Occupational Safety and

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.

• Job applicants	inquiring about, disclosing, or discussing their compensation or the	UNEMPLOYMENT INSURANCE POSTER FOR EMPLOYEES		
Union members and applicants for membership in a union	compensation of other applicants or employees.	Your employer provides insurance to help protect you when you become unemployed through no fault of your own. Tennessee employed		
What Organizations are Covered?	Disability	full cost of unemployment insurance for their employees. Nothing is deducted from your pay to cover the cost of this insurance nor does come from State of Tennessee funds.	s any mone	
Most private employers	Section 503 of the Rehabilitation Act of 1973, as amended,	come from State of rennessee lunds.		
State and local governments (as employers)	protects qualified individuals with disabilities from discrimination	To be eligible for benefits you must		
Educational institutions (as employers)	in hiring, promotion, discharge, pay, fringe benefits, job training,	Be separated from employment through no fault of your own.		
• Unions	classification, referral, and other aspects of employment by	<ul> <li>Have qualifying wages in the base period.</li> </ul>		
Staffing agencies	Federal contractors. Disability discrimination includes not making	• Be able and available for work.		
	reasonable accommodation to the known physical or mental	Search for work by making a minimum of three tangible job contacts and documenting during weekly certification process. You may	/ log in to	
What Types of Employment Discrimination are Illegal?	limitations of an otherwise qualified individual with a disability	www.Jobs4tn.gov to search for work online.		
Under the EEOC's laws, an employer may not discriminate against	who is an applicant or employee, barring undue hardship to the	Failure to make three weekly work searches will result in a loss of benefits unless you are job attached, a member of a hiring union, or	attending	
you, regardless of your immigration status, on the bases of:	employer. Section 503 also requires that Federal contractors take	training approved by the Commissioner.	attending	
• Race	affirmative action to employ and advance in employment qualified			
• Color	individuals with disabilities at all levels of employment, including the	If you become unemployed you may file for benefits at <u>www.Jobs4tn.gov</u> .		
• Religion	executive level.			
National origin		Before beginning the claim filing process, you should have your		
Sex (including pregnancy and related conditions, sexual	Protected Veteran Status	Social Security Number     Talant and Number		
orientation, or gender identity)	The Vietnam Era Veterans' Readjustment Assistance Act of 1974,	Telephone Number     Address		
Age (40 and older)	as amended, 38 U.S.C. 4212, prohibits employment discrimination	Name of county of residence		
<ul> <li>Disability</li> <li>Genetic information (including employer requests for, or purchase,</li> </ul>	against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated	Employment data for the last 18 months including employer name and address, and		
use, or disclosure of genetic tests, genetic services, or family	veterans (i.e., within three years of discharge or release from active	• Bank routing number and bank account number if you elect to receive benefits by direct deposit; otherwise, you will receive benefits on the		
medical history)	duty), active duty wartime or campaign badge veterans, or Armed	Way2Go MasterCard.		
Retaliation for filing a charge, reasonably opposing discrimination,	Forces service medal veterans.			
or participating in a discrimination lawsuit, investigation, or	i ordes service medal veterans.	You must keep your address current with the Department of Labor and Workforce Development.		
proceeding.	Retaliation			
Processing.	Retaliation is prohibited against a person who files a complaint of	Go to www.Jobs4tn.gov to apply for unemployment benefits, to file a wage protest, to file an appeal of an agency decision, to view/up	date	
What Employment Practices can be Challenged as	discrimination, participates in an OFCCP proceeding, or otherwise	information, and to view and update your choice of type of unemployment benefit payment.		
Discriminatory?	opposes discrimination by Federal contractors under these Federal	You may log in to www.Jobs4tn.gov to register and search for work by using services offered by our Tennessee American Job Centers. The		
All aspects of employment, including:	laws.	Tennessee Department of Labor and Workforce Development has staff available to help you find a job or pursue training opportunities.		
Discharge, firing, or lay-off		Termessee Department of Labor and Workforce Development has stan available to help you find a job of pursue training opportunities.		
Harassment (including unwelcome verbal or physical conduct)	Any person who believes a contractor has violated its	You may go to the Department's website at http://www.tn.gov/workforce/topic/find-local-help to find the location of the most convenient		
Hiring or promotion	nondiscrimination or affirmative action obligations under OFCCP's	Tennessee American Job Center.		
• Assignment	authorities should contact immediately:			
• Pay (unequal wages or compensation)		Please post in a conspicuous place.		
• Failure to provide reasonable accommodation for a disability or a				
sincerelyheld religious belief, observance or practice	U.S. Department of Labor	The TN Department of Labor and Workforce Development is committed to principles of equal opportunity, equal access, and affirmative action.		
Benefits	200 Constitution Avenue, N.W.	Auxiliary aids and services are available upon request to individuals with disabilities. Tennessee Relay Service is 711.		
Benefits     Job training	200 Constitution Avenue, N.W. Washington, D.C. 20210			
Benefits     Job training     Classification	200 Constitution Avenue, N.W.	Auxiliary aids and services are available upon request to individuals with disabilities. Tennessee Relay Service is 711.		
<ul> <li>Benefits</li> <li>Job training</li> <li>Classification</li> <li>Referral</li> </ul>	200 Constitution Avenue, N.W. Washington, D.C. 20210 1–800–397–6251 (toll-free)	Auxiliary aids and services are available upon request to individuals with disabilities. Tennessee Relay Service is 711.		
<ul> <li>Benefits</li> <li>Job training</li> <li>Classification</li> <li>Referral</li> <li>Obtaining or disclosing genetic information of employees</li> </ul>	200 Constitution Avenue, N.W. Washington, D.C. 20210 1–800–397–6251 (toll-free) If you are deaf, hard of hearing, or have a speech disability,	Auxiliary aids and services are available upon request to individuals with disabilities. Tennessee Relay Service is 711. Employment Discrimination		
<ul> <li>Benefits</li> <li>Job training</li> <li>Classification</li> <li>Referral</li> <li>Obtaining or disclosing genetic information of employees</li> <li>Requesting or disclosing medical information of employees</li> </ul>	<ul> <li>200 Constitution Avenue, N.W.</li> <li>Washington, D.C. 20210</li> <li>1–800–397–6251 (toll-free)</li> <li>If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services.</li> </ul>	Auxiliary aids and services are available upon request to individuals with disabilities. Tennessee Relay Service is 711.		
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The Department of Labor's Office of Federal Contract Compliance program or activity which receives Federal financial assistance. Programs (OFCCP) enforces the nondiscrimination and affirmative Discrimination is prohibited in all aspects of employment action commitments of companies doing business with the Federal against persons with disabilities who, with or without reasonable Health (TOSHA) has the primary responsibility for administering the TOSHA Act. The rights listed here may vary depending on the particular To file a complaint, report an emergency or seek TOSHA advice, assistance or information, call 800-249-8510 or your nearest TOSHA office. • Chattanooga (423) 634-6424 • Jackson (731) 423-5640 • Kingsport (423) 224-2042 • Knoxville (865) 594-6180 • Memphis (901) 543-7259 • Nashville (615) 741-2793.

