EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

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

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

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

oyees 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

ees 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,

In <mark>employee does not need to use leave</mark> in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

lpon 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.

In 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

nerally, 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,

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 FMI A 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.

mplovers 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

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

For additional information or to file a complaint:

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 • WH1420

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

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 in

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

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

HEALTH INSURANCE PROTECTION

applicable, for representation

violations of USERRA.

ENFORCEMENT

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

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.

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is

https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be

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

You may also bypass the VETS process and bring a civil action against an employer for

REV. 05/2022

nttps://www.dol.gov/ager.cles/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by

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

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:

displaying the text of this notice where they customarily place notices for employees

dependents for up to 24 months while in the military.

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

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**

FED

At least 1½ times the regular rate of pay for all hours worked over 40 in 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

tions. Different rules apply in agricultural employment. Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must

non-manufacturing, non-mining, non-hazardous jobs with certain work hours

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

Amends General Minimum Wage Order and

IWC Industry and Occupation Orders

PLEASE POST NEXT TO YOUR IWC OR INDUSTRY OCCUPATION ORDER

OFFICIAL NOTICE

California Minimum Wage

MW-2022

PREVIOUS YEAR

*Employees treated as employed by a single qualified taxpayer pursuant to Revenue and Taxation Code section 23626

are treated as employees of that single taxpayer. To employers and representatives of persons working in industries and

TAKE NOTICE that on April 4, 2016, the Governor of California signed legislation passed by the California Legislature, raising

the minimum wage for all industries. (SB 3, Stats of 2016, amending section 1182.12. of the California Labor Code.) Pursuant

to its authority under Labor Code section 1182.13, the Department of Industrial Relations amends and republishes Sections 2

3, and 5 of the General Minimum Wage Order, MW-2019. Section 1, Applicability, and Section 4, Separability, have not been

changed. Consistent with this enactment, amendments are made to the minimum wage, and the meals and lodging credit:

This summary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the

amended wage orders may be obtained by downloading online at https://www.dir.ca.gov/iwc/WageOrderIndustries.htm or

The provisions of this Order shall not apply to outside salespersons and individuals who are the parent, spouse, or children of

the employer previously contained in this Order and the IWC's industry and occupation orders. Exceptions and modifications

provided by statute or in Section 1, Applicability, and in other sections of the IWC's industry and occupation orders may be

Every employer shall pay to each employee wages not less than those stated above, on each effective date, per hour for all

When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited

mployee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate.

Employers with 26 or More Employees*

\$15.00

\$15.00

\$14.00

Employers with 25 or Fewer

\$14.00

\$15.00

\$13.00

EFFECTIVE DATE

January 1, 2022

January 1, 2023

January 1, 2021

ccupations in the State of California

APPLICABILITY

MINIMUM WAGES

CA

REGULAR PAYDAYS

FOR EMPLOYEES OF

POLICE:

CAL/OSHA:

STATE OF CALIFORNIA

P.O. Box 420603

WHAT DOES "TRANSGENDER" MEAN?

WHAT IS A GENDER TRANSITION?

FAQ FOR EMPLOYERS

FILING A COMPLAINT

contact.center@dfeh.ca.gov www.dfeh.ca.gov

*Effective 1/1/2020

or whether they plan to have surgery.

someone is transgender or gender non-conforming

CAL/OSHA PUBLICATIONS

DEPARTMENT OF INDUSTRIAL RELATIONS

San Francisco, CA 94142-0603

SHALL BE AS FOLLOWS:

sections of all of the IWC's industry and occupation orders.

MEALS AND LODGING CREDITS - TABLE

by contacting your local Division of Labor Standards Enforcement office

used where any such provisions are enforceable and applicable to the employer.

pursuant to a voluntary written agreement may not be more than the following

Department of Industrial Relations

Division of Labor Standards Enforcement

Payday Notice

THIS IS IN ACCORDANCE WITH SECTIONS 204, 204A, 204B, 205, AND 205.5

OF THE CALIFORNIA LABOR CODE

Department of Industrial

Relations - CAL/OSHA

EMERGENCY

Posting is required by Title 8 Section 1512 (e), California Code of Regulations

The Department of Fair Employment and Housing

TRANSGENDER RIGHTS IN THE WORKPLACE

Transgender is a term used to describe people whose gender identity differs from the sex they were assigned at birth. Gender expression is defined by the law to mean a "person's gender-related appearance and behavior whether or not stereotypically

a person gener tracted update anneal and standard with the person's assigned sex at birth." Gender identity and gender expression are protected characteristics under the Fair Employment and Housing Act. That means that employers may not discriminate against someone because they identify as transgender or gender non-conforming. This includes the perception that

social transition" involves a process of socially aligning one's gender with

the internal sense of self (e.g., changes in name and pronoun, bathroom facility usage, participation in activities like sports teams).

"Physical transition" refers to medical treatments an individual may

A person does not need to complete any particular step in a gender transition in

Employers may ask about an employee's employment history, and may ask for personal references, in addition to other non-discriminatory questions. An interviewer should not ask questions designed to detect a person's gender identification asking about their marital status, spouse's name, or relation of househouse the property of the

An employer who requires a dress code must enforce it in a non-discriminatory

manner. This means that, unless an emplover can demonstrate business necessity.

What are the obligations of employers when it comes to bathrooms, showers, and locker rooms?

All employees have a right to safe and appropriate restroom and locker room facilities. This includes the right to use a restroom or locker room that correspond to the employee's gender identity, regardless of the employee's assigned sex at

birth. In addition, where possible, an employer should provide an easily accessib

unisex single stall bathroom for use by any employee who desires increased privacy, regardless of the underlying reason. Use of a unisex single stall restroom should always be a matter of choice. No employee should be forced to use one

either as a matter of policy or due to harassment in a gender-appropriate facilit

you believe you are a victim of discrimination you may, within three years* of the scrimination, file a complaint of discrimination by contacting DFEH.

