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 GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 of 1964, as amended, protects applicants and employees from discrimination in protects applicants and employees from discrimination based on genetic hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex classification, referral, and other aspects of employment, GINA also restricts (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the ccommodation 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, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination ncludes not making reasonable accommodation to the known physical or mental mitations 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

strict time limits for filing charges of employment discrimination. To preserve the ability of FEOC to act on your behalf and to protect your right to file a private applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, lawsúit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity ferral, and other aspects of employment. SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex number for individuals with hearing impairments). EEOC field office information discrimination in the payment of wages to women and men performing is available at www.eeoc.gov or in most telephone directories in the U.S. substantially equal work, in jobs that require equal skill, effort, and responsibility, Government or Federal Government section. Additional information about under similar working conditions, in the same establishment.

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 of opportunity in all aspects of employment.

PAY SECRÉCY Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing 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 mployee, 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 disabilities at all levels of employment,

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964. as amended, prohibits discrimination on the basis of race, color or national origin n programs or activities receiving Federal financial assistance. Employment liscrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which contact the Federal agency providing such assistance. EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

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:

> 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.

> information in hiring, promotion, discharge, pay, fringe benefits, job training,

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,

RETALIATION All of these Federal laws prohibit covered entities from retaliating

against a person who files a charge of discrimination, participates in a discrimination

VHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are

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

receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poster

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers does not preempt any provision of any State or local law or any collective

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 sector, subject to restrictions, to certain prospective employees of security EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

from using lie detector tests either for pre-employment screening or 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 disclosed to unauthorized persons. **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

permits polygraph (a kind of lie detector) tests to be administered in the private THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE



ANTI-DISCRIMINATION NOTICE

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.

INDEPENDENT CONTRACTOR OR EMPLOYEE

ATTENTION ALL EMPLOYEES, EMPLOYERS, INDEPENDENT CONTRACTORS AND SUBCONTRACTORS:

- The law says that you are an employee unless: You are free from direction and control in performing your job, AND You perform work that is not part of the usual work done by the business
- You are customarily engaged in an independently established trade, occupation, profession or business. Your employer cannot consider you to be an independent contractor

that hired you **OR** is not performed on the business's premises, **AND**

unless all three of these facts apply to your work. IT IS AGAINST THE LAW FOR AN EMPLOYER TO MISCLASSIFY EMPLOYEES AS INDEPENDENT CONTRACTORS OR PAY EMPLOYEES OFF THE BOOKS.

f you are an employee, you are entitled to: Unemployment benefits, if unemployed through no fault of your own,

able to work, and meet other eligibility requirements Workers' Compensation benefits for on-the-job inquiries

t is a violation of this law for employers to retaliate against anyone who asserts their rights under the law. Retaliation subjects an employer to civil penalties, a lawsuit or both. If you have questions about whether you are an employee or independent contractor, or you want to file a complaint, call the Louisiana Workforce Commission Fraud Hotline at 1 (800) 201-3362. Independent Contractors: If you are an independent contractor, you must pay all taxes required by

Louisiana and Federal Law. **Employer Consequences:** Pursuant to Louisiana Employment Security Law R.S. 23:1711 (G): Penalties for misclassifying a worker as an independent contractor include:

• Fines up to \$500 per worker per instance Imprisonment for up to 90 days Prohibited from contracting with any state agency or political subdivision

of the state for three years. This notice must be posted in a conspicuous place, setting forth information to effectuate this purpose. LOUISIANA iilii WORKFORCE

An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

COMMISSION www.laworks.net

NATIONAL GUARD RESERVE RIGHTS



In the national guard, reserves, or on active duty?

You have certain protected employment and re-employment rights, freedom from discrimination rights, and civil relief rights. Under state and federal law, if you feel that you have been discriminated against or denied such rights on account of your service in the uniformed services, contact the Employer Support of the Guard and Reserve Committee at 1-800-336-4590, or log on to www.ESGR.org, or e-mail questions to questions@LAESGR.com.





Honoring your service.



Support your uniformed services, and place this poster in a conspicuous place as required by law.



