WHISTLEBLOWER PROTECTION ACT

The Michigan Whistleblowers' Protection Act (469 P.A. 1980) creates certain hearing, investigation, inquiry or court action. The Act does not protect you from otherwise discriminate against you regarding your compensation, terms, conditions, location or privileges of employment because you or a person violation of federal, state or local laws, rules or regulations to a public body. It s illegal for employers in Michigan to discharge, threaten or otherwise location or privileges of employment because you take part in a public nearing, investigation, inquiry or court action.

of your employer under any collective bargaining agreement. The Act does not (MIOSHA). Visit our website at www.michigan.gov/miosha. equire your employer to compensate you for your participation in a public

protections and obligations for employees and employers under Michigan law. disciplinary action if you make a report to a public body that you know is false. PROTECTIONS: It is illegal for employers in Michigan to discharge, threaten or ENFORCEMENT: If you believe that your employer has violated this Act you may bring civil action in circuit court within 90 days of the alleged violation of the Act. **PENALTIES:** Persons found in violation of this Act may be subject to a civil fine acting on your behalf reports or is about to report a violation or a suspected of up to \$500.00. If your employer has violated this Act the court can order your reinstatement, the payment of back wages, full reinstatement of fringe benefits and seniority rights, actual damages, or any combination of these discriminate against you regarding your compensation, terms, conditions, remedies. The court may also award all or a portion of the costs of litigation, including reasonable attorney fees and witness fees to the complainant if the court believes such an award is appropriate. This poster is provided as a OBLIGATIONS: The Act does not diminish or impair either your rights or the rights courtesy of the Michigan Occupational Safety and Health Administration

MICHIGAN MINIMUM WAGE



PO Box 30476. Lansing, MI 48909-7976 **REQUIRED POSTER GENERAL REQUIREMENTS - MINIMUM WAGE and OVERTIME**

LABOR & ECONOMIC SUSAN CORBIN DIRECTOR

The Improved Workforce Opportunity Wage Act (IWOWA), Public Act 337 of 2018, as amended, covers employers who employ 2 or more employees 16 years of age and older.

Employees must be naid at least

Effective Date	Minimum Hourly Wage Rate	Tipped Employee		85%** Rate
		Minimum Hourly Rate	Reported Average Hourly Tips	65% Rate
January 1, 2021	\$9.65*	\$3.67	\$5.98	\$8.20
January 1, 2022	\$9.87*	\$3.75	\$6.12	\$8.39
January 1, 2023	\$10.10*	\$3.84	\$6.26	\$8.59

An increase in the minimum hourly wage rate as prescribed in subsection (1) does not take effect if the unemployment rate for this state, as determined by the Bureau of Labor Statistics, United States Department of Labor, is 8.5% or greater for the calendar year preceding the calendar year of the prescribed increase. An increase in the minimum hourly wage rate as prescribed in subsection (1) that does not take effect pursuant to this subsection takes effect in the first calendar year following a calendar year for which the unemployment rate for this state, as determined by the Bureau of Labor Statistics, United States Department of Labor, is less than 8.5%.

Training Wage - A training wage of \$4.25 per hour may be paid to employees 16 to 19 years of age for the first 90 days of employment.

are exempt from overtime requirements: employees exempt from the minimum wage provisions of the Fair Labor Standards Act of 1938, 29 USC 201 to 219 (except certain domestic service employees), professional, administrative, or executive employees; elected officials and political appointees; employees of amusement and recreational establishments operating less than 7 months of the year; agricultural employees, and any employee not subject to the minimum wage provisions of the act.

an employee. Accrued compensatory time may not exceed 240 hours. Employers must keep a record of compensatory time earned and paid. Contact the Wage and Hour Division for information on the conditions an employer must meet in order to offer compensatory time off in lieu of overtime compensation. Equal Pay - An employer shall not discriminate on the basis of sex by paying employees a rate which is less than the rate paid to employees of the opposite sex for equal work on jobs requiring equal skill, effort, and responsibility performed under similar working conditions - except where payment is pursuant to a seniority system, merit system or system measuring earnings on the basis of quantity or quality of production or a differential other than sex. Enforcement - An employee may either file civil action for recovery of unpaid minimum wages or overtime, or they may file a complaint with the Department of Labor and Economic Opportunity. The department may investigate a complaint and file civil action to collect unpaid wages or overtime due the employee and all employees of an establishment. Recovery under this act can include unpaid minimum wages or overtime, plus an equal

> Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities. www.michigan.gov/wagehour • Toll Free 1-855-4MI-WAGE (1-855-464-9243) WHD 9904 (Revised • 12/2021)

RIGHT TO KNOW LAW

This Workplace Covered by the **Michigan Right To Know Law**

chemicals in their workplace. Employees cannot be discharged or discriminated against for

exercising their rights including the request for information on hazardous chemicals. Employees must be notified and given direction (by employer posting) for locating Safety Data Sheets and the receipt of new or

When the employer has not provided a SDS, employees may request assistance in obtaining SDS from the:

Michigan Department of Labor and Economic Opportunity (LEO) Michigan Occupational Safety and Health Administration General Industry Safety and Health Division (517) 284-7750 Construction Safety and Health Division and Asbestos Licensing (517) 284-7680

MIOSHA/CET #2105 (Rev. 12/19)

www.michigan.gov/miosha

SDS(s) For This Workplace Are Located At Location(s) Location(s Person(s) responsible for SDS(s)

LEO is an equal opportunity employer/program

New or Revised SDS As Required by the Michigan Right To Know Law

TO BE POSTED THROUGHOUT THE WORKPLACE NEXT TO THE SAFETY DATA SHEETS (SDS) LOCATION POSTERS New or Revised Posting Date Locations of New or Revised SDS

Michigan Department of Labor and Economic Opportunity (LEO) Michigan Occupational Safety and Health Administration Consultation Education and Training Division (517) 284-7720

Paid in part with Federal OSHA funds. MIOSHA/CET #2106 (Revised 12/19) LEO is an equal opportunity employer/program.

visit our website at: www.michigan.gov/miosha



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.