If you have a disability that requires a reasonable accommodation, the DFEH car

assist you by scribing your intake by phone or, for individuals who are Deaf or Hard

overnment agency must be identified as all-gender toilet facilities.

To schedule an appointment, contact the Communication Center below.

rent standard of dress or grooming than any other employe

ons of state law, all single-user toilet facilitie

each employee must be allowed to dress in accordance with their gender identity

How do employers implement dress codes and

members to one another. Employers should not ask questions about a person's body

What is an employer allowed to ask?

order to be protected by the law. An employer may not condition its treatment or accommodation of a transitioning employee upon completion of a particular step in

undergo to physically align their body with internal sense of self (é.g.

REV. 06/2002

REV. 03/1990

pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip determined to be willful or repeated. The law also prohibits retaliating against credit against their minimum wage obligation. If an employee's tips combi with the employer's cash wage of at least \$2.13 per hour do not equal the

each child labor violation that results in the death or serious injury of any minor

LODGING

Room occupied

thirds (2/3) of the

ordinary rental value, and in no

Where a couple

event more thar

are both employe

two thirds (2/3) o

vent more than

Breakfast

NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

Benefits. Workers' compensation benefits include:

employer is required to give to new employees.

If You Get Hurt:

DWC 7

04 weeks within five years from the date of injury.

or discharging workers who file a complaint or participate in any process under the FLSA. minimum hourly wage, the employer must make up the difference ADDITIONAL INFORMATION **NURSING MOTHERS** Certain occupations and establishments are exempt from the The FLSA requires employers to provide reasonable break time for a nursing minimum wage, and/or overtime pay provisions 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 Special provisions apply to workers in American Samoa, the onwealth of the Northern Mariana Islands, and the

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 mmonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with both. is shielded from view and free from intrusion from coworkers and the public which may be used by the employee to express breast milk. Some employers incorrectly classify workers as "independen contractors" when they are actually employees under the FLSA.

JANUARY 1, 2021

\$677.75/ \$790.67/ month month

It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage. The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and and overtime pay protections and correctly classified independent other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful Certain full-time students, student learners, apprentices, and worker or repeated violation of the minimum wage or overtime pay provisions of the Civil money penalties may also be assessed for violations of the FLSA's with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor nild labor provisions. Heighténed civil money penalties may be assessed foi

JANUARY 1, 2020

\$734.21/ month

unconstitutional had not been included herein.

IWC's industry and occupation orders.

exposures (such as hurting your wrist from doing the same motion over and over).

lisability, and your employer does not offer you regular, modified, or alternative work.

Death Benefits: Paid to your dependents if you die from a work-related injury or illness.

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

Employees | Employees | Employees | Employees | Employees | Employees | of number of Employee

\$58.22/ week

\$847.12/ month

\$790.67/

\$6.97

\$50.46/ week

\$734.21/

\$1002.56/ \$1169.59/ \$1086.07/ \$1253.10/

\$4.70 \$4.34 \$5.06 \$4.70 \$5.42 \$5.06

\$5.97 \$6.97 \$6.47 \$7.47

\$8.01 \$9.35 \$8.68 \$10.02

Meals or lodging may not be credited against the minimum wage without a voluntary written agreement between the

If the application of any provision of this Order, or any section, subsection, subdivision, sentence, clause, phrase, word or

thereof shall not be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or

This Order amends the minimum wage and meals and lodging credits in MW-2019, as well as in the IWC's industry and

occupation orders. (See Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other changes to the

These Amendments to the Wage Orders shall be in effect as of January 1, 2021.

Ouestions about enforcement should be directed to the Labor Commissioner's Office. For the address and telephone number

of the office nearest you, information can be found on the internet at www.dir.ca.gov/DLSE/dlse.html or under a search

for "California Labor Commissioner's Office" on the internet or any other directory. The Labor Commissioner has offices in

the following cities: Bakersfield, El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San

portion of this Order should be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining provisio

employer and the employee. When credit for meals or lodging is used to meet part of the employer's minimum wage

obligation, the amounts so credited may not be more than the amounts stated in the table above

Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton

Department of Industrial Relations

Division of Workers' Compensation

Notice to Employees - Injuries Caused by Work

Medical Care: Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, medical equipment and travel costs that are reasonably

Permanent Disability (PD) Benefits: Payment's if you do not recover completely and your injury causes a permanent loss of physical or mental

Naming Your Own Physician Before Injury or Illness (Predesignation). You may be able to choose the doctor who will treat you for a job injury

or illness. If eligible, you must tell your employer, in writing, the name and address of your personal physician or medical group before you are injured.

You must obtain their agreement to treat you for your work injury. For instructions, see the written information about workers' compensation that your

I. Get Medical Care. If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or police department

wait too long, you may lose your right to benefits. Your employer is required to provide you with a claim form within one working day after learning about your injury. Within one working day after you file a claim form, your employer or claims administrator must authorize the provision of all

treatment, up to ten thousand dollars, consistent with the applicable treatment guidelines, for your alleged injury until the claim is accepted or

If you predesignated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured

If your employer is using a medical provider network (MPN) or a health care organization (HCO), in most cases you will be treated within the MPN

or HCO unless you predesignated a personal physician or medical group. An MPN is a group of physicians and health care providers who provide

See Your Primary Treating Physician (PTP). This is the doctor with overall responsibility for treating your injury or illness.

plemental Job Displacement Benefit: A nontransferable voucher, if you are injured on or after 1/1/2004, your injury causes permanent

ecessary to treat your injury. You should never see a bill. There are limits on chiropractic, physical therapy and occupational therapy visits. Temporary Disability (TD) Benefits: Payments if you lose wages while recovering. For most injuries, TD benefits may not be paid for more than

You may be entitled to workers' compensation benefits if you are injured or become ill because of your job. Workers' compensation covers most work-

JANUARY 1, 2022



JANUARY 1, 2023

\$70.53

/week

\$58.22

\$847.12

/month

\$1253.10

\$5.42

\$7.47

EXEMPTIONS

PROHIBITIONS

FED

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.

