24 months while in the military.

ENFORCEMENT

privilege of employment

related medical condition.

hiring preference.

service-connected illnesses or injuries.

to investigate and resolve complaints of USERRA violations.

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

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

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

• 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 http://www.dol.gov/vets. An interactive online

· 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

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

USERRA Advisor can be viewed at http://www.dol.gov/elaws/userra.htm.

records, and employment referral records for a minimum of four years.

### **EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW**

**EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW** PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases: RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 protects as amended, protects applicants and employees from discrimination in hiring, promotion, applicants and employees from discrimination based on genetic information in hiring

discharge, pay, fringe benefits, job training, classification, referral, and other aspects of promotion, discharge, pay, fringe benefits, job training, classification, referral, and origin. Religious discrimination includes failing to reasonably accommodate an employee's information and strictly limits disclosure of genetic information. Genetic information ligious practices where the accommodation does not impose undue hardship. **DISABILITY** 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, history); and requests for or receipt of genetic services by applicants, employees, or their promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable **RETALIATION** All of these Federal laws prohibit covered entities from retaliating accommodation to the known physical or mental limitations of an otherwise qualified ndividual with a disability who is an applicant or employee, barring undue hardship. AGE The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in limits for filing charges of employment discrimination. To preserve the ability of EEOC to niring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and 🔝 act on your behalf and to protect your right to file a private lawsuit, should you ultimately other aspects of employment.

need to, you should contact EEOC promptly when discrimination is suspected:

SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Rights

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free 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 field office information is available at www.eeoc.gov or in most telephone directories in that require equal skill, effort, and responsibility, under similar working conditions, in the the U.S. Government or Federal Government section. Additional information about EEOC

ent, on the basis of race, color, religion, sex (including pregnancy), or national other aspects of employment. GINA also restricts employers' acquisition of genetic includes information about genetic tests of applicants, employees, or their family members: the manifestation of diseases or disorders in family members (family medica against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice. **VHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED** There are strict time or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC including information about charge filing, is available at www.eeoc.gov

**EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** 

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases: RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL of employment, including the executive level. ORIGIN Executive Order 11246, as amended, prohibits employment discrimination based PROTECTED VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of 1974 on race, color, religion, sex, sexual orientation, gender identity, or national origin, and as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and require requires affirmative action to ensure equality of opportunity in all aspects of employment.

PAY SECRECY Executive Order 11246, as amended, protects applicants and employees separated veterans (i.e., within three years of discharge or release from active duty), active rom discrimination based on inquiring about, disclosing, or discussing their duty wartime or campaign badge veterans, or Armed Forces service medal veterans. compensation or the compensation of other applicants or employees.

INDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination. amended, protects qualified individuals with disabilities from discrimination in hiring, under these Federal laws. Any person who believes a contractor has violated its promotion, discharge, pay, fringe benefits, job training, classification, referral, and other nondiscrimination or affirmative action obligations under the authorities above should aspects of employment. Disability discrimination includes not making reasonable contact immediately: The Office of Federal Contract Compliance Programs (OFCCP) accommodation to the known physical or mental limitations of an otherwise qualified U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210 individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action 1-800-397-6251 (toll-free) or (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 to employ and advance in employment qualified individuals with disabilities at all levels in most telephone directories under U.S. Government, Department of Labor.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | www.dol.gov.

RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title VII of the which receive Federal financial assistance Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act of 1973, as prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits been discriminated against in a program of any institution which receives Federal financial employment discrimination on the basis of sex in educational programs or activities assistance, you should immediately contact the Federal agency providing such assistance Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poster EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

CALIFORNIA	MINIMUM WAGE

PLEASE POST NEXT TO YOUR IWC O	r industry occupation order - <u>official</u> Vage mw-2022	Amends General Minimum Wage Order and IWC Industry and Occupation Orders		
EFFECTIVE DATE	Employers with 25 or Fewer Employees*	Employers with 26 or More Employees *		
January 1, 2022	\$14.00	\$15.00		
January 1, 2023	\$15.00	\$15.00		
	PREVIOUS YEAR			
January 1, 2021	\$13.00	\$14.00		
nployees treated as employed by a single qualified taxpa I representatives of persons working in industries and o	yer pursuant to Revenue and Taxation Code section 23626 are cupations in the State of California:	treated as employees of that single taxpayer. To employers		

**SUMMARY OF ACTIONS** TAKE NOTICE that on April 4, 2016, the Governor of California signed legislation passed by the California Legislature, raising the minimum wage for al 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 Industria 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 credits sections of all of the IWC's industry and occupation orders. his 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 máy be obtained by downloading nline at https://www.dir.ca.gov/iwc/WageOrderIndustries.htm or by contacting your local Division of Labor Standards Enforcement office. 1. APPLICABILITY 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 n 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 used where any such provisions are enforceable and applicable to the employer. 2. MINIMUM WAGES Every employer shall pay to each employee wages not less than those stated above, on each effective date, per hour for all hours worked 3. MEALS AND LODGING CREDITS - TABLE When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited pursuant to

