Compliance Code: FL-1021-F02 

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

**EOUAL 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 GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 Rights Act of 1964, as amended, protects applicants and employees from protects applicants and employees from discrimination based on genetic 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 **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, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other 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 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 hiring, promotion, discharge, pay, fringe benefits, job training, classification, 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,

under similar working conditions, in the same establishment.

**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 ORIGIN Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality

discussing their compensation or the compensation of other applicants NDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other 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 hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with

PAY SECRECY Executive Order 11246, as amended, protects applicants

and employees from discrimination based on inquiring about, disclosing, or

of opportunity in all aspects of employment.

VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under employment discrimination on the basis of sex in educational programs or should immediately contact the Federal agency providing such assistance. EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

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, employees, or their **RETALIATION** All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in

a discrimination proceeding, or otherwise opposes an unlawful employment WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). FFOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

disabilities at all levels of employment, including the executive level. PROTECTED VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. **RETALIATION** Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately: The Office of Federal Contract

Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution

OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed

in most telephone directories under U.S. Government, Department of Labor.

Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or

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

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

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE activities which receive Federal financial assistance. INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against such programs. Title IX of the Education Amendments of 1972 prohibits in a program of any institution which receives Federal financial assistance, you

Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poster

### FLORIDA MINIMUM WAGE

## **Notice to Employees** Minimum Wage in Florida

Effective September 30, 2021, the Florida minimum wage will be \$10.00 per hour, with a minimum wage of at least \$6.98 per hour for tipped employees, in addition to tips, through September 29, 2022.

On November 3, 2020, Florida voters approved a state constitutional amendment to gradually increase the state's minimum wage each year until reaching \$15.00 per hour on September 30, 2026. On September 30, 2021, Florida's minimum wage will increase to \$10.00 per hour. Each year, thereafter, Florida's Minimum Wage will increase by \$1.00 until the Minimum Wage reaches \$15.00 per hour on September 30, 2026.

An employer may not retaliate against an employee for exercising his or her right to receive the minimum wage. Rights protected by the State Constitution include the right to:

- 1. File a complaint about an employer's alleged noncompliance with lawful minimum wage requirements.
- 2. Inform any person about an employer's alleged noncompliance with lawful minimum wage requirements.
- 3. Inform any person of his or her potential rights under Section 24, Article X of the State Constitution and to assist him or her in asserting such rights.

An employee who has not received the lawful minimum wage after notifying his or her employer and giving the employer 15 days to resolve any claims for unpaid wages may bring a civil action in a court of law against an employer to recover back wages plus damages and attorney's fees.

An employer found liable for intentionally violating minimum wage requirements is subject to a fine of \$1,000 per violation, payable to the state. The Attorney General or other official designated by the Legislature may bring a civil action to enforce the minimum wage.

For details, see Section 24, Article X of the State Constitution and Section 448.110, Florida Statutes.

## DISCRIMINATION

FLORIDA LAW PROHIBITS DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, AGE, PREGNANCY OR MARITAL STATUS WHAT IS COVERED UNDER THE LAW: • EMPLOYMENT • PUBLIC ACCOMMODATIONS • RETAILIATION AFTER FILING A CLAIM • STATE EMPLOYEE WHISTLE-BLOWER RETALIATION If you feel that you have been discriminated against, visit our web site or call us! FLORIDA COMMISSION ON HUMAN RELATIONS 4075 Esplanade Way Suite 110,

Tallahassee, Florida 32399 | http://FCHR.state.fl.us

RAZA, COLOR, RELIGIÓN, SEXO, ORIGEN NACIONAL INCAPACIDAD, FDAD, FMBARAZO, O ESTADO CIVIL LO QUE ESTÁ CUBIERTO BAJO LA LEY: • EMPLEO • LUGARES DE ACOMODO PÚBLICO • ACCIÓN VENGATIVE DESPUES DE PRESENTAR UNA QUEJA • ACCIÓN VENGATIVA EN CONTRA DE PRESENTAR UNA QUEJA BAJO LALEY DE "SOPLAÓN" (WHISTLE-BLOWER) iente que ha sido discriminado, visite nuestra página web o llámenos! LA COMISIÓN DE RELACIONES HUMANAS DE LA FLORIDA 4075 Esplanade Way Suite 110, Tallahassee, Florida 32399 | http://FCHR.state.fl.us