The Employee Polygraph Protection Act prohibits most private employers from

using lie detector tests either for pre-employment screening or during the course of

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

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

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.

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. **FNFORCEMENT**

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

1-866-487-9243

TTY: 1-877-889-5627 www.dol.gov/whd

REV. 07/2016

Retaliation is prohibited against a person who files a complaint

(202) 693-1337 (TTY). OFCCP may also be contacted by e-mail

at OFCCP-Public@dol.gov, or by calling an OFCCP regional or

district office, listed in most telephone directories under U.S

FED

ou have the right to be reemployed in your civilian job if you leave that job to perform service

you ensure that your employer receives advance written or verbal notice of your

you have five years or less of cumulative service in the uniformed services while with

you return to work or apply for reemployment in a timely manner after conclusion of

you have not been separated from service with a disqualifying discharge or under

are obligated to serve in the

any benefit of employment

promotion; or

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

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

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

pyees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

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

Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite

For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

lave attained if you had not been absent due to military service or, in some cases, a comparable

other than honorable conditions.

are a past or present member of the •

inder USERRA, even if that person has no service connection

have applied for membership in the

uniformed service; or

retention in employment

en an employer may not deny you

reemployment:

LEAVE ENTITLEMENTS

rith the employer's normal paid leave policies.

ELIGIBILITY REOUIREMENTS

renerally, follow the employer's usual procedures.

wolved in any proceeding under or related to the FMLA.

Have worked for the employer for at least 12 months;

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

Have at least 1,250 hours of service in the 12 months before taking leave;* and

FED

FED

Equal Employment Opportunity is THE LAW

Private Employers, State and Local ernments, Educational Institutions, All of these Federal laws prohibit covered entities **Employment Agencies and Labor** Organizations

www.eeoc.gov

Applicants to and employees of most private employers, state WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS and local governments, educational institutions, employment agencies and labor organizations are protected under Federal OCCURRED law from discrimination on the following bases: RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, when discrimination is suspected: promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on

the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices. where the accommodation does not impose undue hardship. Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and othe

aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue The Age Discrimination in Employment Act of 1967, as

referral, and other aspects of employment. SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility

amended inrotects applicants and employees 40 years of age

or older from discrimination based on age in hiring, promotion

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

under similar working conditions, in the same establishment. **GENETICS** 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees or their family members: the manifestation of diseases or

disorders in family members (family medical history); and

requests for or receipt of genetic services by applicants,

RETALIATION

field office information is available at <u>www.eeoc.gov</u> or in

most telephone directories in the U.S. Government or Federa

Government section. Additional information about EEOC,

including information about charge filing, is available at

Applicants to and employees of companies with a Federal

government contract or subcontract are protected under

ederal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

discrimination on the basis of race, color, religion, sex or

national origin, and requires affirmative action to ensure

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

pasis of disability in hiring, promotion, discharge, pay, fring

aspects of employment. Disability discrimination includes no

making reasonable accommodation to the known physical

protects qualified individuals from discrimination on the

benefits, job training, classification, referral, and other

or mental limitations of an otherwise qualified individual

undue hardship. Section 503 also requires that Federal

of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER

contractors take affirmative action to employ and advance in

PROTECTED, AND ARMED FORCES SERVICE MEDAL

The Vietnam Era Veterans' Readjustment Assistance Act of

and requires affirmative action to employ and advance in

employment disabled veterans, recently separated veterans

(within three years of discharge or release from active duty)

other protected veterans (veterans who served during a war of

1974, as amended, 38 U.S.C. 4212, prohibits job discrimination

ent qualified individuals with disabilities at all levels

with a disability who is an applicant or employee, barring

equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Executive Order 11246, as amended, prohibits job

in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. from retaliating against a person who files a charge of military operation for which an Armed Forces service medal discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice RETALIATION

of discrimination, participates in an OFCCP proceeding, or There are strict time limits for filing charges of employment otherwise opposes discrimination under these Federal laws. discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should Any person who believes a contractor has violated its vou ultimately need to, you should contact EEOC promptly nondiscrimination or affirmative action obligations under the authorities above should contact immediately: The U.S. Equal Employment Opportunity Commission (EEOC), The Office of Federal Contract Compliance Programs (OFCCP) 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY U.S. Department of Labor, 200 Constitution Avenue, N.W., number for individuals with hearing impairments). EEOC Washington, D.C. 20210, 1-800-397-6251 (toll-free) or

Programs or Activities Receiving Federal Employers Holding Federal Contracts or Financial Assistance Subcontracts

Government, Department of Labor.

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 inancial 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 IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal

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

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 roviding such assistance. EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09

CA

chair, or allowing more frequent breaks);

Labor Code; and

medically needed because of your pregnancy

DEPARTMENT OF LABOR

JNITED STATES OF AMERICA

The Department of Fair Employment and Housing

YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE

the reasonable accommodation, transfer, or PDL is foreseeable, or as soon as practicable if

Provide a written medical certification from your health care provider. Except in a

medical emergency where there is no time to obtain it, your employer may require you

to supply a written medical certification from your health care provider of the medical

need for your reasonable accommodation, transfer or PDL. If the need is an emergency or

requests, unless it is not practicable for you to do so under the circumstances despite your

diligent, good faith efforts. Your employer must provide at least 15 calendar days for you

to submit the certification. See if your employer has a copy of a medical certification form

Please note that if you fail to give your employer reasonable advance notice or, if your

may be justified in delaying your reasonable accommodation, transfer, or PDL.

ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA):

Under the California Family Rights Act (CFRA), if you have more than 12 months of service with

an employer, and have worked at least 1,250 hours in the 12-month period before the date you

vant to begin your leave, you may have a right to a family care or medical leave (CFRA leave).

This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster

care placement of your child**, or for your own serious health condition or that of your child,

parent***, spouse, domestic partner, grandparent, grandchild, or sibling. Employers may pay

their employees while taking CFRA leave, but employers are not required to do so, unless the

employee is taking accrued paid time-off while on CFRA leave. Employees taking CFRA leave

may be eligible for California's Paid Family Leave (PFL) program, which is administered by the

If you have been subjected to discrimination, harassment, or retaliation at work, or

If you have a disability that requires a reasonable accommodation, DFEH can assist you with

employer requires it, written medical certification of your medical need, your employer

unforeseeable, you must provide this certification within the time frame your employer

REV. 04/2016

Division of Labor Standards Enforcement, Office of the Labor Commissioner THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT

(Poster may be printed on 8 ½" x 11" letter size paper) HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014

PAID SICK LEAVE An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave. Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid

at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later. Accrued paid sick leave shall carry over to the following year of employment and may be capped at 48 hours or 6 days. However, subject to specified conditions, if an employer has a paid sick leave, paid leave or paid time off policy (PTO)

that provides no less than 24 hours or three days of paid leave or paid time off, no accrual or carry over is required if the full amount of leave is received at the beginning of each year in accordance with the policy

An employee may use accrued paid sick days beginning on the 90th day of

An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking. An employer may limit the use of paid sick days to 24 hours or three days in each year of employment. Retaliation or discrimination against an employee who requests paid sick days or uses

paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee. For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website http://www.dir.ca.gov/dlse/DistrictOffices.htm using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone. DLSE Paid Sick Leave Posting

REV. 11/2014

THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT

THE MISSION OF THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING IS TO PROTECT THE PEOPLE OF CALIFORNIA FROM UNLAWFUL DISCRIMINATION IN EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATIONS, AND FROM THE PERPETRATION OF ACTS OF HATE VIOLENCE AND HUMAN TRAFFICKING.

The California Department of Fair Employment and Housing (DFEH) enforces laws that protect you from illegal discrimination and harassment in employment based on your actual or perceived: NATIONAL ORIGIN (includes language use and possession of a driver's license issued to persons unable to prove AGE (40 and above)

DISABILITY (physical, mental, HIV and AIDS) RACE (including, but not limited to, hair texture and protective hairstyles. Protective hairstyles includes, but is not limited to, such hairstyles as braids, locks, and twists)

GENDER IDENTITY, GENDER EXPRESSION **RELIGION** (includes religious dress and grooming MARITAL STATUS MEDICAL CONDITION (genetic characteristics, cancer or a SEX/GENDER (includes pregnancy, childbirth, reastfeeding and/or related medical conditions MILITARY OR VETERAN STATUS SEXUAL ORIENTATION

THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (GOVERNMENT CODE SECTIONS 12900 THROUGH 12996) AND TS IMPLEMENTING REGULATIONS (CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTIONS 11000 THROUGH 11141): Prohibit harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any hiring preference. persons and require employers to take all reasonable steps to prevent harassment. This includes a prohibition against sexual harassment, gender harassment, harassment based n pregnancy, childbirth, breastfeeding and/or related

nedical conditions, as well as harassment based on all Require that all employers provide information to each of their employees on the nature, illegality, and legal emedies that apply to sexual harassment. Employer may either develop their own publications, which mus meet standards set forth in California Government Code section 12950, or use material from DFEH. Require employers with 5 or more employees and all public entities to provide training for all employees

egarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, Prohibit employers from limiting or prohibiting the use of any language in any workplace unless justified by of the language restriction and consequences for olation. Also prohibit employers from discriminating against an applicant or employee because they possess a that their presence in the United States is authorized

Require employers to reasonably accommodate an employee, unpaid intern, or job applicant's religious beliefs and practices, including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual's bservance of their religious beliefs. Require employers to reasonably accommodat employees or job applicants with disabilities to enable them to perform the essential functions of a job.

Permit job applicants, unpaid interns, volunteers, and employees to file complaints with DFEH against an to grant equal employment as required by law. ohibit discrimination on a protected basis agains any job applicant, unpaid intern, or employee in hiring promotions, assignments, termination, or any term. ondition, or privilege of employment. Require employers, employment agencies, and unions employment referral records for a minimum of four years

Require employers to provide leaves of up to four months or a related medical condition. Require an employer to provide reasonable accommodations requested by an employee, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition Require employers of 5 or more persons to allow eligible employees to take up to 12 weeks leave in a 12-montl period: to care for their own serious health condition: to

scriminatory pre-hiring inquiries or publishing help

birth, adoption, or foster placement); or for certain Require employment agencies to serve all applicants equally, refuse discriminatory job orders, and prohibit

wanted advertisements that express a discriminatory Prohibit unions from discriminating in membe admissions or dispatching members to jobs. Prohibit retaliation against a person who opposes reports, or assists another person to oppose unlawful FILING A COMPLAINT

The law provides for remedies for individuals who experience prohibited discrimination, harassment, or retaliation in the workplace. These remedies include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, expert vitness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages. ob applicants, unpaid interns, and employees: If you believe you have experienced discrimination, harassment, or etaliation you may file a complaint with DFEH. Independen ontractors and volunteers: If you believe you have been arassed, you may file a complaint with DFEH. Complaints must be filed within three years of the last act of discrimination/harassment/retaliation. For victims who are under the age of eighteen, not later than three years after the last act of discrimination/harassment/retaliation or one yea after the victim's eighteenth birthday, whichever is later. If you have been subjected to discrii ssment.or retaliation at work, or have beer improperly denied family or medical leave, file a