EFFECTIVE:	JANUARY 1, 2020		JANUARY 1, 2021		JANUARY 1, 2022		JANUARY 1, 2023
For an employer who employs:	26 or More	25 or Fewer	26 or More	25 or Fewer	26 or More	25 or Fewer	All Employers regardless of number of Employees
LODGING	Employees	Employees	Employees	Employees	Employees	Employees	
Room occupied alone	\$61.13	\$56.43	\$65.83	\$61.13	\$70.53	\$65.83	\$70.53
	/week	/week	/week	/week	/week	/week	/week
Room shared	\$50.46	\$46.58	\$54.34	\$50.46	\$58.22	\$54.34	\$58.22
	/week	/week	/week	/week	/week	/week	/week
Apartment – two thirds (2/3) of the ordinary rental value, and in no event more than:	\$734.21	\$677.75	\$790.67	\$734.21	\$847.12	\$790.67	\$847.12
	/month	/month	/month	/month	/month	/month	/month
Where a couple are both employed by the employer, two thirds (2/3) of the ordinary rental value, and in no event more than:	\$1086.07 /	\$1002.56	\$1169.59	\$1086.07	\$1253.10	\$1169.59	\$1253.10
	month	/month	/month	/month	/month	/month	/month
MEALS							
Breakfast	\$4.70	\$4.34	\$5.06	\$4.70	\$5.42	\$5.06	\$5.42
Lunch	\$6.47	\$5.97	\$6.97	\$6.47	\$7.47	\$6.97	\$7.47
Dinner	\$8.68	\$8.01	\$9.35	\$8.68	\$10.02	\$9.35	\$10.02

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. 4. SEPARABILITY If the application of any provision of this Order, or any section, subsection, subdivision, sentence, clause, phrase, word or portion of this Order should be held nvalid, unconstitutional, unauthorized, or prohibited by statute, the remaining provisions thereof shall not be affected thereby, but shall continue to be given full force and effect as the part so held invalid or unconstitutional had not been included herein. . AMENDED PROVISIONS 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 -15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other changes to the IWC's industry and occupation orders. These Amendments to the Wage Orders shall be in effect as of January 1, 2021.

Questions 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 a www.dir.ca.gov/DL5E/dise.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: Bake Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, and Van Nuys.

### FMLA - FAMILY AND MEDICAL LEAVE ACT

#### **EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT** THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS Eligible employees who work for a covered employer can take up of the employee's worksite. to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons: \*Special "hours of service" requirements apply to airline flight crew employees • The birth of a child or placement of a child for adoption or foster care; unable to perform the employee's job; leave in one block. When it is medically necessary or otherwise permitted, employees provide a written notice indicating what additional information is required. the FMLA, or being involved in any proceeding under or related to the FMLA.

REQUESTING LEAVE Generally, employees must give 30-days' advance notice of the need To bond with a child (leave must be taken within 1 year of the child's birth or placement); for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the • To care for the employee's spouse, child, or parent who has a qualifying serious health condition; 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 For the employee's own qualifying serious health condition that makes the employee to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to For qualifying exigencies related to the foreign deployment of a military member who perform his or her job functions, that a family member cannot perform daily activities, or An eligible employee who is a covered servicemember's spouse, child, parent, or next of the employer if the need for leave is for a reason for which FMLA leave was previously taken in may also take up to 26 weeks of FMLA leave in a single 12-month period to care for or certified. Employers can require a certification or periodic recertification supp<mark>orti</mark>ng the the servicemember with a serious injury or illness. An employee does not need to use need for leave. If the employer determines that the certification is incomplete, it must may take leave intermittently or on a reduced schedule. Employee's may choose, or an EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an employee's need employer may require, use of accrued paid leave while taking FMLA leave. If an employee of releave is for a reason that may qualify under the FMLA, the employer must notify the substitutes accrued paid leave for FMLA leave, the employee must comply with 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 employee SENEFITS & PROTECTIONS While employees are on FMLA leave, employers must must provide a reason for ineligibility. Employers must notify its employees if leave will be continue health insurance coverage as if the employees were not on leave. Upon return designated as FMLA leave, and if so, how much leave will be designated as FMLA leave. from FMLA leave, most employees must be restored to the same job or one nearly **ENFORCEMENT** Employees may file a complaint with the U.S. Department of Labor, Wago dentical to it with equivalent pay, benefits, and other employment terms and conditions. and Hour Division, or may bring a private lawsuit against an employer. The FMLA does not An employer may not interfere with an individual's FMLA rights or retaliate against affect any federal or state law prohibiting discrimination or supersede any state or local law omeone for using or trying to use FMLA leave, opposing any practice made unlawful by or collective bargaining agreement that provides greater family or medical leave rights. 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 (1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

EDD Developme

### **UNEMPLOYMENT INSURANCE** NOTICE TO EMPLOYEES

This employer is registered with the Employment Development Department (EDD) as required by the California Unemployment Insurance Code and is reporting wage credits to the EDD that are being accumulated for you to be used as a basis for: UI Unemployment Insurance (funded entirely by employers' taxes) Unemployment Insurance (UI) is paid for by your employer and provides partial income replacemen 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 Use one of the following methods: Online: UI Online<sup>SM</sup> is the fastest and most convenient way to file your UI claim. Visit <u>UI Online</u> (edd.ca.gov/UI\_Online) 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 English 1-800-300-5616 Vietnamese 1-800-547-2058 Cantonese 1-800-547-3506 Spanish 1-800-326-8937 Mandarin 1-866-303-0706 1-800-815-9387 Fax or Mail: When accessing UI Online to file a new claim, some customers will be instructed to fax ormail their UI application to the EDD. If this occurs, the Unemployment Insurance

