

Minnesota Employment Notices

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 work-related 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.

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 programs in every state.

Contact OSHA. We can help.

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

This poster is available free from OSHA.

Federal Minimum Wage

\$7.25 PER HOUR BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY: At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR: An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youth 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 payment. 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 NURSES: 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 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

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.

Who is Protected?

- Employees (current and former), including managers and non-farm employees
- Job applicants
- Union members and applicants for membership in a union

What Organizations are Covered?

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

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 basis of:

- Race
- 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 medical history)
- Disability (including physical or mental impairment, or physical or mental condition that may limit your ability to perform major life activities, or participating in a discrimination lawsuit, investigation, or proceeding)

What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including:

- Recruiting and hiring (including unlawful verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability or a sincerely held religious belief, observance or practice
- Benefits
- Job training
- Discipline
- Obtaining or disclosing genetic information of employees
- Requesting or refusing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding

What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

Submit an inquiry through the EEOC's public portal: <https://publicportal.eeoc.gov/portal/login.aspx>

Call 1-800-669-4000 (toll free) 1-800-669-6820 (TTY) 1-844-234-5122 (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 filing a charge of discrimination, is available at www.eeoc.gov.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

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, 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 national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title VI 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. Discrimination 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 immediately contact the Federal agency providing such assistance.

Overtime Law

Minnesota Fair Labor Standards Act requires employers to pay overtime for all hours worked in excess of 40 hours per workweek. Overtime rates must be at least one and one-half the employee's regular rate of pay.

All firms must pay Minnesota's overtime wage regardless of:

- the firm's size, location or gross sales;
- the method of compensation (i.e., hourly, salary, commission, piece rate or other); or
- exceptions such as part-time, seasonal, or other work.

Designations for bona fide meal periods, all hours the employee is required to be on the premises, whether working or not, are counted for overtime purposes.

Holiday hours, vacation time or sick leave are not counted in figuring overtime hours. Overtime is computed on a workweek basis regardless of the length of the pay period. Hours worked may not be averaged over the pay period or used to offset shorter workweeks. The workweek can be any consecutive seven-day period that the employer chooses, but may not vary once chosen. Hospitals, nursing homes and other health care facilities may choose to pay overtime after eight hours per day and 80 hours per two-week period. Employees working more than one job under the control of the same employer must have all hours worked counted toward overtime. Some employees are exempt from Minnesota's overtime wages.

The following is a partial list:

Various employees

- Executive, administrative or professional employees who meet the salary and duty requirements of the department's rules;
- Retail or service employee paid on a commission basis, if the regular rate of pay exceeds one and one-half times the minimum wage;
- An outside salesperson. Vehicle dealership employees as salespersons, partperson or mechanic who:
- sells or services automobiles, trailers, trucks or farm implements, and
- is paid on a commission or incentive basis; and is employed by a dealer selling to the consumer. Agricultural workers
- Any minor (at least 12 years of age and under the age of 18);
- Any two specific workers being paid a salary;
- Any worker paid a salary of at least 73.5 times the appropriate minimum wage.

Note: Minors employed as cove tassistants or hand field workers (with parent or guardian) are not exempt.

*A salary is defined as a guaranteed predetermined wage for each workweek that does not vary based on productivity or weather. It is not an hourly rate.

ProService HAWAII

HR that powers your business

MADE IN USA

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 employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period 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);
- 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 retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS:

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in at least 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE:

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible, and generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

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 under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

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

ENFORCEMENT:

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.

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

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 (armed 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 the test, refusal 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

IRS Withholding

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed Form W-4 with your employer did you....

- Many or divorce?
- Have a new dependent?
- Change your name?

Where 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?
- Your tax credits?

If you can answer "yes"...

To any of these or you owe 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 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 report 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.

Updated 8/16

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.

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 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.

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 do not 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/eis/usa>. An interactive copy of the USERRA Act is available at <https://www.dol.gov/agencies/eis/usa>. 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/eis/usa/programs/useraportal> Federal law requires employers to notify employees of their rights under USERRA, and employers may post this requirement by displaying the text of this notice where they customarily place notices for employees.