LA LEY DE LA FLORIDA PROHIBE DISCRIMINACIÓN BASADA EN:

## **CHILD LABOR LAWS**

## **CHILD LABOR LAWS**

The State of Florida and the Federal Fair Labor Standards Act (FLSA) Protecting the Health, Education and Welfare of Minors in the Workplace.

This chart summarizes the child labor laws of the State of Florida and the Federal Fair Labor Standards Act (FSLA). The stricter provisions must be observed and are denoted by bold lettering. The Federal law in italics.

follow, until 9 p.m.

**7 a.m. or** after 9 p.m

Florida: May NOT work during school hours Florida & FLSA: May not work during school hours (some exceptions apply). SCHOOL **ATTENDANCE** unless they meet a criterion of the Hour Restrictions listed below, FLSA: No limitations PERMITS TO

Florida & FLSA: Not required, except the FLSA requires the employer to maintain date of birth information for all employees under 19 years old. Florida: May work up to 15 hours per week. Not before 7 a.m. or after 7 p.m. and for no

when school days do not follow, until 7 p.m.

more than 3 hours a day on school days, when a school day follows. May work up to 8

FLSA: Daily maximum of 3 hrs. on school days, 8 hours non-school days; weekly maximum is

18 hours; not before 7 a.m. or after 7 p.m. Note: Application of both state and federal law

allows this age group to work up to 8 hours on Saturday, Sunday and non-school days,

Florida: May work up to 8 hrs. per day and up to 40 hrs. per week; may not work before

between 7 a.m. and 7 p.m.; from June 1 to Labor Day may work until 9 p.m.

Minors 14 and 15 may not work in these occupations

all power mowers and cutters

Operating motor vehicles

Working in freezers or meat coolers

manufactured, mined, or processed

Working in public messenger services

\*\* Handling certain dangerous animals

Loading and unloading trucks

· Cooking (some exceptions apply) & baking

• Operating any power-driven machinery other than office machines, including

• Operating, setting up, adjusting, or cleaning power-driven meat or vegetable

Communications, and Construction (except clerical); boiler or engine rooms

\*\* Conducting door-to-door sales of products as employment (some exceptions)

• Maintaining or repairing an establishment, machines, or equipment

slicers, grinders, food choppers, and cutters, and bakery-type mixers

• Manufacturing, mining, or processing occupations where goods are

• Working in occupations in Transportation, Warehouse & Storage,

FLSA: May work up to 8 hrs. per day and up to 40 hrs. per week. Work must be performed

hours on Friday, Saturday, Sunday, and on non-school days, when school days do not

Minors 14 & 15 - Under 14 years old MAY NOT WORK

HOURS OF WORK, | Florida: May work up to 30 hours per week. WHEN SCHOOL IS Not before 6:30 a.m. or later than 11 p.m. and for no more than 8 hours a day when school is scheduled the following day. On days when school does not follow, there are no hour restrictions. FLSA: No limitations.

HOURS OF WORK, | Florida: No Limitations WHEN SCHOOL IS | FLSA: No limitations

**DAYS PER WEEK** Florida: No more than 6 consecutive days in any one week. FLSA: No limitations.

**BREAKS** Florida: Minors may work no more than 4 consecutive hours without a 30 minute uninterrupted break. FLSA: No limitations AGRICULTURE Florida: Minors participating in farm work, not on their parents or guardian's farm, must comply with the same restrictions as in other

FLSA: No employment permitted during school hours. May work after school in occupations not declared hazardous in agriculture. See Child Labor Bulletin 102. (Exception: 12 and 13 year-olds may be employed with written parental consent or on a farm where the minor's parent is also employed; minors under 12 may be employed with written parental consent on farms where employees are exempt from the Federal minimum wage provisions.)

