NOTE: OSHA REQUIRES THAT REPR

West Virginia & 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

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Updated 8/



All workers have the right to:

- A safe workplace.
- **Employers must:**

injury or illness.

understand.

workplace.

programs in every state.

Comply with all applicable OSHA standards.

workplace fatality or within 24 hours of

Provide required training to all workers

any work-related inpatient hospitalization.

Notify OSHA within 8 hours of a

amputation, or loss of an eye.

 Provide employees a workplace free from recognized hazards. It is illegal to retaliate Raise a safety or health concern with against an employee for using any of their your employer or OSHA, or report a workrights under the law, including raising a related injury or illness, without being health and safety concern with you or retaliated against. with OSHA, or reporting a work-related

ONS OR FACSIMILES OF THE POSTER BE AT LEAST 8.5" X 14" INCHES WITH 10 PO

- 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.

Family Medical Leave Act

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



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 the 12 months before taking leave;* and • Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

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

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 gualifies 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: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an

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

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? Your tax credits?

If you can answer "yes"...

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.

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 i types of service in the National Disaster Medical System. USERRA also i phibits employers from discriminating against past and nembers of the uniformed services, and applicants to the uniformed services.

State Minimum Wage

An employer employing 6 or more employees in any one separate, distinct and permanent location during any calendar week, including the State of West Virginia, and its agencies and departments, must comply with the state minimum wage law.

Required Minimum Wage Rates

- 1. Beginning July 1, 2008, employers must pay employees at least \$7.25 per hour.
- 2. Beginning January 1, 2015, employers must pay employees at least \$8.00 per hour.
- 3. Beginning January 1, 2016, employers must pay employees at least \$8.75 per hour.

Required Minimum Training Wage Rates

. An employer may pay an employee under the age of 20 years, first hired on or after July 1, 2006, a training wage of at least \$5.15 per hour for the first 90 days of employment.

2. An employer may pay an employee under the age of 20 years, first hired on or after January 1, 2015, a training wage of at least \$6.40 per hour for the first 90 days of employment.

3. Beginning with the 91st day of employment, an employer must pay the employee the required minimum wage rate.

Permissible Minimum Wage Credit for Tipped Employees

. Beginning January 1, 2015, employers may take up to a 70% credit, or \$5.60 per hour, against the required minimum wage rate for employees who customarily receive tips, resulting in a reduced hourly wage rate of at least \$2.40 per hour.

2. Beginning January 1, 2016, employers may take up to a 70% credit, or \$6.13 per hour, against the required minimum wage rate for employees who

customarily receive tips, resulting in a reduced hourly wage rate of at least \$2.62 per hour.

3. To qualify for the credit, employers must ensure that the employees' tips and the reduced hourly wage rate equal at least the required minimum wage rate and must keep accurate records of employees' tips.

> If you have any questions, please contact the West Virginia Division of Labor State Capitol Complex, Building 6, Room B-749, Charleston, WV 25305 telephone - 304.558.7890 email - wageandhour@wv.gov

Parental Leave Act

PARENTAL LEAVE ACT - (W.Va.Code§21-5D-1,et.seq.). This legislation, enacted in 1989, covers employees of all departments, divisions, boards, bureaus, agencies, commissions or other units of State Government and County Boards of Education. Under this law, an employee shall be entitled to a total of 12 weeks of unpaid Parental Leave following the exhaustion of all his or her annual and personal leave, during any 12 month period. The unpaid leave shall be granted to an employee for any of the following reasons:

-The birth of a son or daughter of the employee -The placement of a son or daughter with the employee for adoption -To care for the employee's son or daughter, spouse, parent, or dependent who has a serious health condition