Application (DE 1101l), will display. For faster and more secure processing, fax the completed form to the number listed on the form If mailing your UI application, use the address on the form and allow additional time for processing. nportant: Waiting to file your UI claim may delay benefit payments. DI Disability Insurance (funded entirely by employees' contributions) Disability Insurance (DI) is funded by employees' contributions and provides partial wage replacemen penefits to eligible Californians who are unable to work due to a non-work-related illness, injury, pregnancy, or disability. Your employer must provide the *Disability Insurance* Provisions (DE 2515) brochure, to newly hired employees and to each employee who is unable to work due to a non-work-related illness, injury, pregnancy, or disability.

How to File a New DI Claim Use one of the following methods: • Online: SDI Online is the fastest and most convenient way to file your claim. Visit SDI Online (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 your employer physician/practitioner, visiting a State Disability Insurance office, online at EDD Forms and Publications (edd.ca.gov/Forms), or by calling 1-800-480-3287. Note: If your employer maintains an approved Voluntary Plan for DI coverage, contact your employer for assistance

For more information about DI, visit State Disability Insurance (edd.ca.gov/disability) or call 1-800-480-3287. nent employees should call 1-866-352-<mark>7675.TTY (for deaf or hea</mark>ring-impaired individuals only) is available at 1-800-563-2441

PFL Paid Family Leave (funded entirely by employees' contributions) Paid Family Leave (PFL) is funded by employees' contributions and provides partial wage replacement penefits to eligible Californians who need time off work to care for seriously ill child, parent, parent-in-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 deployment to a foreign country. Your 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 eriously ill family members, to bond with a new child, or to participate in a qualifying military event. **How to File a New PFL Claim** Use one of the following methods:

Online: SDI Online is the fastest and most convenient way to file your claim. Visit SDI Online (edd.ca.gov/SDI\_Online) to get started. Mail: To file a claim with the EDD by mail, complete and submit a Claim for Paid Family Leave (PFL) Benefits (DE 2501F) form. You can obtain a paper claim form from your employer a physician/practitioner, visiting a State Disability Insurance office, online at EDD Forms and Publications (edd.ca.gov/Forms), 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 (edd.ca.gov/disability) or call 1-877-238-4373. State government 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

WHISTLEBLOWER PROTECTION ACT

## WHISTLEBLOWERS ARE PROTECTED

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?

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:

- 1. A violation of a state or federal statute, 2. A violation or noncompliance with a local, state or federal rule or regulation, or 3. With reference to employee safety or health, unsafe working conditions or work practices

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?

in the employee's employment or place of employment.

- 1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
- **2.** An employer may not retaliate against an employee who is a whistleblower.
- **3.** 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.
- **4.** An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.
- 5. An employer, or a person acting on behalf of the employer, shall not retaliate against an employee because the employee is a family member of a person who has, or is perceived to have, engaged in any acts protected by this section.

Under <u>California Labor Code Section 1102.5</u>, if an employer retaliates against a whist leblower, 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 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.

### YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE

### YOUR RIGHTS AND OBLIGATIONS **AS A PREGNANT EMPLOYEE**

 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 chair, or allowing more frequent breaks); Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of your pregnancy; Provide you with pregnancy disability leave (PDL) of up to four months (the working days 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, owever, does not protect you from non-leave related employment actions, 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 Labor Code; and 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 provider determines how much time you will need.

 Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work in your same or a comparable position if you request a written guarantee. Your emplover may require you to submit written medical certification from your health care provider substantiating the need for your leave. 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. PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider, including intermittent leave

or a reduced work schedule. other medical leaves. You may also be eligible for state disability insurance administered by the Employment Development Department (EDD). 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 vour PDL. • Your employer may require or you may choose to use any available sick leave during your PDL.

your PDL at the same level and under the same conditions that coverage ould 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: obtain a transfer, or take PDL, you must give your employer sufficient notice for your employer to make appropriate plans. Sufficient notice means 30 days advance notice if the need for the reasonable accommodation transfer, or PDL is foreseeable, or as soon as practicable if the need is an emergency or unforeseeable. Provide a written medical certification from your health care provide Except in a medical emergency where there is no time to obtain it, you

DFEH

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 o unforeseeable, you must provide this certification within the time frame your employer requests, unless it is not practicable for you to do so unde 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 to give to your health care provider to complete. Please note that if you fail to give your employer reasonable advance notice or, if your employer requires it, written medical certification of your medica need, your employer 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 1 months of service with an employer, and have worked at least 1,250 hours in the 12-month period before the date you want 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 o 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 Your leave will be paid or unpaid depending on your employer's policy for be eligible for California's Paid Family Leave (PFL) program, which i

you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied PDL or CFRA leave, file a complaint with DFEH. TO FILE A COMPLAINT **Department of Fair Employment and Housing**dfeh.ca.gov Toll Free: 800.884.1684 TTY: 800.700.2320