**RESTRICTED OCCUPATIONS** The State of Florida has incorporated the 17 Hazardous Occupations (HOs) of the FLSA into the Florida law and Child Labor Rule. For more info on HOs, contact the U.S. Department of Labor, Wage and Hour Division. This poster represents a combination of those laws with an \*\* annotating

Minors under the age of 18 may not work in below occupations: Working in or around explosives or radioactive substances Operating Motor vehicles Logging or sawmilling

Operating power-driven meat processing machines to include meat and vegetable slicers; slaughtering, meat packing, processing or rendering Working on any scaffolding, roofs or ladders above 6 feet; roofing Wrecking, demolition or excavation

Operating power-driven bakery; metal-forming, punching, and shearing machines; woodworking, paper products or hoisting machines Manufacturing brick and tile products

Operating circular saws, band saws, & guillotine shears \* Working with compressed gases exceeding 40 p.s.i. \*\* Working in or around toxic substances, corrosives or pesticides

\* Working with electrical apparatus or wiring \* Operating or assisting to operate tractors over 20 PTO horsepower, forklifts, earthmoving equipment, any harvesting, planting, or plowing machinery or any moving machinery

Hour Restrictions – (from hour restrictions only; hazard restrictions still apply until Age Restrictions — (from age requirements; hazard restrictions still apply) Minors who hold waivers from a public school or Child Labor Compliance

Minors who have been married

For information on Florida laws contact:

Minors who have either graduated from an accredited high school, or hold a high

 Minors who work for their parents in occupations not declared hazardous • Pages in the Florida legislature Newspaper delivery (10 years old) • Minors in the entertainment industry registered with Child Labor Compliance school equivalency diploma Minors who have served in the U.S. Armed Forces

A court may authorize an exemption from age and hour restrictions. Minors who are enrolled in high school work programs PARTIAL WAIVERS The Florida Child Labor law is designed to serve and protect minors and encourage them to remain in school. At times, some minors may feel that the law conflicts with their best interest or their life circumstances; therefore, they have the right to request an exemption from the law. If a minor is attending the K-12 public school, a waiver may be obtained and granted by the local school district. All other minors may request an application by contacting the Department of

Business and Professional Child Labor Program. Waiver applications are reviewed and granted on a case by case basis. To qualify, applicants must demonstrate that certain requirements of Florida law need to be waived. Employers must keep a copy of partial waivers of employed minors. PENALTIES Florida: Employment of minors in violation of Florida Child Labor laws may result in fines up to \$2,500 per offense and/or be guilty of a second degree misdemeanor. FLSA: Maximum fines up to \$11,000 per minor / per violation. WORKERS' COMPENSATION Florida: If an injured minor is employed in violation of any provisions of the Child Labor Laws of Florida, an employer may be

subject to up to double the compensation otherwise payable under Florida Workers' Compensation law. POSTING REQUIREMENTS Florida: All employers of minors must post in a conspicuous place on the property or place of employment, where it may be easily read, a poster notifying minors of the Child Labor laws.

Florida Department of Business and Professional Regulation • Child Labor Program 2601 Blair Stone Road • Tallahassee, FL 32399-2212 • Telephone 850.488.3131; Toll-Free 1.800.226.2536 • www.myfloridalicense.com For information on Federal laws contact:

U.S. Department of Labor, Wage & Hour Division, listed in the telephone directory under U.S. Government; www.dol.gov/elaws/flsa.htm.