U.S. Department of Labor 1-866-487-2365
U.S. Department of Justice
Office of Special Counsel
EISGR THE GUARDS AND RESERVE 1-800-358-4550

Updated 6/22

Parental Leave

PARENTAL LEAVE

Employees may take up to 12 weeks of unpaid leave upon the birth or adoption of their child when:

- they work for a company with 21 or more employees;
- they worked at least half time for 12 months; and
- they have been with the company for at least 12 months.

When does the parental leave start?

- The leave must be taken within 12 months of the birth or adoption.
- Employees must request the leave from their employer.
- Employees can choose when the leave will begin.
- Employees can adopt reasonable policies about when requests for leave must be made.

FREQUENTLY ASKED QUESTIONS

Can my pregnancy or prenatal leave against my paid leave?

Yes. If you have paid leave, including sick leave or paid vacation, the amount of parental leave can be reduced to the total leave (parental plus paid leave) is not more than 12 weeks.

Can my pregnancy or prenatal leave count against FMLA leave?

Yes. You only have a right to 12 weeks of leave total for birth or adoption of a child and any pregnancy related leave even if you qualify for both FMLA and pregnancy or prenatal leave.

The federal Family Medical Leave Act (FMLA) requires employers to provide up to 12 weeks of unpaid leave in connection with the birth or adoption of a child or for a serious health condition. You may be entitled to additional leave under FMLA for a pregnancy related serious health condition. If you have questions about FMLA, contact the U.S. Department of Labor at (612) 370-3341 or www.dol.gov/whd/fmla.

Does my employer have to continue my benefits during the leave?

Yes. Your employer-provided health insurance must be continued during pregnancy and parental leave. You may be asked to pay for this coverage.

Do I get my job back when I return from leave?

Yes. Your employer cannot retaliate against you for requesting and taking a leave. You are entitled to employment in your former position or one with comparable duties, hours and pay. You are also entitled to the same benefits and seniority you had before the leave. You may return to part-time work during the leave without forfeiting the right to return to full-time work at the end of the leave.

CONTACT INFORMATION

Department of Labor and Industry
Labor Standards (651) 284-5050
443 Lafayette Road N., St. Paul, MN 55155-4306
www.dli.mn.gov/laborlaw.asp

Phone: (651) 284-5070, toll-free: 1-800-342-5354
dli.laborstandards@state.mn.us
www.dli.mn.gov/laborlaw.asp

Know Your Rights

- Employee must receive at least minimum wage for all hours including preparation time, opening and closing the site.
- Your employer can not deduct from your paycheck for breakage, loss of tools, or uniforms. Some exceptions are allowed. Any cut your check must be authorized in writing by your employer.
- Every payroll, your employer is required to provide you with a statement noting all deductions such as income tax.
- Keep a record of hours worked accurately. If there are differences in hours worked and the employer, review your file immediately with the employer.
- Break time is not mandatory, however employers must allow time for bathroom breaks during four consecutive hours work.
- If you work (18) eight consecutive hours or more, sufficient time must be allowed to eat food.
- Employers are required to pay 1.5 more for overtime hours worked. State laws require repayment overtime after 48 hours. Employees engaged in income or annual sales exceeding \$500,000 are covered by federal law and requires 1.5 more pay after 40 hours.
- Youth (under 18 years of age) are prohibited to work on some types of work. School students under 18 years of age may not work after 11 pm when there are classes the next day or before 5 am when no school on the same day.
- Youth under 16 years of age have to work limited hours. To work prohibited and limitations of hours, contact the Division of Labor Standards.
- You have the right to work in a safe place. If there are health or safety risks for communicable with the Division of OSHA.
- If you are injured at work report to the supervisor immediately. It is mandatory for your employer to provide workers compensation insurance in case of accidents.
- Your employer must provide a work environment free of sexual harassment, race, or religion. Report violations to the Department of Human Rights.
- If your job is finished, visit the unemployment office for a claim for unemployment insurance.