If you have a disability that requires a reasonable accommodation, DFEH car assist you with 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 employees; anti-harassment protections apply to employers of 1 or more. \*\* "Child" means a biologica 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 in loco parentis. \*\*\* "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

## FAMILY CARE AND MEDICAL LEAVE AND PREGNANCY DISABILITY LEAVE

### FAMILY CARE & MEDICAL LEAVE **DFEH** & PREGNANCY DISABILITY LEAVE

THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING THE MISSION OF THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING IS TO PROTECT THE PEOPLE OF CALIFORNIA FROM Under California law, you may have the right to take job-protected leave notice rules is grounds for, and may result in, deferral of the requested leave to care for your own serious health condition or a family member with a until you comply with this notice policy. We may require certification from your

pregnancy, childbirth, or a related medical condition. Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 2-month period before the date you want to begin your leave, and if w 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 paid leave, employees may choose or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances. Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth or a related medical condition, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you TO FILE A COMPLAINT CFRA-eligible, you have certain rights to take BOTH a pregnancy dis leave and a CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement-for pregnancy disability it is to the same position Toll Free: 800.884.1684 and for CFRA it is to the same or a comparable position-at the end of the leave, TTY: 800.700.2320 subject to any defense allowed under the law. If possible, you must provide a

serious health condition, or to bond with a new child (via birth, adoption,

or foster care). California law also requires employers to provide job-

protected leave and accommodations to employees who are disabled by

If you are taking a leave for the birth, adoption, or foster care placement 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 placement for adoption o foster care. Taking a family care or pregnancy disability leave may impact certair 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 dfeh.ca.gov

If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied PDL or CFRA leave, file a complaint with DFEH. If you have a disability that requires a reasonable accommodation, DFEH car

health care provider before allowing you a leave for pregnancy disability or for

your own serious health condition. We also may require certification from the

health care provider of your family member who has a serious health condition

before allowing you a leave to take care of that family member. When medically

ecessary, leave may be taken on an intermittent or reduced work schedule

least 30 days' advance notice for foreseeable events (such as the expected birth assist you with your complaint. Contact us through any method above or, for of a child or a planned medical treatment for yourself or of a family member). individuals who are deaf or hard of hearing or have speech disabilities, through For events that are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these the California Relay Service (711). DFEH-100-21ENG / January 2022

### TRANSGENDER RIGHTS IN THE WORKPLACE

### TRANSGENDER RIGHTS IN THE WORKPLACE

WHAT DOES "TRANSGENDER" MEAN?

rom the sex they were assigned at birth. Gender expression is defined by the manner. This means that, unless an employer can demonstrate business law to mean a "person's gender-related appearance and behavior whether necessity, each employee must be allowed to dress in accordance with their or not stereotypically associated with the person's assigned sex at birth." gender identity and gender expression. Transgender or gender non-conforming nder identity and gender expression are protected characteristics under employees may not be held to any different standard of dress or grooming that the Fair Employment and Housing Act. That means that employers may not any other employee. discriminate against someone because they identify as transgender or gender • What are the obligations of employers when it comes to bathrooms, non-conforming. This includes the perception that someone is transgender or showers, and locker rooms? All employees have a right to safe and appropriate ender non-conforming **VHAT IS A GENDER TRANSITION?** 

facility usage, participation in activities like sports teams). 2. "Physical transition" refers to medical treatments an individual may undergo to physically align their body with internal sense of self (e.g., hormone therapies or surgical procedures). A person does not need to complete any particular step in a gender transition in 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 a gender transition.

addition to other non-discriminatory questions. An interviewer should not ask questions designed to detect a person's gender identity, including asking about their marital status, spouse's name, or relation of household members to one another. Employers should not ask questions about a person's body or whether they plan to have surgery CONTACT US | Toll Free: (800) 884-1684 | TTY: (800) 700-2320 | contact.center@dfeh.ca.gov | www.dfeh.ca.gov

 How do employers implement dress codes and grooming standards? Ar Transgender is a term used to describe people whose gender identity differs employer who requires a dress code must enforce it in a non-discriminator estroom and locker room facilities. This includes the right to use a restroom or

locker room that corresponds to the employee's gender identity, regardless of "Social transition" involves a process of socially aligning one's gender with 🛮 the employee's assigned sex at birth. In addition, where possible, an employei the internal sense of self (e.g., changes in name and pronoun, bathroom should provide an easily accessible 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 facility. Unless exempted by other provisions of state law, all single-user toilet facilities in any business establishment, place of public accommodation, or state or local government agency must be identified as allgender toilet facilities. If you believe you are a victim of discrimination you may, within three years

of the discrimination, file a complaint of discrimination by contacting DFEH · What is an employer allowed to ask? Employers may ask about an To schedule an appointment, contact the Communication Center below. employee's employment history, and may ask for personal references, in you have a disability that requires a reasonable accommodation, the DFEH can assist you by scribing your intake by phone or, for individuals who are Dear or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or you can contact us below. \* Effective 1/1/2020 DFEH-E04P-ENG / December 2019

#### ACCESS TO MEDICAL AND EXPOSURE RECORDS BY CAL/OSHA REGULATION - GENERAL INDUSTRY SAFETY ORDER 3204 - YOU HAVE THE RIGHT TO SEE AND COPY:

Your medical records and records of exposure to toxic substances or harmful physical agents. THESE RECORDS ARE AVAILABLE AT: Records of exposure to toxic substances or harmful physical agents of other employees with work conditions Safety Data Sheets (SDS) or other information that exists FROM: for chemicals or substances used in the workplace, or which employees may be exposed.