The statute further states that in the case of a serious health condition, the leave may be taken intermittently when medically necessary. If a leave of absence due to the birth or adoption of a child is foreseeable, the employee shall provide the employer with a two weeks written notice. If a leave of absence is foreseeable due to planned medical treatment or medical supervision, the employee shall make a reasonable effort to schedule the leave of absence so as not to disrupt the operations of the employer, subject to the approval of the health care provider. If an employee requests Parental Leave to care for a family member with a serious health condition, the employer may require the employee to provide certification by a health care provider of the family member's health condition and that the employee's assistance is necessary. The certification shall be sufficient if it contains the following: That the child, dependent, parent, or employee has a serious health condition. The date the serious health condition commenced and its probable duration. The medical facts regarding the serious health condition, upon release by the patient. The position held by an employee immediately before the leave of absence shall be held and the employee shall be returned to that position upon his or her return to work. However, the employer may hire a temporary employee to fill the position for the period of time the employee is off work. No employer may, because an employee received Parental Leave, reduce or deny any employment benefit or seniority which accrued to the employee before his or her leave commenced.

> WEST VIRGINIA DIVISION OF LABOR 749-b Building 6, Capitol Complex, Charleston, West Virginia 25305 Phone (304) 558-7890, x I63 Fax (304) 558-3797 www.labor.state.wv.us

Human Rights Act/Fair Housing/Pregnant Workers

THE WEST VIRGINIA HUMAN RIGHTS ACT

Prohibits Discrimination in Employment and Places of Public Accommodations Based On: Race, Religion, Color, National Origin, Ancestry, Sex, Age (40 or above), Blindness, or Disability

THE WEST VIRGINIA FAIR HOUSING ACT RACE, RELIGION, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, BLINDNESS, HANDICAP, OR FAMILIAL STATUS

THE WEST VIRGINIA PREGNANT WORKERS' FAIRNESS ACT Prohibits Discrimination in Employment Based On: Pregnancy , Childbirth or Related Medical Conditions

For Further Information or to File a Complaint, Visit, Call or Write to the WV Human Rights Commission at:

	1
WV Human Rights	Phone: 304-558-2616
Commission	(Toll Free) 888-676-5546
Room 108 A	Fax: 304-558-0085

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

in a language and vocabulary they can emplover Prominently display this poster in the Post OSHA citations at or near the place of the alleged violations.

Contact OSHA. We can help.



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

by Federal contractors based on race, color, religion, sex, sexual

Asking About, Disclosing, or Discussing Pay

orientation, gender identity, or national origin, and requires affirmative

action to ensure equality of opportunity in all aspects of employment.

of Federal contractors from discrimination based on inquiring about,

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

promotion, discharge, pay, fringe benefits, job training, classification,

to the employer. Section 503 also requires that Federal contractors

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

referral, and other aspects of employment by Federal contractors. Disability

qualified individuals with disabilities from discrimination in hiring,

Executive Order 11246, as amended, prohibits employment discrimination

Executive Order 11246, as amended, protects applicants and employees

disclosing, or discussing their compensation or the compensation of other

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

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

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 o 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:

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

> > National Origin

applicants or employees.

Disability

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 temporary employees Job applicants • Union members and applicants for membership in a union

What Organizations are Covered? Most private employers • State and local governments (as employers) Educational institutions (as employers) Unions Staffing agencies

What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you,

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 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 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

Updated 8/

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



Child Labor Law

Age Specific Guidelines for the employment of children in West Virginia 13 Year olds may Baby sit, Engage in agricultural activities, Deliver Newspapers, Be an actor or performer, Work for parents in their solely, owned business

Employment Requirements for 14 & 15 year olds



Updated 6/16

PRODUCT ID

Meal Breaks

Meal Breaks:

During the course of a workday of six or more hours. All employers shall make available at least twenty minutes for meal breaks, at times reasonably designated by the employer. This provision shall be required in all situations where employees are not afforded necessary breaks and/or permitted to eat while working.

Rest Periods:

Rest Periods of short duration, running from (5) to (20) minutes, must be counted as hours worked.

WAGE PAYMENT AND COLLECTION ACT

Definitions 2.6 "Break Periods and/or Rest Periods" means when authorized by an employer, break periods and/or rest periods which do not exceed (20) minutes duration must be counted as hours worked.