CALL 1-800-DIAL-DLI to contact the departments listed below:

Minnesota OSHA (651) 284-5050
Labor Standards (651) 284-5005
Workers' Comp (651) 284-5005
Human Rights (651) 296-5663 (1-800-657-3704)

For more information, please visit our Web site: www.dli.mn.gov

Payday Notice

PAYDAY IS THURSDAY

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

PAY SCHEDULE IS

WEEKLY BI-WEEKLY SEMI-MONTHLY MONTHLY

PAYCHECKS ARE ISSUED ON THE _____ AND _____ OF THE MONTH

AT _____ TIME: _____

Emergency Notice

AMBULANCE: _____

HOSPITAL: _____

ALTERNATE: _____

OSHA: _____

FIRE-RESCUE: _____

PHYSICIAN: _____

POLICE: _____

HAZARDOUS MATERIAL: _____

State Minimum Wage

Minimum Wage Rates	
Effective: Jan. 1, 2023	
MINIMUM WAGE RATE	
Large employer - Any enterprise with annual gross revenues of \$500,000 or more	\$10.59/hour
Small employer - Any enterprise with annual gross revenues of less than \$500,000	\$8.63/hour
Training wage - May be paid to employees aged 18 and 19 the first 90 consecutive days of employment	\$8.63/hour
Youth wage - May be paid to employees aged 17 or younger	\$8.63/hour
J-1 Visa - May be paid to employees of hotels, motels, lodgings establishments and resorts working under the authority of a summerwork, travel Exchange Visitor (J) non-immigrant visa	\$8.63/hour

OVERTIME	Time-and-one-half the employee's regular rate of pay	Small or state-covered employers	Large and federally covered employers
		After 48 hours	After 40 hours

EMPLOYEE RIGHTS

An employer may not discharge, discipline, threaten, discriminate or penalize an employee for requesting the employee's compensation, conditions, location or privileges of employment because the employee reports a violation of any law or refuses to participate in an activity the employee knows is a violation of law.

View complete wage-rate information at www.dli.mn.gov/business/employment-practices/minimum-wage-minnesota.

651-284-5070 • 800-342-5354 • dli.laborstandards@state.mn.us • www.dli.mn.gov
Posting required by law in a location where employees can easily see this notice. October 2021

Updated 10/22

Child Labor

The commissioner of Labor and Industry has established as hazardous or detrimental to the well-being of minors the following occupations:

Minors under the age of 18 may not be employed:

Liquor

- To serve, dispense or handle intoxicating liquors that are consumed on the premises; • To work in rooms where liquor is served or consumed, with the following exceptions: - 16-year-olds may perform buswork, dishwashing or hosting services in a restaurant and minors who have reached the age of 16 may provide musical entertainment in a restaurant.

Note: Public safety/liquor control laws prohibit the serving or selling of intoxicating liquor by minors under 18 years of age in a retail intoxicating-liquor establishment.

Hazardous materials

- Where chemicals or other substances are present at excessive temperatures or in injurious, explosive, toxic or flammable quantities.
- Where explosives or fireworks are manufactured, stored, handled or if red.

Hazardous operations

- In or about logging or lumbering operations, paper mills, saw mills, lathe mills or shingle mills; mines, quarries and sand or gravel pits; construction or building projects; ice harvesting operations. • In building maintenance or repair higher than 12 feet above ground or floor level. • In oxy-acetylene or oxy-hydrogen welding.

Transportation

- On boats or vessels used for commercial purposes, except if performing guide or other non-operational services. • As a driver for hire, driving buses, cabs or other passenger-carrying vehicles. • In certain railway occupations.

Machinery

- Operating or assisting in the operation of power-driven machinery such as: - industrial trucks (forklifts); - meat saws or grinders, milling machines; - punch presses, press brakes and shears; - woodworking machinery (circular or radial saws, jointing and shaping machines). • Operating any non-automatic elevator, lift, hoisting machine, • Operating, erecting or dismantling rigs or machinery in an amusement park, street carnivals or traveling shows, or in the loading or unloading of passengers on roads.