State of California Department of Industrial Relations Division of Occupational Safety and Health 1515 Clay Street, Suite 1901 Oakland, CA 94612 www.dir.ca.gov/dosh/dosh1.html Phone: (510) 286-7000 | Fax: (510) 286-7037

A COPY OF THE GENERAL INDUSTRY SAFETY ORDER 3204 IS AVAILABLE FROM: The above information satisfies the requirements of GISO 3204 (g), which may be fulfilled by posting this placard in the workplace, or by any similar method www.dir.ca.go

#### WITHHOLDING STATUS YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with your employer Your itemized deductions? www.irs.gov/individuals on the IRS website.

Marry or divorce? Gain or lose a dependent? Change your name? Were there major changes to... capital gains, etc.)? started or ended a job)?

Your tax credits? If you can answer "YES"... Form W-4 or call the IRS at 1-800-829-3676. EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most the employer. The law does not preempt any provision of any

**private employers from using lie detector tests either for pre-employment screening or during the course of** State or local law or any collective bargaining agreemen which is more restrictive with respect to lie detector tests.

PROHIBITIONS Employers are generally prohibited from they are subject to numerous strict standards concerning

requiring or requesting any employee or job applicant to take the conduct and length of the test. Examinees have

Employer: Please post or publish this Bulletin Board To any of these questions or you owed extra tax Please indicate where they can get forms and when you filed your last return, you may need to file information on this subject. a new form W-4. See your employer for a copy of Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Department of the Treasury Withholding?, or use the Withholding Calculator at: Internal Revenue Service www.irs.gov

a lie detector test, and from discharging, disciplining, or number of specific rights, including the right to a written discriminating against an employee or prospective employee notice before testing, the right to refuse or discontinue a for refusing to take a test or for exercising other rights under test, and the right not to have test results disclosed to unauthorized persons. **EXEMPTIONS** Federal, State and local governments are not **ENFORCEMENT** The Secretary of Labor may bring court affected by the law. Also, the law does not apply to tests given actions to restrain violations and assess civil penalties by the Federal Government to certain private individuals against violators. Employees or job applicants may also engaged in national security-related activities. The Act permits bring their own court actions.

**EXAMINEE RIGHTS** Where polygraph tests are permitted

polygraph (a kind of lie detector) tests to be administered in THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS the private sector, subject to restrictions, to certain prospective POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN employees of security service firms (armored car, alarm, and READILY SEE IT. guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to WAGE AND HOUR DIVISION restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident

PAID SICK LEAVE Division of Labor Standards Enforcement - Office of the Labor Commissioner

THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT **HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 • PAID SICK LEAVE** 

for 30 or more days within a year from the beginning o nployment 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 Accrued paid sick leave shall carry over to the following yea 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 ave 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 employer shall provide paid sick days upon the oral o 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 • 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 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 11/2014

TIME OFF TO VOTE

Unemployment Insurance Code and is reporting wage an Unemployment Insurance claim after excluding wages

## POLLS ARE OPEN FROM 7:00 A.M. TO 8:00 P.M. EACH ELECTION DAY

If you are scheduled to be at work during that time and you do not have sufficient time outside of working hour 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 of for voting can be only at the beginning or end of your regular work shift, 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 mployer. If three working days before the election you think you will need time off to vote, you must notify your mployer at least two working days prior to the election. CALIFORNIA ELECTIONS CODE SECTION 14000

#### EDD NOTICE TO EMPLOYEES **NOTICE TO EMPLOYEES UNEMPLOYMENT INSURANCE BENEFITS** This employer is registered under the California earned in other covered employment are sufficient to establis

credits to the Employment Development Department (EDD) earned from a public or nonprofit educational institution(s). that are being accumulated for you to be used as a basis for Note: Some employees may be exempt from Unemploymen You may be eligible to receive Unemployment Insurance • Unemployed or working less than full-time. and Out of work due to no fault of your own and physically able to work, ready to accept work, and looking for work

has reasonable 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

**Employees of Educational Institutions:** 

and Disability Insurance coverage The fastest way to file for Unemp is with UI Online at www.edd.ca.gov/UI Online You may also file for Unemployment Insurance by calling toll-free from anywhere in the U.S. at: Fnalish 1-800-300-5616 Spanish 1-800-326-8937 Vietnamese 1-800-547-2058 Unemployment Insurance benefits based on wages earned Cantonese 1-800-547-3506 TTY (nonvoice) 1-800-815-9387 while employed by a public or nonprofit educational institution may not be paid during a school recess period if the employee

**ÉDD** delay benefits. Monday through Friday between 8 ndividual is in all other respects eligible, and the wages a.m. and 12 noon (Pacific Time).