TO FILE A COMPLAINT

dfeh.ca.gov Toll Free: 800.884.1684 TTY: 800.700.2320 If you have a disability that requires a reasonable Contact us through any method above or, for individuals who

the California Relay Service (711) DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested. vernment Code section 12950 and California Code of Regulations, title 2, section 11013, require all employers to st this document. It must be conspi offices, on employee bulletin boards, in employment agency vaiting rooms, union halls, and other places o gather. Any employer whose workforce at any facility or

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the mployee's domestic partner, or a person to whom the mployee stands in loco parenti "Parent" includes a biological, foster, or adoptive parent a parent-in-law, a stepparent, a legal guardian, or other erson who stood in loco parentis to the employee when th

REV. 1/2022

stablishment consists of more than 10% of non-English

CA **Employment Development Department**

DFEH-E04P-ENG

Notice to Employees: tered with the Employment Development Department (EDD) as required by the California Unemployment ance Code and is reporting wage credits to the EDD that are being accumulated for you to This employer is registered with the Employment Dev

REV. 12/2019

be used as a basis for:

(funded entirely by employers' taxes) Unemployment Insurance (UI) is paid for by your employer and provides partial income replacement when you are unemployed or your hours are reduced due to no fault of your own. To claim UI benefit payments you must also meet all UI eligibility requirements, including that you must be available for work and searching for work. How to File a New UI Claim file your UI claim. Visit

UI - Unemployment Insurance

<u>ine (edd.ca.gov/UI_Online</u>) to get started. **Phone:** Representatives are available at the following toll-free numbers, Monday through Friday between **8 a.m. to 12 noon** (Pacific Standard Time) except during state holidays.

Fax or Mail: When accessing UI Online to file a new claim, some customers will be instructed to fax or mail their UI application to the EDD. If this occurs, the *Unemploymer Insurance Application* (DE 1101I), will display. For faste

number listed on the form. If mailing your UI application, use the address on the form and allow additional time Important: Waiting to file your UI claim may delay benefit payments. **DI - Disability Insurance** Disability Insurance (DI) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians who

and more secure processing, fax the completed form to the

are unable to work due to a non-work-related illness, injury, pregnancy, 2515) brochure, to newly hired employees and to each employee who is unable to work due to a non-work-related illness, injury, pregnancy, How to File a New DI Claim Online: SDI Online is the fastest and most convenient way to file your claim. Visit

edd.ca.gov/SDI_Online) to get started.

Mail: To file a claim with the EDD by mail, complete and submit a Claim for Disability Insurance (DI) Benefits (DE

2501) form. You can obtain a paper claim form from you

nore information about DI, visit <u>State Disability Insurance</u> (edd.ca.gov/disability) or call 1-800-480-3287. For more information about DI, visit State Disa ment employees should call 1-866-352-7675 TTY (for deaf or hearing-impaired individuals only) is available at 1-800-563-2441. **PFL - Paid Family Leave** Paid Family Leave (PFL) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians wh

> law, grandparent, grandchild, sibling, spouse, or registered domestic partner. Benefits are available to parents who need time off work to bond with a new child entering the family by birth, adoption, or foster care placement. Benefits are also available for eligible Californians who need time off work to participate in a qualifying event resulting from a spouse, registered domestic partner, parent, or child's military nent to a foreign country our employer must provide the *Paid Family Leave* (DE 2511) brochure to newly hired employees and to each employee who is taking time off work to care for a seriously ill family members, to bond with a new chile or to participate in a qualifying military event. How to File a New PFL Claim

Note: If your employer maintains an approved Voluntary Plan for DI

eed time off work to care for seriously ill child, parent, parent-in-

coverage, contact your employer for assistance

Online: SDI Online is the fastest and most convenient way to file your claim. Visit ne (edd.ca.gov/SDI_Online) to get started. Mail: To file a claim with the EDD by mail, complete and 2501F) form. You can obtain a paper claim form from your employer, a physician/practitioner, visitinga State Disability Insurance office, online at <u>EDD Forms and Publications</u> (<u>edd.ca.gov/Forms</u>), or by calling 1-877-238-4373. Note: If your employer maintains an approved Voluntary Plan for PFL

coverage, contact your employer for assistance. For more information about PFL, visit State Disability Insurance or call 1-877-238-4373 t employees should call 1-877-945-4747. TTY (for deaf or hearing-impaired individuals only) is available at 1-800-445-1312.

Note: Some employees may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to withhold facts to claim benefits. For additional information, visit DE 1857A Rev. 44 (12-20) (INTERNET)

employer, physician/practitioner, visiting a State Disability Insurance office, online at <u>EDD Forms and Publications</u> (<u>edd.ca.gov/Forms</u>), or by calling1-800-480-3287. **REV. 12/2020**

Employment Development Department NOTICE TO EMPLOYEES UNEMPLOYMENT INSURANCE BENEFITS earned from a public or nonprofit educational institution(s). This employer is registered under the California Unemployment Insurance Code and is reporting wage credits to the Employment Development Department (EDD) that are being accumulated for you

Insurance benefits if you are: Unemployed or working less than full-time. work, ready to accept work, and looking for work. Employees of Educational Institutions

to be used as a basis for Unemployment Insurance benefits. You may be eligible to receive Unemployment

Jnemployment Insurance benefits based on wages earned while employed by a public or nonprofit educational institution may not be paid during a school recess period if the employee has reasonabl assurance of returning to work at the end of the recess period (California Unemployment Insurance Code section 1253.3). Benefits based on other covered employment may be payable during recess

periods if the unemployed individual is in all other respects eligible

establish an Unemployment Insurance claim after excluding wages

Note: Some employees may be exempt from Unemployment and The fastest way to file for Unemployment Insurance (UI) is with UI Online at www.edd.ca.gov/UI_Online.