Other

- In aerial or other acrobatic acts. • As a lifeguard, except for a minor with a Red Cross life-saving certificate (or equivalent) who works under uninterrupted adult supervision. • In any occupation or activity, or on any site, which is hazardous or dangerous to life, limb or health.

In addition to the prohibitions listed, minors under the age of 16 may not be employed in these areas:

Machinery

- To operate or assist in the operation of machinery, such as - farm-type tractors and other self propelled vehicles, except for equipment permitted by a certificate of training under either the 4-H Federal Extension Service or the U.S. Office of Education Vocational Agricultural Training Program; - laundry, rug cleaning or dry cleaning equipment; - power-driven snowblowers, lawn mowers and garden equipment; - drill presses, milling machines, grinders, lathes and such portable power-driven machinery as drills, sanders and polishing and scrubbing equipment for floor maintenance; - meat slicers, textile-making machines or bakery machinery; - in oiling, cleaning or maintaining any power-driven machinery; - in work using pits, racks or lifting apparatus at service stations or in mounting tires on rims; - in a car wash to attach or detach car from mechanized conveyor lines or to operate or control the car while it is connected to the conveyor.

Agriculture

- In any agricultural operation declared by the U.S. Secretary of Labor to be particularly hazardous for employment of children below the age of 16.

Transportation

- In or on any airport landing strip or taxi or maintenance aprons. • As an outside helper on a motor vehicle.

Other

- To do wedding of any kind • As a loader or launcher for skeet or trap shooting. • In any manufacturing or commercial warehouse. • In processing plants.

Child

- To lift or carry, or otherwise personally care for, patients in hospitals or nursing homes. • In walk-in meat freezers or meat coolers, except for occasional entrance.

Exceptions to the above

- A 17-year-old high school graduate. • A minor employed by a business that is solely owned and daily supervised by one or both parents. A minor may be employed at tasks away from or outside of the area of hazardous operation, equipment or materials.

State OSHA

Employees The Minnesota Occupational Safety and Health Act (the Act) requires that your employer provide you with a workplace free of known hazards that can cause death, injury or illness. You also have the following workplace rights and responsibilities.

- You must follow all Minnesota OSHA (MNOSHA) standards and your employer's safety rules.
- Your employer must provide you with information about any hazardous chemicals, harmful physical agents and infectious agents you are exposed to at work.
- You have the right to discuss your workplace safety and health concerns with your employer or with MNOSHA.
- You have the right to refuse to perform a job duty if you believe the task or equipment will place you at immediate risk of death or serious physical injury. However, you must do any other task your employer assigns you to do. You cannot simply leave the workplace.
- You have the right to be notified and comment if your employer requests any variance from MNOSHA standard requirements.
- You have the right to speak to a MNOSHA investigator inspecting your workplace.
- You have the right to file a complaint with MNOSHA about safety and health hazards and request that an inspection be conducted. MNOSHA will not reveal your name to the employer.
- You have the right to sue all citations, penalties and abatement dates issued to your employer by MNOSHA.
- Your employer cannot discriminate against you for exercising any of your rights under the Act. However, your employer can discipline you for not following its safety and health rules. If you feel your employer has discriminated against you for exercising your rights under the Act, you have 30 days to file a complaint with MNOSHA.
- Your employer must provide you with any exposure and medical records it has about you upon request.
- You have the right to participate in the development of standards by MNOSHA.

Employers You must provide your employees with a safe and healthful work environment free from any known hazards that can cause death, injury or illness and comply with all applicable MNOSHA standards. You also have the following rights and responsibilities.

- You must post a copy of this poster and other MNOSHA documents where other notices to employees are posted.
- You must report to MNOSHA within eight hours all accidents resulting in the death of an employee.
- You must report to MNOSHA within 24 hours all accidents resulting in any amputation, eye loss or inpatient hospitalization of any employee.
- You must allow MNOSHA investigators to conduct inspections, interview employees and review records.
- You must provide all necessary personal protective equipment and training at your expense.
- You have the right to participate in the development of standards by MNOSHA.