Florida Department of Business and Professional Regulation and the United States Department of Labor "Working Together for Florida's Workforce" 2016 May 16

### FMLA - FAMILY AND MEDICAL LEAVE ACT

### **EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT**

LEAVE ENTITLEMENTS Eligible employees who work for a covered \*Special "hours of service" requirements apply to airline flight crew employer can take up to 12 weeks of unpaid, job-protected leave employees. in a 12-month period for the following reasons: The birth of a child or placement of a child for adoption or foster • 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; makes the employee unable to perform the employee's job;

military member who is the employee's spouse, child, or parent. child, parent, or next of kin may also take up to 26 weeks of FMLA FMLA leave was previously taken or certified. leave in a single 12-month period to care for the servicemember with a serious injury or illness.

medically necessary or otherwise permitted, employees may take indicating what additional information is required. leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of that an employee's need for leave is for a reason that may qualify accrued paid leave while taking FMLA leave. If an employee under the FMLA, the employer must notify the employee if he or she substitutes accrued paid leave for FMLA leave, the employee must is eligible for FMLA leave and, if eligible, must also provide a notice comply with the employer's normal paid leave policies. BENEFITS & PROTECTIONS While employees are on FMLA leave, eligible, the employer must provide a reason for ineligibility. employers must continue health insurance coverage as if the Employers must notify its employees if leave will be designated as employees were not on leave.

Upon return from FMLA leave, most employees must be restored leave. to the same job or one nearly identical to it with equivalent pay, **ENFORCEMENT** Employees may file a complaint with the U.S. benefits, and other employment terms and conditions. An employer may not interfere with an individual's FMLA rights or private lawsuit against an employer 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 WH1420a REV 04/16 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 Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

REQUESTING LEAVE Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information For the employee's own qualifying serious health condition that could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family For qualifying exigencies related to the foreign deployment of a member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must An eligible employee who is a covered servicemember's spouse, inform the employer if the need for leave is for a reason for which

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the An employee does not need to use leave in one block. When it is certification is incomplete, it must provide a written notice **EMPLOYER RESPONSIBILITIES** Once an employer becomes aware of rights and responsibilities under the FMLA. If the employee is not FMLA leave, and if so, how much leave will be designated as FMLA

Department of Labor, Wage and Hour Division, or may bring a retaliate against someone for using or trying to use FMLA leave, The FMLA does not affect any federal or state law prohibiting opposing any practice made unlawful by the FMLA, or being discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



### USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS 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 the uniformed services.

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of your service: you have five years or less of cumulative service in the uniformed services while with that particular employer; you return to work or apply for reemployment in a timely manner

after conclusion of service; and you have not been separated from service with a disqualifying discharge or under other than honorable conditions. If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job. If you: • are a past or present member of the uniformed service: have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit of employment,

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection. The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the

**HEALTH INSURANCE PROTECTION** • If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military • Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

• The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints • 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 USERRA Advisor can be viewed at http://www.dol.gov/elaws/userra.htm. • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. •You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

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 customarily

U.S. Department of Justice Office of Special Counsel Employer Support Of The Guard And Reserve 1-800-336-4590

### PAYDAY NOTICE **Regular Paydays for Employees of**

**UNEMPLOYMENT COMPENSATION - REEMPLOYMENT ASSISTANCE** 

To Employees:

Weekly

Your Employer is registered with the Florida Department of Revenue as an employer who is liable under the Florida Reemployment Assistance Law. This means that **You**, as employees, are covered by the Reemployment Assistance Program, formerly known as Unemployment Compensation Program. Reemployment assistance taxes finance the benefits paid to eligible unemployed workers. Those taxes are paid by your employer and, by law, cannot be deducted from employee's wages. You may be eligible to receive reemployment assistance benefits

if you meet the following requirements

employer did you...

capital gains, etc.)?

Gain or lose a dependent · Change your name?

Your family wage income

started or ended a job)?

If you can answer "YES"...

need to file a new form W-4.

Your non-wage income (interest, dividends

To any of these questions or you owed extra

tax when you filed your last return, you may

Marry or divorce?