To file a complaint online or obtain information on Federal OSHA and other state programs, visit OSHA's website at www.osha.gov. For additional information on TOSHA visit www.http://tn.gov/workforce/section/tosha.



circumstances.

Updated 8/16

**No Smoking Individual Violation: \$50 fine** Business Violation: \$100 - \$500 fine



Updated 3/10

## **Workers Compensation Insurance**

Authorization No. 337545

#### **TENNESSEE WORKERS' COMPENSATION INSURANCE POSTING NOTICE**

How to Report Work-Related Injuries What should be done if injured at work?

#### Employee

1. Immediately report the injury to the employer representative named below. 2. Select a treating physician from a panel provided by your employer. 3. If you have questions or problems, contact the employer representative or the Bureau of Workers' Compensation.

#### Employer

1. Complete your company's internal "Workplace Injury form" and notify your workers' compensation insurance company immediately, even if you have concerns about the validity of the claim. 2. Offer a panel of physicians to the employee via Form C-42 available on the Bureau's website. In cases of emergency, call an ambulance and provide this form as soon as the injured employee has stabilized.

Printed name and title of the employer representative to be notified in the event of a work-related injury

Printed name of an alternative employer representative to be notified in the event of a work-related injury

Telephone number of employer representative to notify in event of a work-related injury

Address of employer representative to notify in event of a work-related injury

The Tennessee Bureau of Workers' Compensation is available to help both employees and employers.

220 French Landing Dr. 1-B Nashville, TN 37243-2667 800-332-2667 615-532-4810 TTD: 800-332-2257 tn.gov/workerscomp

Workers' Compensation law requires this notice to be posted in a conspicuous place at the work site at all times.

## **Payday Notice**

The Wage Regulation Act T. C. A. 50-2-103 (d) requires that all wages or compensation of employees in private employments shall be due and payable as follows:

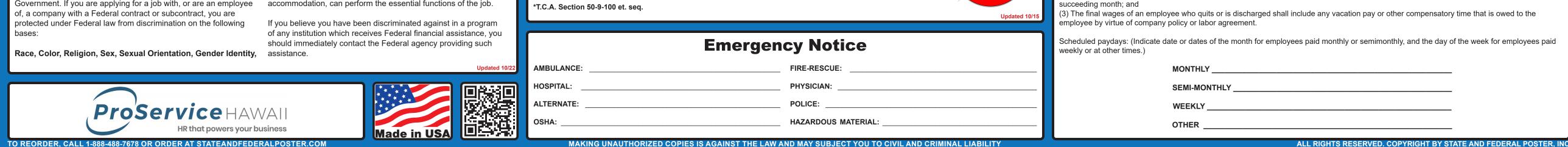
(1) All such wages or compensation earned and unpaid prior to the first day of any month shall be due and payable not later than the twentieth day of the month following the one in which such wages were earned;

(2) All wages or compensation earned and unpaid prior to the sixteenth day of any month shall be due and payable not later than the fifth day of the



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prohibits employment discrimination on the basis of disability in any



\*Illegal Use or Possession of Drugs or Alcohol May Lead to

Denial of Employment, Termination, and/or Loss of Workers' Compensation Benefits!