> 1-800-326-8937 Vietnamese 1-800-547-2058 Note: Waiting to file a claim could delay benefits. EDD representatives are available Monday through Friday between 8 a.m. and 12 noon (Pacific Time). DE 1857D Rev. 19 (7-18) (INTERNET) CU

You may also file for Unemployment Insurance by calling toll-free from anywhere in the U.S. at:

REV. 07/2018

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation.

Who is protected? Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals. "Employee"

means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. [California Labor Code Section 1106] What is a whistleblower?

WHISTLEBLOWERS ARE PROTECTED

A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

 A violation of a state or federal statute, A violation or noncompliance with a local, state or federal rule or regulation, or

With reference to employee safety or health, unsafe working conditions or work practices in the employee's

employment or place of employment.

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

What protections are afforded to whistleblowers? An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from

being a whistleblower. An employer may not retaliate against an employee who is a whistleblower.

An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

How to report improper acts If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of

any former employment.

fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

POLLS ARE OPEN FROM 7:00 A.M. TO 8:00 P.M.

If you are scheduled to be at work during

whichever allows the most free time for voting and the least time off from your regular working shift, unless you make another arrangement with your employer.

notify your employer at least two working days prior to the election CALIFORNIA ELECTIONS CODE SECTION 14000

Time Off to Vote

FACH FLECTION DAY that time and you do not have sufficient time outside of working hours to vote at a statewide

election, California law allows you to take up to two hours off to vote, without losing any pay. You may take as much time as you need to vote, but only two hours of that time will be paid. Your time off for voting can be only at the beginning or end of your regular work shift,

If three working days before the election you think you will need time off to vote, you must

you normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layoff Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area to express breast milk in private as set forth in the

Reasonably accommodate your medical needs related to pregnancy, childbirth, or related

conditions (such as temporarily modifying your work duties, providing you with a stool or

Provide you with pregnancy disability leave (PDL) of up to four months (the working days

Transfer you to a less strenuous or hazardous position (if one is available) or duties if

Never discriminate, harass, or retaliate on the basis of pregnancy FOR PREGNANCY DISABILITY LEAVE: PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical condition. Your health care provided etermines how much time you will need.

medical certification from your health care provider substantiating the need for your PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, and doctor-ordered bed rest, and covers conditions such as severe morning sickness, gestational diabetes, pregnancy-induced hyper-tension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression.

Once your employer has been informed that you need to take PDL, your employer must

if you request a written guarantee. Your employer may require you to submit written

quarantee in writing that you can return to work in your same or a comparable position

required by your health care provider, including intermittent leave or a reduced work Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department At your discretion, you can use any vacation or other paid time off during your PDL. Your employer may require or you may choose to use any available sick leave during your

Your employer is required to continue your group health coverage during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the duration of your leave Taking PDL may impact certain of your benefits and your seniority date; please contact your employer for details.

NOTICE OBLIGATIONS AS AN EMPLOYEE: Give your employer reasonable notice. To receive reasonable accommodation, obtain a

transfer, or take PDL, you must give your employer sufficient notice for your employer to

have been improperly denied PDL or CFRA leave, file a complaint with DFEH. TO FILE A COMPLAINT PDL does not need to be taken all at once but can be taken on an as-needed basis as Toll Free: 800.884.1684

mployment Development Department (EDD).

the need is an emergency or unforeseeable.

to give to your health care provider to complete.

your complaint. Contact us through any method above or, for individuals who are deaf or hard of hearing or have speech disabilities, through the California Relay Service (711). *PDL, CFRA leave, and anti-discrimination protections apply to employers of 5 or more

SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES

Employers who use any substance that is listed as a hazardous substance in California Code of

Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.html), or is covered by the Hazard

substance in the workplace upon request of an employee, an employee's collective bargaining

Communication standard (<u>www.dir.ca.gov/title8/5194.html</u>) must provide employees information on

the hazardous chemicals in their work areas, access to safety data sheets, and training on how to use

Employers shall make available on a timely and reasonable basis a safety data sheet on each hazardous

Employees have the right to see and copy their medical records and records of exposure to potentially

Employers must allow access by employees or their representatives to accurate records of employee

exposures to potentially toxic materials or harmful physical agents, and notify employees of any

exposure to hazards conducted to comply with Cal/OSHA regulations.

WHEN CAL/OSHA COMES TO THE WORKPLACE:

company is obeying workplace safety and health laws.

VIOLATIONS, CITATIONS, AND PENALTIES:

certain non-serious violations

exposures in concentration or levels exceeding the exposure limits allowed by Cal/OSHA standards.

Any employee or their representative has the right to observe monitoring or measuring of employee

A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to make sure your

Inspections are also conducted when an employee files a valid complaint with Cal/OSHA.

When an inspection begins, the Cal/OSHA investigator will show official identification.

reasonable number of employees about safety and health conditions at the workplace.

Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness, or fatality.

The employer, or someone the employer chooses, will be given an opportunity to accompany the

investigator during the inspection. An authorized representative of the employees will be given the

same opportunity. Where there is no authorized employee representative, the investigator will talk to a

If the investigation shows that the employer has violated a safety and health standard or order, Cal/OSHA

may issue a citation. Each citation carries a monetary penalty and specifies a date by which the violation

must be abated. A notice, which carries no monetary penalty, may be issued in lieu of a citation for

the same hazardous condition. Base penalty amounts, penalty adjustment factors, and minimum

and maximum penalty amounts are set forth in California Code of Regulations, title 8, section 336

Penalty amounts depend in part on the classification of the violation as regulatory, general, serious, repeat, or willful; and whether the employer failed to abate a previous violation involving

** "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic partner, or a person to whom the employee stands *** "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the

employee was a child

This guidance is for informational purposes only, does not establish substantive policy or rights,

Department of Industrial Relations - CAL/OSHA

SAFETY AND HEALTH PROTECTION ON THE JOB

hazardous chemicals safely.

representative, or an employee's physician.

toxic materials or harmful physical agents.