Unemployment Compensation

WORKFORCE West Virginia

Notice To Employees — Unemployment Benefits

TOTAL UNEMPLOYMENT

You are considered totally unemployed during any week in which you are totally separated from your employment, performing no services for which wages or other remuneration were paid to you.

You must file your initial claim for total unemployment in person. Since a claim for unemployment compensation is effective the Sunday of the week in which it is filed, you should file your claim immediately after you are separated from your employment. You will be instructed on filing your continued claim. Your options for filing continued claims will include telephone or web filing.

PARTIAL UNEMPLOYMENT

Updated 6/22

Updated 8/10

You would be considered partially unemployed if you have been working full- time, but due to business being slow, a breakdown of equipment, or similar reasons, your employer has to reduce your hours during the week. You may be entitled to partial unemployment benefits during this week if you earned less than what your weekly unemployment benefit amount would be plus \$60. Under these conditions, your employer should issue a Low Earnings Report for the week, showing your gross wages. You must complete the claims portion of the Low Earnings Report and file it with the local unemployment office as directed on the form.

ELIGIBILITY REQUIREMENTS

To be monetarily eligible to receive unemployment benefits you must have earned \$2200 gross wages in covered employment during two or more calendar quarters of your regular base period (first four of the last five completed calendar quarters) or alternative base period (the last four quarters immediately preceding the first day of the individual's benefit year).

ELIGIBILITY REQUIREMENTS - OTHER

If you are unemployed, you shall be eligible to receive benefits only if: · You have made a claim for benefits at a local unemployment office. · You have registered for work with the Job Service Office and continue to report as directed. You are able to work and available for full-time work for which you are fitted by prior training or experience. • You are doing what a reasonable prudent person in your situation would do to find work. · You have filed for and served a waiting period of one week during your benefit year. You have earned gross wages of less than your weekly benefit amount plus \$60 during the week for which you claim benefits. • You requalify on a new claim when you had a previous benefit year (must have earned eight times your old weekly benefit amount in covered employment after the beginning of your previous claim). · You must participate in profiling and reemployment services when selected

DISQUALIFICATIONS

You may be disqualified from drawing benefits:

1. If you leave work voluntarily without good cause involving fault on the part of your employer.

2. If you are discharged for misconduct.

3. If you fail without good cause to apply for available suitable work, to accept suitable work when offered, or to return to your customary self- employment when directed to do so.

4. If you are unemployed due to a labor dispute.

- 5. For the week for which you receive wages in lieu of notice or Workers' Compensation for temporary total disability.
- 6. For the week for which you receive unemployment compensation under the laws of another state or of the United States. 7. For any week you are training, participating, or preparing to participate in sports or athletic events if there is reasonable assurance you will perform such services in the current or upcoming seasons.

8. If you are an employee of an educational institution or educational service agency, for any week of unemployment which commences during: a paid sabbatical leave; a holiday or vacation period between two academic years or terms, if you perform services in the first academic year or term or prior to the beginning of a holiday or vacation period and there is a contract or a reasonable assurance that you will perform services in the second academic year or term or after a holiday or vacation period. (EXCEPTION: If you have sufficient nonschool wages in your base period to qualify for benefits based upon the non-school wages only, you may be entitled to benefits during this period.)

9. For any week on the basis of services performed as an alien, unless you are lawfully residing in the United States and have a valid permit to work. 10. If you leave work voluntarily to attend school or other educational institution, or are waiting to enter school or an educational institution.