Free safety and health assistance

Free assistance to identify and correct hazards is available to employers, without citation or penalty, through MNOSHA Workplace Safety Consultation at (651) 284-5000, 1-800-657-3776 or osha.consultation@state.mn.us.

Contact MNOSHA for a copy of the Act, for specific safety and health standards or to file a complaint about workplace hazards.

Department of Labor and Industry
Occupational Safety and Health Division
443 Lafayette Road N.
St. Paul, MN 55155-4307

(651) 284-5050
1-877-470-6742
osha.compliance@state.mn.us
www.dli.mn.gov

OSHA

Employees, employees and members of the general public who wish to file a complaint regarding the MNOSHA program may write to the federal OSHA Region office at: U.S. Department of Labor, Occupational Safety and Health Administration, Chicago Regional Office, 230 S. Dearborn Street, Room 3244, Chicago, IL 60604.

Updated 10/16

Workers' Compensation

If you are injured

- Report any injury to your supervisor as soon as possible, no matter how minor it may appear. You may lose the right to workers' compensation benefits if you do not make a timely report of the injury to your employer. The time limit may be as short as 14 days.
- Provide your employer with as much information as possible about your injury.
- Get any necessary medical treatment as soon as possible. If you are not covered by a certified managed care organization (CMCO), you may treat with a doctor of your choice. Your employer must notify you in writing if you are covered by a CMCO.
- Cooperate with all requests for information concerning your injury.

The law allows the workers' compensation insurer to obtain medical information related to your work injury without your authorization, but they must send you written notice when they request the insurer.

The insurer cannot obtain other medical records unless you sign a written authorization.

Get written confirmation from your doctor about any authorization to be off work. The note should be as specific as possible.

Workers' compensation pays for

- Medical care for your work injury, as long as it is reasonable and necessary.
- Wage-loss benefits for part of your lost income.
- Benefits to your spouse and/or dependents if you die as a result of a work injury.

What the insurer must do

- The insurer must investigate your claim promptly. If you have been disabled for more than three calendar-days, the insurer must begin payment of benefits or send you a denial of liability within 14 days after your employer knew you were off work or had lost wages because of your claimed injury.
- If the insurer accepts your claim for wage-loss benefit and you have been disabled for more than three calendar-days, the insurer will notify you and must start paying wage-loss benefit within the 14 days noted above. The insurer must pay benefit on time. Wage-loss benefits are paid at the same intervals as your work paychecks.

If the insurer denies your claim for wage-loss benefits and you have been disabled for more than three calendar-days: The insurer will send notice to you within 14 days. The notice must clearly explain the facts and reasons why they believe your injury or illness did not result from your work or why the claimed wage-loss benefit is not related to your injury.

If you disagree with the denial, talk with the insurance claims adjuster who is handling your claim. If you are not satisfied and still disagree with the denial, call the Minnesota Department of Labor and Industry's Workers' Compensation Hotline at 1-800-342-5354.

Fraud

Collecting workers' compensation benefits you are not entitled to is theft. If you have reason to suspect someone is committing workers' compensation fraud, call 1-888-FRAUD MN (1-888-372-6366).

For more information about workers' compensation or if you need assistance with a claim, contact:

Department of Labor and Industry
Workers' Compensation
443 Lafayette Road N.
St. Paul, MN 55155

(651) 284-5032
1-800-DIAL-DLI (1-800-342-5354)
dli.workcomp@state.mn.us
www.dli.mn.gov

Insurer name: _____ Phone number: _____

Posting required by law in a conspicuous location where the employer is engaged in business.

No Smoking

This Entire Establishment Is Smoke-Free

Minnesota Statute 144.411-144.417

Unemployment Benefits

UNEMPLOYED?

Have you lost your job or had your work hours reduced?

You have the right to apply for Unemployment Insurance benefits.

Apply online at: www.unimn.org

or by telephone: (651) 296-3644 (Twin Cities) Toll-free 1-877-888-9090 (Greater Minnesota) TTY users: 1-800-814-