UNEMPLOYMENT INSURANCE

UNEMPLOYMENT INSURANCE Notice to Workers Your employer is subject to the Louisiana conspicuous place. Your employer has contributed to the Louisiana Trust Fund from which benefits are paid. No amount of contributions to the Trust Fund is deductible from your earnings.

You have registered for work B You are able to work, available for work, and actively conducting a search for work. 4 You have been paid wages by employers subject to the Louisiana Employment Security Law during your base period in an amount sufficient to qualify you under the law. Disqualification You may be disqualified from drawing benefits on

insurance benefits provided:

You are unemployed.

vour claim if: You have left work voluntarily without good cause attributable to In addition, the law provides: Whoever makes a false statement a substantial change made to the employment by the employer. or representation to the Agency knowing it to be false, or place in the employer's place 2 You have been discharged for misconduct connected with

You fail without good cause to: (a) apply for available suitable work, (b) accept suitable work when offered, or (c) return to your customary self-employment when directed. I You have been discharged for the use of illegal drugs

ou may also be disqualified: For any week with respect to which the Administrator finds discretion of the court. Each such false statement or that your unemployment is due to a labor strike which is in representation or failure to disclose a material fact shall active progress at the factory, establishment or other premises constitute a separate offense. at which you are or were last employed, and in which you are

participating, or in which you are interested. Employment Security Law and is required to post this notice in a 2 For any week with respect to which or a part of which you file for weekly unemployment have received or are seeking unemployment benefits under benefits, or to get answers an unemployment insurance law of another state or the about your Unemployment United States. nent You may be eligible to receive unemployment 3 For any week with respect to which or a part of which you are receiving or have received other remuneration (i.e., Workers' Compensation, pensions, vacation pay, wages in lieu of notice, If you do not have access to or severance pay the internet, or prefer to Penalties If you make a false statement knowing it to be false or

intentionally fail to disclose an important fact in order to receive or increase a benefit amount, you shall be disqualified for not more than the 52 weeks which immediately follow the week in which such determination is made and shall not be Call Center at 1-866-783-5567 entitled to further benefits until cash repayment has been made or the claim for repayment has prescribed. knowingly fails to disclose a material fact to obtain or increase of business. any benefit or other payment under this Chapter, or under an

employment security law of any other State, or the Federal Government, or of a foreign government, either for himself or for any other person, shall be guilty of a misdemeanor, and shall be fined not less than \$50 nor more than \$1,000 or imprisoned for not less than 30 days nor more than 90 days, or both, in the

To file a new unemployment claim, reopen an existing claim, Insurance online, visit us on the Web at www.LAWORKS.net.

Insurance claim by phone, call the Unemployment Insurance a convenient and conspicuous

R.S. 23:1621 Revised January 2009 LOUISIANA

iilii WORKFORCE

COMMISSION www.laworks.net

An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

FEDERAL MINIMUM WAGE EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

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

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 estrictions. Different rules apply in agricultural employment. TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a

obs and at least 18 to work in non-farm jobs declared hazardous by the Secretary

tip credit against their minimum wage obligation. If an employee's tips combined ith the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. NURSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child or one year after the child's birth each time such employee has a need to express 🕟 Certain full-time students, student learners, apprentices, and workers with

preast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk. ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or

repeated violation of the minimum wage or overtime pay provisions of the law.

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009 Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such

> Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply

assessments may be doubled when the violations are determined to be willful or

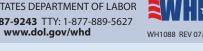
repeated. The law also prohibits retaliating against or discharging workers who file

a complaint or participate in any proceeding under the FLSA.

Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.

disabilities may be paid less than the minimum wage under special certificates

issued by the Department of Labor. WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR **1-866-487-9243** TTY: 1-877-889-5627



WORKERS' COMPENSATION

LOUISIANA & FEDERAL LABOR LAW POSTER

Reporting Injury You should report to your employer any occupational disease or personal injury that is work-related, even if you claim it to be minor. Occupational Disease or Death In case of an occupational disease, all claims are barred unless the employee files a claim with his/her employer within one year of the date that:

. The disease manifests itself.