n at a appaified t ad because of your request or that of your duly

 Race Color Religion National origin Sex (including pregnancy and related conditions, sexual orientation, or gender identity) Age (40 and older) Disability Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) 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? 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 Benefits 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 	 individuals with disabilities at all levels of employment, including the executive level. Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in 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 Forces service medal veterans. Retaliation Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 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, 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://	bar or other establishment where the primary business activity involves the consumption of alcoholic bevera Work hours limited WHILE SCHOOL IS IN SESSION May not work: • more than 3 hrs per day• more than 18 hrs per week • before 7:00 am or after 7:00 pm *without supervisits SUMMER EMPLOYMENT May not work: • more than 8 hrs per day • more than 40 hrs per week • before 7:00 am or after 9:00 pm *without supervisit Home schooled children are also restricted from working during normal school hours. 16 & 17 year olds • an age certificate may re required by the employer as proof of age • work hours unrestricted • may participate in fighting forest fires (as part of junior forest fire crew) • prohibited from working in a bar • prohibited from occupations involving the serving or dispensing of alcohol while working in an establishmet dispensed and consumed on the premises • may not drive a motor vehicle as a principal part of their employment or for delivery purposes • work limited to age appropriate non hazardous occupations** regardless of whether or not an age certificate Age Certificates may be required by employer-Not a requirement of law. * call for eligibility requirements ** as determined by the Commissioner of Labor Capitol Complex Building 6, Room 749B Charleston, WV 25305 (304) 558-7890, Ext. 163	ages on permit • During normal school hours ion permit pate in volunteer fire activities nt (other than a bar) where alcohol is served,	12. For the week in period employer have reduced by the amount 13. For each week statement or failed misdemeanor and the Neither the full eff SOCIAL SECURIT Bring your Social St documents. VOLUNTARY INCO Unemployment com have Federal incom CLAIMS OFFICES These FULL-TIME BECKLEY • CHARLE	ther alternative but to suspen which you receive any annui is contributed. If your remune ount of your annuity, pension, in which and for 52 weeks the to reveal a material fact in ord may be subject to severe pen fect nor the duration of a dis Y NUMBER ecurity Card with you when you DME TAX WITHHOLDING P npensation benefits are subjected to the tax deducted and withheld CLAIMS OFFICES are operation STON • CLARKSBURG • ELKING RKERSBURG • PUTNAM • SOL	ity, pension, o eration is less , etc. ereafter, if the der to obtain o halties. squalification you report to the PROGRAM ect to Federal from any une ated Monday to IS • FAIRMONT	or other retirement s than the unemploy ne commissioner find n or increase or atter on is given here in the local office. You al income tax and the nemployment benefi y through Friday eac NT • GREENBRIER • V	yment benefits other nds that you, within the mpt to obtain or incr n detail. ur Social Security Nu- nere are requirement fits paid to you. ch week: vALLEY • HUNTINGTC	erwise due you the preceding crease a benefi- lumber will only nts relating to e	, your unemployme 24 months, knowing it; and you shall be y be printed on the r estimated tax payme	ent benefits will b ngly made a false e considered guilt e most pertinent nents. You may c	be e Ity o