1. You must be totally or partially unemployed through no fault You must apply for benefits at https://connect.myflorida.com. . You must register for work at www.employflorida.com. . You must have a history of sufficient employment and wages 5. You must be **Able** to work and **Available** for work. You may file a claim for partial unemployment for any week you work less than full time due to lack of work if your wages during that week are less than your weekly benefit amount.

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked over 40 in a

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

TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial

wage credit based on tips received by their employees. Employers must pay tipped employees a

cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage

obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

RSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to

express breast milk for her nursing child for one year after the child's birth each time such

than a bathroom, that is shielded from view and free from intrusion from coworkers and the public,

imployee has a need to express breast milk. Employers are also required to provide a place, other

uidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions

of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor

doubled when the violations are determined to be willful or repeated. The law also prohibits

retaliating against or discharging workers who file a complaint or participate in any proceeding

Certain occupations and establishments are exempt from the minimum wage, and/or overtime

pecial provisions apply to workers in American Samoa, the Commonwealth of the Northerr

actually employees under the FLSA. It is important to know the difference between the two pecause employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay

Certain full-time students, student learners, apprentices, and workers with disabilities may be

paid less than the minimum wage under special certificates issued by the Department of Labor.

**EQUAL OPPORTUNITY IS THE LAW** 

**EQUAL OPPORTUNITY IS THE LAW** 

It is against the law for this recipient of Federal financial assistance to discriminate on

the following bases: against any individual in the United States, on the basis of race,

color, religion, sex (including pregnancy, childbirth, and related medical conditions,

sex stereotyping, transgender status, and gender identity), national origin (including

limited English proficiency), age, disability, or political affiliation or belief, or, against

any beneficiary of, applicant to, or participant in programs financially assisted under

Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's

citizenship status or participation in any WIOA Title I-financially assisted program

The recipient must not discriminate in any of the following areas: deciding who will be

admitted, or have access, to any WIOA Title I-financially assisted program or activity;

providing opportunities in, or treating any person with regard to, such a program or

activity; or making employment decisions in the administration of, or in connection

Recipients of federal financial assistance must take reasonable steps to ensure that

communications with individuals with disabilities are as effective as communications

with others. This means that, upon request and at no cost to the individual, recipients

are required to provide appropriate auxiliary aids and services to qualified individuals

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I-

financially assisted program or activity, you may file a complaint within 180 days from

the date of the alleged violation with either: the recipient's Equal Opportunity Officer

If you file your complaint with the recipient, you must wait either until the recipient

issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner),

before filing with the Civil Rights Center (see address above). If the recipient does not

complaint, you may file a complaint with CRC before receiving that Notice. However,

you must file your CRC complaint within 30 days of the 90-day deadline (in other words,

within 120 days after the day on which you filed your complaint with the recipient). If

the recipient does give you a written Notice of Final Action on your complaint, but you

are dissatisfied with the decision or resolution, you may file a complaint with CRC. You

must file your CRC complaint within 30 days of the date on which you received the

(or the person whom the recipient has designated for this purpose);

Department of Economic Opportunity Caldwell Building - MSC 150

Director, Civil Rights Center (CRC), U.S. Department of Labor

107 East Madison Street Tallahassee, Florida 32399-4129

Notice of Final Action.

Veronica Owens, Equal Opportunity Officer Office for Civil Rights (OCR)

200 Constitution Avenue NW, Room N-4123, Washington, DC 20210

or electronically as directed on the CRC website at www.dol.gov/crc.

WAGE AND HOUR DIVISION

JNITED STATES DEPARTMENT OF LABOR

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

Some state laws provide greater employee protections; employers must comply with both. Some employers incorrectly classify workers as "independent contractors" when they are

rovisions. Heightened civil money penalties may be assessed for each child labor violation that esults in the death or serious injury of any minor employee, and such assessments may be

FEDERAL MINIMUM WAGE \$7.25

ertain work hours restrictions. Different rules apply in agricultural employment

which may be used by the employee to express breast milk

Mariana Islands, and the Commonwealth of Puerto Rico.

protections and correctly classified independent contractors are not.

call the IRS at 1-800-829-3676.