2. The employee is disabled as a result of the disease. . The employee knows or has reasonable grounds to believe that the disease is occupationally related. employer knew of the accident or if the n case of death arising from occupational disease, all claims are barred unless the dependent(s) file a claim with the deceased employee's employer within one year of: The date of death.

2. The date the claimant has reasonable grounds to believe that the death resulted from occupational disease. Filing Notice In case of injury or death caused by a work-related accident, an injured employee or any person claiming to be entitled to compensation either as a claimant or as a representative of a person claiming to be entitled to compensation. must give notice to the employer within 30 days of the injury. If notice is not given

within 30 days, no payments will be made

fraudulent action by the employer, employee, or any other person for the purpose of obtaining or defeating any benefit or payment of workers' compensation shall subject such person to criminal as well as civil liabilities. The above mentioned notice should be filled with the employer at the address shown to the right. A notice so given shall not be held invalid because of any inaccuracy in stating the time, place, nature or cause of injury, or otherwise, unless it is shown that the employer was in fact misled to his detriment thereby. Failure to give notice may not harm the employee if the

employer was not prejudiced by the delay or failure to give notice. Physicians In the event you are injured you are entitled to select a physician of your choice for treatment. The employer may choose another physician and arrange an examination which you would be required to attend. Formal Claim In order to preserve your right to benefits under the Louisiana Workers' Compensation Law, you must file

regarding your rights and entitlement to benefits as prescribed by law, you may call or write to the Office of Workers' Compensation Administration, Post Office Box 94040, Baton Rouge, Louisiana 70804-9040 or telephone (225) 342-7555 Name and Address of Insurance

Notice shall be given by delivering it or sending it by certified mail or return receipt requested to: mployer Representative

Commission on Human

or visit us at www.gov.

state.la.us/HumanRights/

humanrightshome.htm.

R.S. 23:352, 354

Revised April 2010

LOUISIANA

-800-259-5154 (TDD)

the price for

Workers'

Publication 213

Cat. No. 11047P

(Rev. 8-2009)

Rights at 1-888-248-0859

R.S 23:1302 states that this notice should be a formal claim with the Office of Workers' posted in a convenient and conspicuou Compensation Administration within one place in the employer's place of business. year after the accident if payments have not been made or within one year after

affect his status as an employee or as an applicant against, please contact

organization to discriminate against any member and labor organization

thereof or applicant for membership because such shall post and keep

for employment, solely because such individual has the Louisiana

the last payment of benefits. for such injury or death. In addition, any **Information** If you desire any information An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to Individuals with disabilities. 1-800-259-5154 (TDD)

SICKLE CELL DISCRIMINATION Prohibition of sickle cell trait discrimination; exceptions employment opportunities, or limit such If you believe you have employment opportunities, or otherwise adversely been discriminated

A. It is unlawful for an employer to engage in any of the following practices: 1) Fail or refuse to hire, or to discharge, any individual or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because

such individual has sickle cell trait. (2) Limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities, or otherwise adversely affect his status as an employee, because such individual has sickle cell trait. (3) Reduce the wage rate of any employee in order to comply with the provisions herein.

3. It is unlawful for an employment agency to fail to refer or refuse to refer for employment, or otherwise to discriminate against, any individual because such individual has sickle cell trait, or to classify or refer for employment any individual on the basis that such individual has sickle cell trait. It is unlawful for a labor organization to engage in any of the following practices: 1) Exclude or expel from its membership, or otherwise

(2) Limit, segregate, or classify its membership, or classify or fail to refer or refuse to refer for employment any individual in any way which would deprive or tend to deprive any individual of

sickle cell trait. (3) Cause or attempt to cause an employer to discriminate against an individual in violation of the provisions herein. D. It is unlawful for an employer to discriminate LSA-R.S. 51:2231(c) against any of his employees or applicants for employment, for an employment agency to Every employer, discriminate against any individual, or for a labor employment agency,

individual, member, or applicant for membership has posted in conspicuous opposed any practice made unlawful by this Section, places upon its premises or because the individual, member, or applicant for a notice, to be prepared membership has made a charge, testified, assisted, or by the Louisiana Workforce Commission participated in any manner in an investigation, setting forth information proceeding, or litigation under the provisions herein. as the department . It is unlawful for an employer, labor organization, or deems appropriate to employment agency to print or publish, or cause to effectuate the purposes be printed or published, any notice or advertisement of this Part. relating to employment by such employer or membership in or any classification or referral for discriminate against, any individual because of employment by such a labor organization, or relating to any classification or referral for

employment by such employment agency 1997, No. 1409, §1

Wi WORKFORCE indicating any preference, limitation, specification, COMMISSION or discrimination based on sickle cell trait. Acts www.laworks.net