discrimination, filing a charge, or participating in an investigation or proceeding. What can You Do if You Believe Discrimination has Occurred?	ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/ agencies/ofccp/contact.	Wage Payment & Collection Act		Unem	ployment C	comp	ensatio	on Tabl	е			
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:	PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE	WEST VIRGINIA DIVISION OF LABOR 1900 Kanawha Boulevard East - State Capitol Complex – Building 3, Room 200- Charleston, WV 25305 Telephone: (304)558-7890 labor.wv.gov Fax: (304)558-3797	Wages In Weekly Maxim Wage Base Benefit Bene Class Period Rate Rat	efit Wage Ba	es In Weekly Maximu ase Benefit Benefi riod Rate Rate		Wages In Base Period	Weekly Maxim Benefit Bene Rate Rate	efit Wage	Wages In Base Period	Benefit E	laxin Beno Rat
Submit an inquiry through the EEOC's public portal: https://publicportal. eeoc.gov/Portal/Login.aspx Call 1–800–669–4000 (toll free) 1–804–639–6820 (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:	<text><section-header><section-header><text><text><text></text></text></text></section-header></section-header></text>	 WEST VIRGINIA WAGE PAYMENT AND COLLECTION ACT This abstract must be placed in an area accessible to all employees in accordance with the requirements of W. Va. Code §21-5-9. S21-5 REQUIRES THE EMPLOYER TO: Pay employee wages at least twice a month, with no more than 19 days between paydays. Compensate employees for services rendered by cash, check, direct deposit, or money order, and make arrangements with a bank convenient to the place of employment for employees to have immediate access to their wages. When an employee is discharged, quits, resigns, is laid off, or is on strike, pay the employee on or before the next regularly scheduled payday for all work he or she performed prior to his or her separation from employment, pay an employee the fringe benefits due and payable according to the time, terms, and conditions of an employee agreement, whether verbal or written, if any. Notify employees in writing at the time of hire, or by a posted notice that is accessible to all employees, identifying the employer's established work week, pay periods, regularly scheduled pay days, and employment practices and policies regarding vacation, sick leave and other fringe benefits, if any. Provide employees with at least 1 full pay period's written notice before making any changes to an employee's rate of pay, fringe benefits, the time and place for meeting payroll, or any other existing terms or conditions of employment. 	