DE 1857D Rev. 19 (7-18)

## **EMERGENCY INFORMATION**

Posting is required by Title 8 Section 1512 (e), California Code of Regulations State of California Department of Industrial Relations-Cal/OSHA Publications - P.O. Box 420603, San Francisco, CA 94142-0603

### FEDERAL MINIMUM WAGE **EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT** FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 200

**OVERTIME PAY** At least 1 ½ times your regular rate of pay for all hours worked over 40 in a workweek. CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment 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 ge, the employer must make up the difference. IURSING 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

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 ecution. Employers may be assessed civil money

The law requires employers to display this poster where 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 tha results in the death or serious injury of any minor employed and such assessments may be doubled when the violation are determined to be willful or repeated. The law als prohibits retaliating against or discharging workers who fi a complaint or participate in any proceeding under the FLSA Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Special provisions apply to workers in American Samo 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. contractors" when they are actually employees under the FLSA. It is important to know the difference between the wo because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and employee to express breast milk for her nursing child for one correctly classified independent contractors are not. year after the child's birth each time such employee has a Certain full-time students, student learners, apprentices need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from and workers with disabilities may be paid less than the

> Department of Labor. WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

minimum wage under special certificates issued by the

#### 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

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

present members of the uniformed services, and applicants to the uniformed services. REEMPLOYMENT RIGHTS You have the right to be reemployed in your civilian job if you leave HEALTH INSURANCE PROTECTION 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 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

f you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a GHT TO BE FREE FROM DISCRIMINATION AND RETALIATION fyou: • are a past or present member of the uniformed service; • have applied for membership 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. 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: http://www.dol.gov/vets/programs/ userra/poster.htm. 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 cus

Employer Support Of The Guard And Reserve 1-800-336-4590

### **CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT**

The California Department of Fair Employment and Housing (DFEH) enforces laws that protect you from illegal discrimination and harassment in employment based on your 9. Require employers, employment agencies, and unions to preserve applications, personnel tual or perceived: ANCESTRY NATIONAL ORIGIN (includes language use and possession of a driver's license issued to persons AGE (40 and above) unable to prove their presence in the United · COLOR States is authorized under federal law) • DISABILITY (physical, mental, HIV and RACE (including, but not limited to, hair texture and protective hairstyles. Protective hairstyles

GENETIC INFORMATION

ncludes, but is not limited to, such hairstyles as GENDER IDENTITY, GENDER EXPRESSION braids, locks, and twists) MARITAL STATUS RELIGION (includes religious dress and MEDICAL CONDITION (genetic oming practices) characteristics, cancer or a record or SEX/GENDER (includes pregnancy, childbirth, history of cancer) breastfeeding and/or related medical conditions) MILITARY OR VETERAN STATUS SEXUAL ORIENTATION

THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (GOVERNMENT CODE SECTIONS

900 THROUGH 12996) AND ITS IMPLEMENTING REGULATIONS (CALIFORNIA CODE OF

 Prohibit harassment of employees, applicants, unpaid interns, volunteers, and independen contractors by any persons and require employers to take all reasonable steps to prevent harassment. This includes a prohibition against sexual harassment, gender harassment, harassment based on pregnancy, childbirth, breastfeeding and/or related medical conditions, as well as harassment based on all other characteristics listed above. Require that all employers provide information to each of their employees on the nature, illegality, and legal remedies that apply to sexual harassment. Employers may either develop their own publications, which must meet standards set forth in California Government Code section 12950, or use material from DFEH. 3. Require employers with 5 or more employees and all public entities to provide training for all employees regarding the prevention of sexual harassment, including harassment based

REGULATIONS, TITLE 2, SECTIONS 11000 THROUGH 11141):

on gender identity, gender expression, and sexual orientation. I. Prohibit employers from limiting or prohibiting the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language been improperly denied family or medical leave, file a complaint with DFEH. restriction and consequences for violation. Also prohibit employers from discriminating against an applicant or employee because they possess a driver's license issued to a person who is unable to prove that their presence in the United States is authorized under federal law. 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 observance of their religious beliefs. i. Require employers to reasonably accommodate employees or job applicants with disabilities to enable them to perform the essential functions of a job.

t"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 in loco parentis. \*\* "Parent" includes 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.

DFEH-E07P-ENG / January 2022

8. Prohibİt discrimination on a protected basis against any job applicant, unpaid intern, or employer whose workforce at any facility or establishment consists of more than 10% of nonemployee in hiring, promotions, assignments, termination, or any term, condition, or English speaking persons must also post this notice in the appropriate language or languages.