An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Regular Paydays for Employees of

PAYDAY NOTICE

(Company Name) Shall be as follows:

WORKERS' COMPENSATION FRAUD IS SOMEONE YOU KNOW CHEATING THE SYSTEM?

Nationwide Toll-free Fraud Hotline **LOUISIANA WORKS™** 1-800-201-3362

Office 225.342.7558 • Fax 225.342.1880 Email WCFraud@ldol.state.la.us An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

Compensation Fraud

1-800-829-3676. Now is the time to check your withholding.

For more details, get Publication 919, How Do I Adjust My Tax

Employer: Please post or publish this Bulletin Board Poster so

that your employees will see it. Please indicate where they can

Withholding?, or use the Withholding Calculator at

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

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer did you... See your employer for a copy of Form W-4 or call the IRS at Gain or lose a dependent? Change vour name?

Were there major changes to... Your nonwage income (interest, dividends, capital gains, etc.)? Your family wage income (you or your spouse started or

 Your itemized deductions? Your tax credits? If you can answer "YES"... To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4.

Duties of employees and employers

A. Any person who is a resident of a state which

requires registration of the motor vehicle or motor

vehicles of a person who is employed in that state

within thirty days of such employment, and who is

employed in and maintains a residence in

Louisiana and who operates one or more vehicles

on the public streets and roads in Louisiana shall

apply for a certificate of registration for each of

those vehicles within thirty days of the date on

which the person was employed in Louisiana.

get forms and information on this subject. Department of the Treasury Internal Revenue Service www.irs.gov

OUT-OF-STATE MOTOR VEHICLE B. Each employer in this state shall notify each An Equal Opportunity person employed by that employer of the services are available upon requirement of Subsection A of this Section. The request to individual with notice shall be by direct communication at the disabilities. 1-800-259-5154

> prominent location at the place of employment. posted in a conspicuous The provisions of this Section shall not be this purpose. applicable to members actively serving in the armed forces of the United States. Acts 1993, ORKFORCE July 2004

time of employment and by posting a notice in a (TDD) This notice must be

DISCRIMINATION

EQUAL OPPORTUNITY FOR ALL

on the basis of the following: . Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and . Against any beneficiary of any program financially assisted under Title I of the Workforce Innovation & Opportunity Act (WIOA) on the basis of the beneficiary's

Commission (LWC) program or activity. The recipient must not discriminate in any of the to any LWC financially assisted program or activity,

. Deciding who will be admitted or who will have access

If the State EO Officer or this office does give you a 2. Providing opportunities in, or treating any person with regard to, such a program or activity, . Making employment decisions in the administration of, or in connection with, such a program or activity. date you received the Written Notice of Final Action. An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

Louisiana Equal Opportunity Discrimination Has No Place

Equal opportunity is the law. It is against the law for If you think that you have been subjected to discrimination

What to Do

Officer, Compliance Programs
Director, Louisiana Workforce recipients of Federal financial assistance to discriminate under a WIOA Title I financially assisted program or Commission activity, you may file a complaint within 180 days from the Post Office Box 94094 date of the alleged violation. 1001 North 23rd Street Baton Rouge, LA 70804-9094 Phone (225) 342-3075 If you elect to file your complaint with the State Equal

Opportunity (EO) Officer or with this office, you must wait Fax (225) 342-7961 until the recipient issues a decision or until 90 days have TDD 1-800-259-5154 passed, whichever is sooner, before filing with Civil Rights Or you may file at this office: Center (CRC) (see address to the right). citizenship/status as a lawfully admitted immigrant If the state EO Officer or this office has not provided you Center authorized to work in the United States, or on the basis with a written decision within 90 days of the filing of the U. S. Department of Labor of his/her participation in any Louisiana Workforce complaint, you need not wait for a decision to be issued, 200 Constitution Avenue NW but may file a complaint with CRC within 30 days of the Room N-4123 xpiration of the 90 day period. (In other words, within $^{
m Washington,\,DC}$ 20210 the 120 days after the day on which you filed your This notice must be posted in a complaint with the recipient.)