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$	$ \begin{array}{ccccccccccccccccccccccccccccccccccc$	$\begin{array}{llllllllllllllllllllllllllllllllllll$	194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230	$\begin{array}{c} 31,150.00 & 31,299.99\\ 31,300.00 & 31,449.99\\ 31,450.00 & 31,599.99\\ 31,500.00 & 31,749.99\\ 31,750.00 & 31,899.99\\ 31,750.00 & 32,149.99\\ 32,250.00 & 32,199.99\\ 32,250.00 & 32,249.99\\ 32,250.00 & 32,449.99\\ 32,550.00 & 32,449.99\\ 32,650.00 & 32,049.99\\ 32,650.00 & 33,049.99\\ 33,100.00 & 33,249.99\\ 33,250.00 & 33,399.99\\ 33,400.00 & 33,549.99\\ 33,550.00 & 33,699.99\\ 33,550.00 & 33,699.99\\ 33,550.00 & 33,699.99\\ 33,550.00 & 33,699.99\\ 33,550.00 & 33,699.99\\ 33,550.00 & 33,699.99\\ 34,400.00 & 34,149.99\\ 34,450.00 & 34,299.99\\ 34,450.00 & 34,499.99\\ 34,500.00 & 34,499.99\\ 34,500.00 & 34,499.99\\ 34,500.00 & 34,499.99\\ 34,500.00 & 34,499.99\\ 34,550.00 & 35,699.99\\ 34,500.00 & 35,699.99\\ 35,550.00 & 35,699.99\\ 35,550.00 & 35,649.99\\ 35,550.00 & 35,649.99\\ 35,650.00 & 35,649.99\\ 35,650.00 & 35,649.99\\ 35,650.00 & 35,649.99\\ 35,650.00 & 35,799.99\\ 35,650.00 & 35,649.99\\ 35,650.00 & 36,649.99\\ 36,620.00 & 36,649.99\\ 36,620.00 & 36,649.99\\ 36,650.00 & 36,649.99\\ 36,650.00 & 36,649.99\\ 36,650.00 & 36,649.99\\ 36,600.00 & 36,649.99\\ 36,650.00 & 36,$	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	320	45,700.00 - 45,849.99 45,850.00 - 45,999.99 46,000.00 - 46,149.99 46,150.00 - 46,299.99 46,300.00 - 46,749.99 46,450.00 - 46,6749.99 46,600.00 - 46,749.99 46,000.00 - 47,749.99 47,050.00 - 47,049.99 47,050.00 - 47,049.99 47,050.00 - 47,049.99 47,550.00 - 47,049.99 47,550.00 - 47,049.99 47,550.00 - 47,049.99 47,550.00 - 47,049.99 47,550.00 - 47,049.99 47,550.00 - 48,249.99 48,250.00 - 48,249.99 48,250.00 - 48,399.99 48,550.00 - 48,899.99 48,550.00 - 48,899.99 48,550.00 - 48,999.99 48,550.00 - 48,999.99 48,550.00 - 48,999.99 48,550.00 - 48,999.99 48,550.00 - 48,999.99 48,550.00 - 48,999.99 49,000.00 - 49,149.99 49,000.00 - 49,749.99 49,600.00 - 49,749.99 49,600.00 - 50,049.99 50,550.00 - 50,049.99 50,500.00 - 50,049	$\begin{array}{c} 488.00 & 12,68\\ 490.00 & 12,74\\ 492.00 & 12,74\\ 493.00 & 12,81\\ 495.00 & 12,81\\ 495.00 & 12,86\\ 496.00 & 12,86\\ 498.00 & 12,94\\ 500.00 & 13,00\\ 501.00 & 13,00\\ 501.00 & 13,00\\ 501.00 & 13,00\\ 505.00 & 13,16\\ 507.00 & 13,16\\ 509.00 & 13,23\\ 511.00 & 13,28\\ 512.00 & 13,33\\ 514.00 & 13,28\\ 514.00 & 13,44\\ 519.00 & 13,44\\ 519.00 & 13,52\\ 522.00 & 13,57\\ 523.00 & 13,76\\ 522.00 & 13,57\\ 522.00 & 13,57\\ 522.00 & 13,57\\ 523.00 & 13,77\\ 523.00 & 13,76\\ 523.00 & 13,76\\ 553.00 & 13,78\\ 553.00 & 13,78\\ 553.00 & 13,78\\ 553.00 & 13,78\\ 553.00 & 13,78\\ 553.00 & 13,86\\ 553.00 & 13,86\\ 553.00 & 13,89\\ 553.00 & 13,89\\ 553.00 & 13,93\\ 553.00 & 14,01\\ 553.00 $	88.00 92.00 92.00 92.00 96.00 96.00 96.00 96.00 96.00 96.00 96.00 94.00 90.000
PAYD. MONDAY TUESDAY WEDNESDAY PAY SCI WEEKLY BI-WEEKLY SEMI-MONTHLY MONTHLY PAYCHECKS ARE ISSUED ON THE AT:	AY IS ON THURSDAY OF FRIDAY OSATURDAY OSUNDAY HEDULE IS ANDOF THE MONTH TIME:OF THE MONTH	Furnish each employee with a written itemized statement of deductions withheld from his or her wages each pay period. 521-5 PREVENTS THE EMPLOYER FROM: Selling goods or supplies to employees at prices higher than the current market value. Deducting more than 25% of an employee's net earnings under a wage assignment (excluding amounts required by law to be withheld or paid for union or club dues, pension plans, payroll savings plans, credit unions, charities, and hospitalization and medical insurance). Accepting a wage assignment that does not contain the employee's notarized signature, specify the total amount due and the amount to be deducted, and state that 75% of the employee's net wages are exempt from assignment. Refusing to pay wages owed, up to \$800.00, to the relatives of a deceased employee. Updated 1/18 MINISTER BLOEVENT	37 7,600.00 - 7,749.99 81.00 2,106.00 38 