Withholding Calculator at

Now is the time to check your withholding.

For more details, get Publication 919, How Do

I Adjust My Tax Withholding?, or use

www.irs.gov/individuals on the IRS web site.

Employer: Please post or publish this Bulletin

Board Poster so that your employees will see it

Please indicate where they can get forms and

Publication 213

(Rev. 8-2009) Cat. No. 11047P

WH1088 REV 07/16

• You must report all earnings while claiming benefits. Failure to do so is a third-degree felony with a maximum penalty of 5 years imprisonment and a \$5,000 fine. Discharges related to misconduct connected with work may result in disqualification with a penalty period AND remain in effect until a set amount of wages have been earned with new employment. Voluntarily quitting a job without good cause attributable to the employer may result in disqualification until a set amount of wages have been earned with new employment. • If you have any questions regarding reemployment assistance benefits, contact the Department of Economic Opportunity, Reemployment Assistance Program at: **Department of Economic** 

**Opportunity Division of Workforce Services Reemployment Assistance Program** 1-800-204-2418 www.floridajobs.org This notice must be posted in accordance with Section 443.151(1) Florida Statutes, the Florida Reemployment Assistance Program Law.

### **OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT**



# Job Safety and Health IT'S THE LAW!

### All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your
- See any OSHA citations issued to your employer.
- Request copies of your medical records. tests that measure hazards in the workplace, and the workplace injury and

This poster is available free from OSHA.

Contact OSHA. We can help.

### **Employers must:**

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place

of the alleged violations. On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-



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

### EMPLOYEE POLYGRAPH PROTECTION ACT

### **EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT**

screening or during the course of employment. **PROHIBITIONS** Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test,

and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. **EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie

detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft,

The Employee Polygraph Protection Act prohibits most private The law does not preempt any provision of any State or local law or any **employers from using lie detector tests either for pre-employment** collective bargaining agreement which is more restrictive with respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and

length of the test. Examinees have a number of specific rights,

including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE **EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.** UNITED STATES DEPARTMENT OF LABOR **-866-487-9243** TTY: 1-877-889-5627

# embezzlement, etc.) that resulted in economic loss to the employer.

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

**WORKERS' COMPENSATION** 

# **WORKERS' COMP WORKS FOR YOU**



**ANTI-DISCRIMINATION NOTICE** 

# If you are injured on the job:

comp insurance may not pay the medical bills if you don't report your injury promptly to your employer.

2. Notify the doctor and medical staff that you were injured on the job so that bills may be properly filed.

3. If you have any problems with your claim or suffer excessive delays in treatment, contact the State of Florida's Division of Workers' Compensation at 1-800-342-1741.

Workers' Compensation pays for all authorized medically necessary care and treatment related to your injury or illness.

If you are unable to work or your earnings are lower because of a work related injury or illness, and you have been disabled for more than seven calendar days, you may be eligible for some wage replacement benefits.

This notice of Compliance must be posted by the employer and maintained conspicuously in and about the employer's place or places of employment. State of Florida Division of Workers' Compensation.

> **PLACE INSURER INFORMATION**

> > FL-1021-F02

**STICKER HERE** 

## \$25,000 REWARD **ANTI-FRAUD REWARD PROGRAM**

Rewards of up to \$25,000 may be paid to persons providing information to the Department of Financial Services leading to the arrest and conviction of persons committing insurance fraud, including employers who illegally fail to obtain workers' compensation coverage.

department at **1-800-378-0445** or online at https://first.fldfs.com A person is not subject to civil liability for furnishing

Persons may report suspected fraud to the

such information, if such person acts without malice, fraud or bad faith.

69L-6.007, F.A.C. Compensation Notice DFS-F4-1548 Revised March 2010 (Fraud reporting link updated May 2021)

# 1. Notify your employer immediately to get the name of an approved physician. Workers'