### **WORKERS' COMPENSATION**

#### **Notice to Employees--Injuries Caused By Work** You may be entitled to workers' compensation benefits if you are injured or become ill because ambulance, fire department or police department. If you need first aid, contact your employer.

illnesses. An injury or illness can be caused by one event (such as hurting your back in a fall) or by repeated exposures (such as hurting your wrist from doing the same motion over and over). **Benefits.** Workers' compensation benefits include: • Medical Care: Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, medical equipment and travel costs that are reasonably necessary to treat your injury. You should never see a bill. There are limits on chiropractic, physical therapy and occupational Temporary Disability (TD) Benefits: Payments if you lose wages while recovering. For

most injuries, TD benefits may not be paid for more than 104 weeks within five years Permanent Disability (PD) Benefits: Payments if you do not recover completely and your injury causes a permanent loss of physical or mental function that a doctor can measure. Supplemental Job Displacement Benefit: A nontransferable voucher, if you are injured on or after 1/1/2004, your injury causes permanent disability, 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. aming 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 nstructions, see the written information about workers' compensation that your employer is required to give to new employees. 1. Get Medical Care. If you need emergency care, call 911 for help immediately from the hospital,

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 Contact Person at:  $\_$ Discrimination: 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 state. Questions? Learn more about workers' compensation by reading the information that your employer is required to give you at time of hire. If you have questions, see your employer or the

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 imprisoned.

> 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 duties. DWC 7 (1/1/2016) **PAYDAY NOTICE**

#### STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS - DIVISION OF LABOR STANDARDS ENFORCEMENT **PAY DAY NOTICE** REGULAR PAY DAYS FOR EMPLOYEES OF:

(FIRM NAME) SHALL BE AS FOLLOWS:

THIS IS IN ACCORDANCE WITH SECTIONS 204, 204A, 204B, 205, AND 205.5 OF THE CALIFORNIA LABOR CODE.

## CALOSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT



## SAFETY AND HEALTH PROTECTION ON THE JOB

State of California Department of Industrial Relations

Publication 213

(Rev. 8-2009

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 Employers who use any substance that is listed as a hazardous substance in California words, as an employer, you must follow state laws governing job safety and health. Code of Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.html), or is Failure to do so can result in a threat to the life or health of workers, and substantial covered by the Hazard Communication standard (www.dir.ca.gov/title8/5194.html) monetary penalties.

You must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the requirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov/title8/3203.html). and provide access to employees and their Employees have the right to see and copy their medical records and records of You must be aware of hazards your employees face on the job and keep records showing Employers must allow access by employees or their representatives to accurate 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 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 WHEN CAL/OSHA COMES TO THE WORKPLACE:

illness, or death, within 8 hours can result in a minimum civil penalty of \$5,000. WHAT AN EMPLOYER MUST NEVER DO: Never permit an employee to do work that violates Cal/OSHA workplace safety and OSHA.

#### 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 are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office employees about safety and health conditions at the workplace. (see below). Your name is not revealed by Cal/OSHA, unless you request otherwise.

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 monetary penalty, may be issued in lieu of a citation for certain non-serious violations. occupational safety or health standard or order where such violation would create a Penalty amounts depend in part on the classification of the violation as regulatory, 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 adjustment factors, and minimum and maximum penalty amounts are set forth in 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 government agencies may only file these complaints The law provides that employers may appeal citations within 15 working days of

**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.

directory for the office nearest you.

**District Offices** 

Bakersfield

San Diego

Santa Ana

San Francisco

assure that continued approval ismerited.

American Canyon

While working, you must always obey state workplace safety and health laws.

Occupational Safety and Health Appeals Board. 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. Call the FREE Worker Information Helpline – (866) 924-9757

### DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA) HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 – Telephone (510) 286-7000

(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

1065 East Hillsdale Bl., Ste. 110, Foster City 94404 Foster City Fremont 39141 Civic Center Dr., Ste. 310, Fremont 94538 Fresno 2550 Mariposa St., Rm. 4000, Fresno 93721 Long Beach 1500 Hughes Way, Suite C-201, Long Beach 90810 Los Angeles 320 West Fourth St., Rm. 820, Los Angeles 90013 Modesto 4206 Technology Dr., Ste. 3, Modesto 95356 Monrovia 800 Royal Oaks Dr., Ste. 105, Monrovia 91016 Oakland 1515 Clay St., Ste. 1303, Box 41, Oakland 94612 Redding 381 Hemsted Dr., Redding 96002 Sacramento 1750 Howe Ave., Ste. 430, Sacramento 95825 San Bernardino 464 West Fourth St., Ste. 332, San Bernardino 92401

7575 Metropolitan Dr., Ste. 207, San Diego 92108

2 MacArthur Place, Ste. 720, Santa Ana 92707

455 Golden Gate Ave., Rm. 9516, San Francisco 94105

7718 Meany Ave., Bakersfield 93308

3419 Broadway St., Ste. H8, American Canyon 94503

Van Nuys 6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401 San Francisco 455 Golden Gate Ave., Rm 9516, San Francisco 94102 Sacramento 1750 Howe Ave., Ste. 430, Sacramento 95825 Santa Ana 2 MacArthur Place, Ste. 720, Santa Ana 92707 Monrovia 800 Royal Oaks Dr., Ste. 105, Monrovia 91016