Written Notice of Final Action on your complaint, but you are dissatisfied with the recipient's resolution of your complaint, you may file a complaint with CRC. Such complaints must be filed within 30 days of the

Revised March 2017

please contact the Louisiana

Rights at 1-888-248-0859 or

/www.gov.state.la.us

visit us at

Director of the Civil Rights

GENETIC DISCRIMINATION

genetic discrimination and limits genetic testing in the workforce. **Definitions** Key terms are used to establish specific genetic discrimination and privacy protections. They

. "Genetic monitoring" is the periodic examination of employees to evaluate changes to their genetic material that may have developed in the course of employment due to exposure to toxic substances in the workplace

provided to obtain, assess, or interpret genetic nformation for diagnostic or therapeutic purposes, or for genetic education or counseling. "Genetic test" means the analysis of human DNA, RNA. chromosomes, and those proteins and metabolites

used to detect heritable or some somatic disease related genotypes or karyotypes for clinical purposes. It must be generally accepted in the scientific and medical communities to qualify under this definition. An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

or suffered to work except as provided in RS 23:151.

3 hours on a school day or 18 hours in a school week:

under the following conditions, if no more than:

extended to 9 p.m.

of any school day.

of any school day

extended to 9:00 p.m.

following occupations:

applying belts to pulleys;

In or about any mine or quarry:

week when school is in session.

Youths 14 and 15 years old may work outside school hours in

various non-manufacturing, non-mining, non-hazardous jobs

8 hours on a non-school day or 40 hours in a non-school week.

Also, work may not begin before 7 a.m. or end after 7 p.m.,

except from June 1 through Labor Day, when evening hours are

No minor under the age of 18 years may be employed, permitted

or suffered to work for any five hour period without one interval of

at least thirty minutes within such period for meals. Such interval

There are no time standards for minors 16 and 17 years of age

regarding the numbers of hours worked per day or per week

however, minors shall receive an eight hour rest break at the end of

each work day, before the commencement of the next day of work.

For purposes of the following items, a day during which school is in

session will be that designated as such by the local school

I. No minor 16 years of age who has not graduated from high

school shall be employed, or permitted, or suffered to work

between the hours of 11:00 p.m. and 5:00 a.m. prior to the start

2. No minor 17 years of age who has not graduated from high

school shall be employed, or permitted, or suffered to work

between the hours of 12:00 a.m. and 5:00 a.m. prior to the start

. No minor under 16 years of age who has not graduated from

high school shall be employed, or permitted, or suffered to work

1 through Labor Day, at which time the permissible hours are

4. No minor under the age of 16 years shall be employed, permitted,

or suffered to work more than three hours each day on any day

when school is in session, nor more than eighteen hours in any

PROHIBITED EMPLOYMENT Minors (except those indentured as

apprentices in accordance with Chapter 4 of Revised Statutes, Title

23) shall not be employed, permitted or suffered to work in the

3. In or about places where stone cutting or polishing is done;

punching, shearing, stamping, bending, or planing metals;

place in which the heat treatment of metals is done;

superintendent for the school district in which the minor resides.

shall not be included as part of the working hours of the day.