California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and procedures to comply with the state's workplace safety and health standards and orders. The law requires that this poster be displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.gov/samples/search/query.htm.

WHAT AN EMPLOYER MUST DO: All employers must provide work and workplaces that are safe and healthful. In other words, as an employer, you must follow state laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers, and substantial monetary penalties. You must display this poster in a conspicuous place where notices to employees are customarily posted so

everyone on the job can be aware of basic rights and responsibilities. requirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov/title8/3203.html) and provide access to employees and their designated representatives. You must be aware of hazards your employees face on the job and keep records showing that each employee has been trained in the hazards unique to each job assignment.

You must correct any hazardous condition that you know may result in injury to employees. Failure to do so could result in criminal charges, monetary penalties, and even incarceration. You must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured employee. Failure to report a serious injury or illness, or death, within 8 hours can result in a minimum civil penalty

WHAT AN EMPLOYER MUST NEVER DO: Never permit an employee to do work that violates Cal/OSHA workplace safety and health regulations Never permit an employee to be exposed to harmful substances without providing adequate protection. Never allow an untrained employee to perform hazardous work. EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS: As an employee, you (or someone acting for you) have the right to file a confidential complaint and request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office (see below). Your name is not revealed by Cal/OSHA,

You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/OSHA investigator inspecting your workplace. You and your designated representative have the right to access the employer's IIPP. Any employee has the right to refuse to perform work that would violate an occupational safety or health standard or order where such violation would create a real and apparent hazard to the employee or other employees. You may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions, or for otherwise exercising your rights to a safe and healthful workplace. If you feel that you have been fired or punished for exercising your rights, you may file a complaint about this type of discrimination by contacting the nearest office of the California Department of Industrial Relations, Division of Labor Standards Enforcement (Labor Commissioner's Office) or the San Francisco office of the U.S. Department of Labor, Occupational Safety and Health Administration. (Employees of state or local

Consult your local telephone directory for the office nearest you. **EMPLOYEES ALSO HAVE RESPONSIBILITIES:** To keep the workplace and your coworkers safe, you should tell your employer about any hazard that could result in an injury or illness to an employee. While working, you must always obey state workplace

government agencies may only file these complaints with the California Labor Commissioner's Office.)

safety and health laws.

District Offices

American Canyon

Bakersfield

Foster City

Long Beach

Los Angeles

Modesto

Monrovia

Oakland

Redding

Sacramento

San Diego

Santa Ana

Van Nuys

San Francisco

San Francisco

Sacramento

Santa Ana

Monrovia

Regional Offices

Field / Area Offices

Fresno / Central Valley

• Oakland / Bay Area

 San Fernando Vallev **Consultation Region Office**

San Bernardino

Sacramento / Northern CA

• San Diego / Imperial County

TWO ways to verify poster compliance!

Go to: JJKeller.com/LLPverify

Enter this code: 62762-012022

QR CODE) Scan with phone camera

ONLINE

JAN2022

Cal OSHA Consultation Services

San Bernardino

Fremont

Fresno

(www.dir.ca.gov/title8/336.html). In addition, a willful violation that causes death or permanent impairment of the body of any employee can result, upon conviction, in a fine of up to \$250,000 or imprisonment up to three years, or both, and if the employer is a corporation or limited liability company, the fine may be up to \$1.5 million The law provides that employers may appeal citations within 15 working days of receipt to the Occupational Safety and Health Appeals Board.

prominently at or near the place of the violation for three working days, or until the unsafe condition is corrected, whichever is longer, to warn employees of danger that may exist there. Any employee may protest the time allowed for correction of the violation to the Division of Occupational Safety and Health or the Occupational Safety and Health Appeals Board.

An employer who receives a citation, Order to Take Special Action, or Special Order must post it

To learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free information, required forms, and publications. You can also contact a local district office of Cal/OSHA. If you prefer, you may retain a competent private consultant, or ask your workers' compensation insurance carrier for guidance in obtaining information.

(661) 588-6400

(650) 573-3812

(510) 794-252

(559) 445-5302

(424) 450-2630

(213) 576-7451

(209) 545-7310

(626) 239-0369

(510) 622-2916

(530) 224-4743

(916) 263-2800

(909) 383-4321

(619) 767-2280

(415) 557-0100

(714) 558-4451

(818) 901-5403

(415) 557-0300

(916) 263-2803 (714) 558-4300

(626) 471-9122

(559) 445-6800

(714) 562-5525

(510) 622-2891

(916) 263-0704

(909) 383-4567

(619) 767-2060

(818) 901-5754

Call the FREE Worker Information Helpline – (866) 924-9757 DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)

HEADOUARTERS: 1515 Clay Street. Ste. 1901, Oakland, CA 94612 - Telephone (510) 286-7000 3419 Broadway St., Ste. H8, American Canyon 94503 7718 Meany Ave., Bakersfield 93308 1065 East Hillsdale Bl., Ste. 110, Foster City 94404

800 Royal Oaks Dr., Ste. 105, Monrovia 91016 1515 Clay St., Ste. 1303, Box 41, Oakland 94612 381 Hemsted Dr., Redding 96002 1750 Howe Ave., Ste. 430, Sacramento 95825 464 West Fourth St., Ste. 332, San Bernardino 92401 7575 Metropolitan Dr., Ste. 207, San Diego 92108 455 Golden Gate Ave., Rm. 9516, San Francisco 94102 2 MacArthur Place, Ste. 720, Santa Ana 92707 6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401 455 Golden Gate Ave., Rm 9516, San Francisco 94102