(510) 794-2521 • La Palma / Los Angeles / (559) 445-5302

> · Oakland/ Bay Area Sacramento /

> > San Diego / Imperial County San Fernando Valley

**Consultation Region Office** 

10. Require employers to provide leaves of up to four months to employees disabled because of pregnancy, childbirth, or a related medical condition. 11. 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 12. Require employers of 5 or more persons to allow eligible employees to take up to 12 weeks leave in a 12-month period: to care for their own serious health condition; to care for a child of any age\*, spouse, domestic partner, parent\*\*, grandparent, grandchild, or

sibling with a serious health condition; to bond with a new child (by birth, adoption, or foster placement); or for certain military exigencies. 13. Require employment agencies to serve all applicants equally, refuse discriminatory job orders, and prohibit employers and employment agencies from making discriminatory prehiring inquiries or publishing help-wanted advertisements that express a discriminatory 14. Prohibit unions from discriminating in member admissions or dispatching members to jobs. 15. Prohibit retaliation against a person who opposes, reports, or assists another person to

oppose unlawful discrimination. 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 witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages. Job applicants, unpaid interns, and employees: If you believe you have experienced discrimination, harassment, or retaliation you may file a complaint with DFEH. Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with DFEH. Complaints must be led 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/

#### If you have been subjected to discrimination, harassment, or retaliation at work, or have TO FILE A COMPLAINT Department of Fair Employment and Housing

dfeh.ca.gov Toll Free: 800.884.1684 TTY: 800.700.2320 If you have a disability that requires a reasonable accommodation, DFEH can assist you with 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). DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested. Government Code section 7. Permit job applicants, unpaid interns, volunteers, and employees to file complaints with 12950 and California Code of Regulations, title 2, section 11013, require all employers to post DFEH against an employer, employment agency, or labor union that fails to grant equal this document. It must be conspicuously posted in hiring offices, on employee bulletin boards, in employment agency waiting rooms, union halls, and other places employees gather. Any

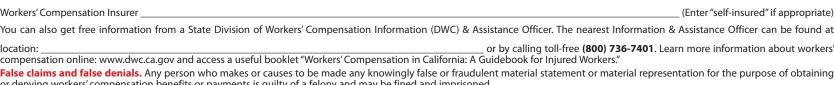
## STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS | Division of Workers' Compensation

of your job. Workers' compensation covers most work-related physical or mental injuries and 2. Report Your Injury. Report the injury immediately to your supervisor or to an employer representative. Don't delay. There are time limits. If you 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 rejected. 3. See Your Primary Treating Physician (PTP). This is the doctor with overall responsibility for treating your injury or illness. • 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 treatment to workers injured on the job. You should receive nformation from your employer if you are covered by an HCO or a MPN. Contact your employer for more information. • 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 to 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 Identification number:



ALLOWED Except in designated areas

# 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 SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES:

You must display this poster in a conspicuous place where notices to employees are access to safety data sheets, and training on how to use hazardous chemicals safely. customarily posted so everyone on the job can be aware of basic rights and responsibilities. Employers shall make available on a timely and reasonable basis a safety data sheet on each hazardous substance in the workplace upon request of an employee, an employee's collective bargaining representative, or an employee's physician. exposure to potentially toxic materials or harmful physical agents.

> records of employee exposures to potentially toxic materials or harmful physical agents, and notify employees of any 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 exposure to hazards conducted to comply with Cal/OSHA regulations.

> must provide employees information on the hazardous chemicals in their work areas,

emergency help to assist the injured employee. Failure to report a serious injury or A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to make sure your company is obeying workplace safety and health laws. Inspections are also conducted when an employee files a valid complaint with Cal/ Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness,

When an inspection begins, the Cal/OSHA investigator will show official identification. 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 complaint and request an inspection of your workplace if you believe conditions there employee representative, the investigator will talk to a reasonable number of

You also have the right to bring unsafe or unhealthful conditions to the attention of 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 general, serious, repeat, or willful; and whether the employer failed to abate a previous violation involving the same hazardous condition. Base penalty amounts, penalty California Code of Regulations, title 8, section 336 (www.dir.ca.gov/title8/336.html). In addition, a willful violation that causes death or permanent impairment of the body

with the California Labor Commissioner's Office.) Consult your local telephone receipt to the Occupational Safety and Health Appeals Board. An employer who receives a citation, Order to Take Special Action, or Special Order must post it 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

**Cal OSHA Consultation Services** (707) 649-3700 Field / Area Offices (661) 588-6400 2550 Mariposa Mall, Rm. 2005 Fresno / Central Valley (650) 573-3812

> 1515 Clay St., Ste 1103 1750 Howe Ave., Ste. 490, Sacramento 95825 464 West Fourth St., Ste. 339 San Bernardino San Bernardino 92401 7575 Metropolitan Dr., Ste. 204

Van Nuys 91401 Fresno 2550 Mariposa Mall, Rm. 3014

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 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

CA-0122-F02

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.

1 Centerpointe Dr., Ste. 150 Orange County La Palma 90623

Fresno 93721

San Diego 92108 6150 Van Nuys Blvd., Ste. 307

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

(510) 622-2891 (916) 263-0704 (909) 383-4567

(559) 445-6800

(714) 562-5525

(619) 767-2060 (818) 901-5754 (559) 445-6800

harassment/retaliation or one year after the victim's eighteenth birthday, whichever is later.