Genetics in the Workplace Louisiana law forbids 4. "Protected genetic information" is information If you believe you have about the genetic tests of an individual or that of an been discriminated against, individual's family members, or the occurrence of a disease, or medical condition or disorder in family members of the individual. Nondiscrimination Louisiana law also provides that HumanRights/ an employer, labor organization or employment humanrightshome.htm

controlling apprenticeship, on-the-job training or forth information to ."Genetic services" are defined as the health services other training program shall not discriminate on the effectuate this purpose. basis of protected genetic information. **Exceptions** An employer, labor organization or employment agency may request protected genetic information with an offer of employment. They may request, collect or purchase protected genetic information if there is a request for, or receipt of, genetic services and the effect of genetic monitoring of toxic

substance shall be permitted in the workplace.

agency shall not discriminate on the basis of protected LSA-R.S. 51:2231(c) genetic information, and an employer, labor This notice must be posted in organization or joint labor management committee a conspicuous place, setting **WORKFORCE**

www.laworks.net

R.S. 23:302; R.S. 23:368 and 369 Revised April 2010

CHILD LABOR LAWS LOUISIANA MINOR LABOR LAW PLACARD TITLE 23, CHAPTER 3 OF REVISED STATUES, OF 1950 AS AMENDED

10. As a driver of any motor vehicle on a public road if they are

No minor under the age of 18 years shall be employed until the 7. In or about sawmills or cooperage stock mills; employer has procured and has on file an employment certificate for $\,$ 8. In the operation of power-driven woodworking machines, or such minor issued by the city or parish superintendent of schools. off-bearing from circular saws; No minor under the age of 14 years may be employed, permitted, 9. In logging operations;

> sixteen years of age or younger. Minors seventeen years of age or older may be employed, permitted, or suffered to work as a driver of a motor vehicle only under certain restrictions. (For an explanation of these restrictions contact the Louisiana Workforce Commission at (225) 342-7824.) 11. In the operation of passenger or freight elevators of hoisting machines;

> 12. In spray painting or in occupations involving exposure to lead or its compounds, or to dangerous or poisonous dyes and chemicals; 13. In any place or establishment in which the sale of alcoholic beverages, as defined in R.S. 26:241, constitutes its main business, unless the minor is a musician performing in a band on the premises under contract with the holder of the alcoholic beverage permit for a specified time period and is under direct supervision of his parent or legal guardian during such time. Any place or establishment holding a duly issued retail dealer's alcoholic beverage permit or license, for which the sale of alcoholic beverages does not constitute the main business of the establishment may employ anyone under the age of eighteen provided the minors employment does not involve the sale, mixing, dispensing, or serving of alcoholic beverages for consumption on the premises. 14. In any other place of employment or in any other occupation

hearing thereon determine hazardous or injurious to the life, health, safety or welfare of such minors. **SPECIFIC VIOLATIONS: PENALTY** Any Person Who: 1. Employs, permits, or suffers a minor to work in violation of the provision of this part; or between the hours of 7:00 p.m. and 7:00 a.m., except from June 2. Refuses to the Director of Workforce Development or his authorized representatives admission to the premises where

that the Director of Workforce Development shall, after a public

minors are employed, or otherwise obstructs the Director of Workforce Development or representatives in the performance of their duties: or . Hides or causes any minor to escape or gives him warning of the approach of any officer charged with the enforcement of the provisions of this Part: or 4. Violates any other provisions of this Part for which a penalty is not otherwise provided, shall be fined not less than one hundred dollars

(\$100) nor more than five hundred dollars (\$500), or imprisoned for 1. In oiling, cleaning, or wiping machinery or shafting, or in not less than thirty (30) days nor more than six months, or both. 5. Any person who violates these provisions shall, in addition to the criminal penalty provided above, be liable for a civil penalty not to exceed five hundred dollars (\$500) for each violation which occurs. 4. In or about any plant manufacturing explosives or articles CONTINUING VIOLATIONS: PENALTY Each day during which any violation of these provisions continues shall constitute a separate offense and the employment of any minor in violation 5. In or about iron or steel manufacturing plants, ore reduction works, of these provisions shall, with respect to such minor, constitute smelters, foundries, forging shops, hot rolling mills, or in any other a separate offense.

www.laworks.net

6. In the operation of machinery used in the cold rolling of heavy metals, or in the operation of power-driven machinery for R.S. 23:241 Revised August 18, 2011

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 REQUESTING LEAVE Generally, employees must give 30-days' advance notice can take up to 12 weeks of unpaid, job-protected leave in a 12-month period of the need for FMLA leave. If it is not possible to give 30-days' notice, an The birth of a child or placement of a child for adoption or foster care;