1750 Howe Ave., Ste. 440, Sacramento 95825

2 MacArthur Place, Ste. 720, Santa Ana 92707

39141 Civic Center Dr., Ste. 310, Fremont 94538

1500 Hughes Way, Suite C-201, Long Beach 90810

320 West Fourth St., Rm. 820, Los Angeles 90013

2550 Mariposa St., Rm. 4000, Fresno 93721

4206 Technology Dr., Ste. 3, Modesto 95356

800 Royal Oaks Dr., Ste. 105, Monrovia 91016 2550 Mariposa Mall, Rm. 2005, Fresno 93721 La Palma / Los Angeles / Orange County 1 Centerpointe Dr., Ste. 150, La Palma 90623 1515 Clay St., Ste. 1103, Oakland 94612

1750 Howe Ave., Ste. 490, Sacramento 95825

7575 Metropolitan Dr., Ste. 204, San Diego 92108 6150 Van Nuys Blvd., Ste. 307, Van Nuys 91401 2550 Mariposa Mall, Rm. 3014, Fresno 93721 Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of Industrial Relations, which has primary

464 West Fourth St., Ste. 339, San Bernardino 9240

responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor Tel: (415) 625-2547. OSHA monitors the operation of state plans to assure that continued approval is merited

> To update your labor law posters contact J. J. Keller & Associates, Inc. JJKeller.com/laborlaw 800-327-6868

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treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact you If your employer is not using an MPN or HCO, in most cases the claims administrator can choose the doctor who first treats you when you are injured, unless you predesignated a personal physician or medical group. Medical Provider Networks. Your employer may be using an MPN, which is a group of health care providers designated to provide treatment o workers injured on the job. If you have predesignated a personal physician or medical group prior to your work injury, then you may go there to receive treatment from your predesignated doctor. If you are treating with a non-MPN doctor for an existing injury, you may be required to change to a doctor within the MPN. For more information, see the MPN contact information below MPN EFFECTIVE DATE MPN IDENTIFICATION NUMBER:

IF YOU NEED HELP LOCATING AN MPN PHYSICIAN, CALL YOUR MPN ACCESS ASSISTANT AT: IF YOU HAVE QUESTIONS ABOUT THE MPN OR WANT TO FILE A COMPLAINT AGAINST THE MPN, CALL THE MPN mination. It is illegal for your employer to punish or fire you for having a work injury or illness, for filing a claim, or testifying in another person's workers' compensation case. If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the Questions? Learn more about workers' compensation by reading the information that your employer is required to give you at time of hire lf you have questions, see your employer or the claims administrator (who handles workers' compensation claims for your employer):

You can also get free information from a State Division of Workers' Compensation Information (DWC) & Assistance Officer. The nearest Information &

or by calling toll-free (800) 736-7401. Learn more information about workers' compensation online: www.dwc.ca.gov and access a useful booklet "Workers' Compensation in California: A Guidebook for Injured Workers." False claims and false denials. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony and may be fined and Your employer may not be liable for the payment of workers' compensation benefits for any injury that arises from your voluntary participation in

any **off-duty, recreational, social, or athletic activity** that is not part of your work-related dutie

REV. 01/01/2016

The Department of Fair Employment and Housing

FAMILY CARE & MEDICAL LEAVE & PREGNANCY DISABILITY LEAVE

HOUSING IS TO PROTECT THE PEOPLE OF CALLEORNIA FROM until you comply with this notice policy. LINI AWELL DISCRIMINATION IN EMPLOYMENT HOLISING RUSINESS We may require certification from your health care provider before ESTABLISHMENTS, AND STATE-FUNDED PROGRAMS AND ACTIVITIES. allowing you a leave for pregnancy disability or for your own serious health condition. We also may require certification from the health care Under California law, you may have the right to take jobprovider of your family member who has a serious health condition, efore allowing you a leave to take care of that family member. When or a family member with a serious health condition, or to bon medically necessary, leave may be taken on an intermittent or reduced with a new child (via birth, adoption, or foster care). California If you are taking a leave for the birth, adoption, or foster care odations to employees who are disabled by pregnancy

and if we employ five or more employees, you may have a right to a family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent, parent-in-law, grandparent, sibling, spouse, or domestic partner. While the law provides only unpaid leave, employee may choose or employers may require use of accrued paid leave while taking CFRA leave under certain circumstance Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth or a related medical condition, you are entitled

THE MISSION OF THE DEPARTMENT OF FAIR EMPLOYMENT AND

childbirth, or a related medical condition.

to take a pregnancy disability leave of up to four months, depending n your period(s) of actual disability. If you are CFRA-eligible, you have certain rights to take BOTH a pregnancy disability leave and a CFRA leave for reason of the birth of your child. Both leaves contain a arantee of reinstatement-for pregnancy disability it is to the same position and for CFRA it is to the same or a comparable position-at the

end of the leave, subject to any defense allowed under the law.

If possible, you must provide at least 30 days' advance notice for

eeable events (such as the expected birth of a child or a planned

medical treatment for yourself or of a family member). For events that

are unforeseeable, we need you to notify us, at least verbally, as soon as

ement of a child, the basic minimum duration of the leave is two weeks, and you must conclude the leave within one year of the birth or than 12 months of service with us and have worked at least 1,250 hours Taking a family care or pregnancy disability leave may impact certain in the 12-month period before the date you want to begin your leave. of your benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact your employer

> TO FILE A COMPLAINT epartment of Fair Employment and Housing dfeh.ca.gov Toll Free: 800.884.1684 TY: 800.700.2320 If you have a disability that requires a reasonable accommodation method above or, for individuals who are deaf or hard of hearing o

have speech disabilities, through the California Relay Service (711

rules is grounds for, and may result in, deferral of the requested leave

DFEH-100-21ENG

REV. 1/2022

(Enter "self-insured" if appropriate

If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied PDL or

are for a child of any age*, spouse, domestic partner, parent**, grandparent, grandchild, or sibling with a

speaking persons must also post this notice in the appropriat

DFEH-E07P-ENG