7,750.00 - 7,899.99 82.00 2,132.00 39 7,900.00 - 8,199.99 84.00 2,144.00 40 8,050.00 - 8,199.99 85.00 2,210.00 41 8,200.00 - 8,499.99 87.00 2,262.00 42 8,350.00 - 8,649.99 80.00 2,314.00 43 8,500.00 - 8,649.99 90.00 2,340.00 44 8,650.00 - 8,949.99 93.00 2,418.00 45 8,800.00 - 8,949.99 93.00 2,418.00 46 8,950.00 - 9,999.99 95.00 2,522.00 47 9,100.00 - 9,249.99 97.00 2,522.00 48 9,250.00 - 9,599.99 101.00 2,668.00 50 9,550.00 - 9,699.99 101.00 2,676.00 51 9,700.00 - 10,449.99 106.00 2,766.00 53 10,000.00 - 10,299.99 108.00 2,808.00 55 10,300.00 - 10,299.99 114.00 2,864.00 54	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 244 245 244 245 246 247 248 249 250 251 252 253 254 255 255 255 256 257 258 259 260 261 262 263	$\begin{array}{c} 36,700.00-36,849.99\\ 36,850.00-36,999.99\\ 37,000.00-37,149.99\\ 37,150.00-37,299.99\\ 37,300.00-37,449.99\\ 37,450.00-37,599.99\\ 37,600.00-37,749.99\\ 37,750.00-37,899.99\\ 37,750.00-38,80,99.99\\ 38,200.00-38,349.99\\ 38,200.00-38,349.99\\ 38,500.00-38,499.99\\ 38,500.00-38,499.99\\ 38,500.00-38,499.99\\ 38,500.00-38,499.99\\ 38,500.00-38,499.99\\ 38,500.00-38,499.99\\ 38,500.00-38,499.99\\ 38,500.00-38,499.99\\ 38,500.00-38,499.99\\ 38,500.00-38,499.99\\ 38,500.00-38,999.99\\ 39,250.00-39,399.99\\ 39,250.00-39,399.99\\ 39,250.00-39,399.99\\ 39,250.00-39,399.99\\ 39,250.00-39,399.99\\ 39,500.00-39,399.99\\ 39,500.00-39,399.99\\ 39,500.00-39,499.99\\ 39,500.00-40,499.99\\ 39,500.00-40,499.99\\ 40,300.00-40,499.99\\ 40,300.00-40,499.99\\ 40,500.00-40,499.99\\ 40,600.00-40,749.99\\ 40,600.00-41,349.99\\ 41,500.00-41,349.99\\ 41,500.00-41,349.99\\ 41,500.00-41,349.99\\ 41,500.00-41,649.99\\ 41,500.00-51,500.500\\ 41,500.00-51,500.500\\ 41,500.00-51,500.500\\ 41,500.00-51,500.5$	393.00 10,218.00 395.00 10,270.00 396.00 10,226.00 398.00 10,348.00 400.00 10,440.00 401.00 10,446.00 403.00 10,54.00 406.00 10,556.00 408.00 10,656.00 408.00 10,656.00 408.00 10,668.00 411.00 10,684.00 412.00 10,712.00 414.00 10,842.00 415.00 10,920.00 422.00 10,920.00 422.00 10,920.00 422.00 10,920.00 422.00 11,128.00 430.00 11,128.00 431.00 11,268.00 431.00 11,284.00 434.00 11,386.00 438.00 11,388.00 438.00 11,388.00 438.00 11,388.00	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	51,250,00 - 51,399,99 51,250,00 - 51,349,99 51,550,00 - 51,699,99 51,550,00 - 51,699,99 52,000,00 - 52,149,99 52,000,00 - 52,149,99 52,200,00 - 52,249,99 52,450,00 - 52,599,99 52,450,00 - 52,599,99 52,600,00 - 53,049,99 53,200,00 - 53,349,99 53,250,00 - 53,349,99 53,550,00 - 53,749,99 53,550,00 - 53,749,99 53,550,00 - 53,749,99 53,500,00 - 53,049,99 53,500,00 - 53,049,99 53,500,00 - 53,499,99 53,500,00 - 53,499,99 53,500,00 - 53,499,99 53,500,00 - 54,499,99 54,500,00 - 54,499,99 54,550,00 - 54,499,99 54,550,00 - 54,499,99 54,500,00 - 55,499,99 55,000,00 - 55,499,99 55,000,00 - 55,499,99 55,300,00 - 55,599,99 55,500,00 - 55,699,99 55,500,00 - 55,699,99 55,500,00 - 55,699,99	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	92.00 944.00 96.00 922.00 74.00 92.00 78.00 78.00 82.00 98.00 90.00 94.00 94.00 94.00 94.00 94.00 94.00 94.00 94.00 92.00 93.00 94.0
AMBULANCE:	FIRE-RESCUE.	NOTICE	70 12,550.00 - 12,699.99 133.00 3,458.00 71 12,700.00 - 12,849.99 135.00 3,510.00 71 12,000.00 - 12,849.99 135.00 3,510.00	167 27,100.00 - 168 27,250.00 -	27,249.99 287.00 7,462.00 27,399.99 289.00 7,514.00	264 265	41,650.00 - 41,799.99 41,800.00 - 41,949.99	441.00 11,466.00 442.00 11,492.00		56,050.00 - 56,199.99 56,200.00 - 56,349.99 56,350.00 - 56,499.99		