To bond with a child (leave must be taken within 1 year of the child's birth or To care for the employee's spouse, child, or parent who has a qualifying serious health condition: For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent. An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA

eave, the employee must comply with the employer's normal paid leave policies. **BENEFITS & PROTECTIONS** While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions. An employer may not interfere with an individual's FMLA rights or retaliate

made unlawful by the FMLA, or being involved in any proceeding under or provides greater family or medical leave rights. LIGIBILITY REQUIREMENTS An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months; Have at least 1,250 hours of service in the 12 months before taking leave;* and Work at a location where the employer has at least 50 employees within 75

miles of the employee's worksite. Special "hours of service" requirements apply to airline flight crew employees.

against someone for using or trying to use FMLA leave, opposing any practice supersede any state or local law or collective bargaining agreement that 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627

AGE DISCRIMINATION

forty years of age. A. It is unlawful for an employer to engage in any of the following practices: or privileges of employment because of the individual's age. adversely affect his status as an employee because of the individual's age.

or otherwise to discriminate against, any individual because of the individual's age, or to classify or refer for employment any individual on the basis of the individual's age. . It is unlawful for a labor organization to engage in any of the following practices: 1. Exclude or expel from its membership, or otherwise to discriminate against any individual because of his age.

B. It is unlawful for an employment agency to fail or refuse to refer for employment,

violation of the provisions herein. théreof or applicant for membership because the individual, member, or applicant 1-800-259-5154 (TDD)

employee or as an applicant for employment, because of the individual's age.

3. Cause or attempt to cause an employer to discriminate against an individual ir

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

nformation to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was oreviously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete,

it must provide a written notice indicating what additional information is required EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and if eligible, must also provide a notice of rights and responsibilities under the

FMLA. If the employee is not eligible, the employer must provide a reason for Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave. **ENFORCEMENT** Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an The FMLA does not affect any federal or state law prohibiting discrimination or

WH1420a REV 04/16

The prohibitions herein listed shall be limited to individuals who are at least

1. Fail or refuse to hire, or to discharge, any individual or otherwise discriminate against any individual with respect to his compensation, or his terms, conditions, 2. Limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise . Reduce the wage rate of any employee in order to comply with the requireme

2. Limit, segregate, or classify its membership, or to classify or fail or refuse to refer for employment any individual, in any way which would deprive or tend to

D. It is unlawful for an employer to discriminate against any of his employees or applicants for employment, for an employment agency to discriminate against An Equal Opportunity Employer Program. Auxiliary aids and any individual, or for a labor organization to discriminate against any member services are available upon request to individuals with disabilities.

For additional information or to file a complaint: WWW.WAGEHOUR.DOL.GOV U.S. Department of Labor | Wage and Hour Divisio

or publish, or cause to be printed or published, any notice or advertisement relating to employment by the employer or membership in or any classification or referral for employment by such an employment agency indicating any preference, limitation, specification, or discrimination based on age. F. It is not unlawful for an employer, employment agency, or labor organization to engage in any of the following practices: Take any action otherwise prohibited under Subsection A, B, C, or E, where age is a bona fide occupational qualification reasonably necessary for the normal operation of the particular business, or where the differentiation is based on reasonable factors other than age.

. Take any action otherwise prohibited under Subsection A, B, C, or E to observe

for membership has opposed any practice made unlawful by this Section, or

because such individual, member or applicant for membership has made a

charge, testified, assisted, or participated in any manner in an investigation.

E. It is unlawful for an employer, labor organization, or employment agency to print

proceeding, or litigation pursuant to the listed herein provisions.

the terms of a bona fide employee benefit plan, such as retirement, pension, or insurance plan, which is not a subterfuge to evade the purpose herein except that no such employee benefit plan shall excuse the failure to hire any individual. 3. Discharge or otherwise discipline an individual for good cause. deprive any individual of employment opportunities, or would limit such. Acts 1997, No. 1409 If you believe you have been discriminated against, please employment opportunities or otherwise adversely affect his status as an contact the Louisiana Commission on Human Rights at 1-888-248-0859 or visit us at Every employer, employment agency, and labor organization shall post and keep posted in conspicuous places upon its premises, setting forth information to effectuate this purpose. R.S. 23:311, 312

NO SMOKING NOTICE

NO SMOKING Smoking is PROHIBITED in accordance with the Louisiana Smoke-Free Air Act (Act 815). © The Louisiana Campaign for Tobacco-Free Living. For more information visit myTFL.org or call 1-866-I-AM-4-TFL

Earned Income Credit EIC 2020 Notice to Employees of Federal Earned Income Tax Credit (EIC) If you make \$50,000* or less, your employer should notify you t the time of hiring of the potential availability of Earned Income ax Credits or Advance Earned Income Credits. Earned Income Tax available to workers after December 31, 2010. Credits are reductions in federal income tax liability for which you Individuals who received Advance EITC in any prior tax year should Every employer shall may be eligible if you meet certain requirements. Additional have filed a tax return to report the payments even if they owed no information and forms for these programs can be obtained from

*Earned Income and adjusted gross income (AGI) must each be \$50,594 (\$56,844 married filing jointly) with three or more qualifying children • \$47,440 (\$53,330 married filing jointly) with two qualifying children • \$41,756 (\$47,646 married filing jointly) with one qualifying child

• \$15,820 (\$21,710 married filing jointly)

with no qualifying children

your employer or the Internal Revenue Service.

EARNED INCOME CREDIT Advance Payments of EITC Eliminated Effective December 31, 2010, Advanced Federal Earned Income Tax Credit (AEITC) became unavailable to workers. The Education Jobs and Medicaid Assistance Act of 2010 signed into law August 10, 2010 repealed the Advance EITC. It will not be

> tax or did not get a refund. Advance EITC, also known as AEITC, allowed certain workers to receive EITC in installments throughout the year, instead of a lump sum during the following filing season. To qualify for Advance EITC, an individual must have had at least one qualifying child. The amount of Advance EITC was limited to 60 percent of the maximum credit payable for a worker with one qualifying child. If you need more information regarding the EITC or prior Advanced EITC received, you should contact the IRS at 1-800-829-1040 or visit R.S. 23:15, 23:1018.2 the IRS Website at www.irs.gov. Additional EITC resources are also available at the IRS EITC Home page: https://www.irs.gov/Credits-&-Deductions/Individuals/Earned-Income-Tax-Credit/EITC-Income-<u> Limits-Maximum-Credit-Amounts-Next-Year.</u>

> > **HEALTH INSURANCE PROTECTION**

employer for violations of USERRA.

Visit the IRS on the Web at www.irs.gov or call toll-free at 1-800-829-1040 posted in or about the premises wherein any worker is employed, a printed copy or abstract of those labor laws which the Executive Director may designate, in a form Executive Director. WORKFORCE COMMISSION In Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

R.S. 23:633(D) Revised January 2016

Rev. 05-08

PAYMENT OF WAGES ACT

TIMELY PAYMENT OF WAGES

Your employer has a duty to inform you at the time of your hire what your wage rate will be, how often you will be paid and how you will be paid, and of any subsequent changes thereto. If your employer should, for reasons within his control, fail to pay you according to that agreement, you must lodge a complaint with him. If no action is taken to resolve your complaint, you may report the violation to the Louisiana Workforce Commission. This notice must be posted in a conspicuous place, setting forth information to effectuate this purpose. An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

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 vour 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.

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 comparable job. IGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION f you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment; reemployment; • retention in employment; • promotion; or • any benefit of employment, because of this status. 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

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 of USFRRA violations For assistance in filing a complaint, or for any other information on USERRA,

• If you leave your job to perform military service, you have the right to elect

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 Publication Date — April 2017

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

meet this requirement by displaying the text of this notice where they customarily place notices for employees.

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

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 vour 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.

illness log.

Contact OSHA. We can help.

Employers must:

standards.

 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.

 Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eve.

Comply with all applicable OSHA

understand. Prominently display this poster in the

Provide required training to all workers

in a language and vocabulary they can

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 OSHAsupported consultation programs in every state.



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

LA-0220-F02

An Equal Opportunity Employer Program. | Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)