OCCUPATIONAL SAFETY AND HEALTH PROTECTION

MICHIGAN SAFETY AND HEALTH PROTECTION ON THE JOB

THE MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ACT, 1974 P.A. 154, AS AMENDED, REQUIRES POSTING OF THIS DOCUMENT IN A CENTRAL AND CONSPICUOUS LOCATION. FAILURE TO DO SO MAY RESULT IN A PENALTY.

The Michigan Occupational Safety and Health Act (MIOSH Act), Act No. **COMPLAINTS:** Employees and employee representatives who believe 154 of the Public Acts of 1974, as amended, provides job safety and that an unsafe or unhealthful condition exists in their workplace have the health protection for Michigan employees through the maintenance of safe and healthful working conditions. Under the MIOSH Act and a state plan approved in September 1973 by the U.S. Department of Labor, the Michigan Department of Labor and Economic Opportunity is responsible for administering the Act. Department representatives conduct job site inspections and investigations to ensure compliance with the Act and with safety and health standards.

The contents of this poster describe many important provisions of the Act. These provisions apply equally to employers and employees in either private industry or the public sector.

EMPLOYER REQUIREMENTS: MIOSHA requires that each employer: . Furnish to each employee employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to the employee.

2. Comply with promulgated rules and standards and with orders issued pursuant to the Act.

Post this and other notices and use other appropriate measures to keep his or her employees informed of their protection and obligations under the Act, including the provisions of applicable rules and standards.

I. Notify the Michigan Department of Labor and Economic Opportunity within 8 hours of any work-related fatality. Notification may be accomplished by calling 1-800-858-0397. Notify the Michigan Department of Labor and Economic Opportunity

within 24 hours of all work-related inpatient hospitalizations, amputations and losses of an eye. Notification may be accomplished by calling 844-464-6742 (4MIOSHA). Make available to employees, for inspection and copying, all medical

records and health data in the employer's possession pertaining to Afford an employee an opportunity with or without compensation to

attend all meetings between the Michigan Department of Labor and Economic Opportunity and the employer relative to any appeal of a citation by the employer.

. Give the representative of employees the opportunity to accompany the department during the inspection or investigation of a place of employment and to prohibit the suffering of any loss of wages or fringe benefits or discriminate against the representative of employees for time spent participating in the inspection, investigation, or opening and closing conferences.

Provide personal protective equipment, at the employer's expense, when it is specifically required by a MIOSHA standard.

0. Not permit an employee, other than an employee whose presence is necessary to avoid, correct or remove an imminent danger, to operate equipment or engage in a process which has been tagged by the Department and which is the subject of an order issued by the Department identifying that an imminent danger exists.

11. To promptly notify an employee who was or is being exposed to toxic materials or harmful physical agents in concentrations or at levels which exceed those prescribed by a MIOSHA standard. **EMPLOYEE REQUIREMENTS:** MIOSHA requires that each employee:

1. Comply with promulgated rules and standards and with orders issued pursuant to the Act.

2. Not remove, displace, destroy, or carry off a safeguard furnished or provided for use in a place of employment, or interfere in any way with the use thereof by any other person. **INSPECTIONS/INVESTIGATIONS:** Inspections and investigations are

conducted by trained personnel. The Act requires that an employer representative and a representative of employees be given an opportunity to accompany the department representative for the purpose of aiding in the inspection or investigation.

If a representative of employees does not participate, the department representative will consult with a number of employees concerning matters of safety or health in the place of employment.

MIOSHA

www.michigan.gov/miosha THIS IS AN IMPORTANT DOCUMENT - DO NOT COVER! The Employee Polygraph Protection Act prohibits most State or local law or any collective bargaining agreement **private employers from using lie detector tests either for pre**- which is more restrictive with respect to lie detector tests.

EMPLOYEE POLYGRAPH PROTECTION ACT

employment screening or during the course of employment.

affected by the law. Also, the law does not apply to tests given actions to restrain violations and assess civil penalties against by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits own court actions. polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT EXAMINEE RIGHTS Where polygraph tests are permitted, they PROHIBITIONS Employers are generally prohibited from are subject to numerous strict standards concerning the requiring or requesting any employee or job applicant to take a conduct and length of the test. Examinees have a number of lie detector test, and from discharging, disciplining, or specific rights, including the right to a written notice before discriminating against an employee or prospective employee for testing, the right to refuse or discontinue a test, and the right

refusing to take a test or for exercising other rights under the Act. not to have test results disclosed to unauthorized persons. **EXEMPTIONS** Federal, State and local governments are not **ENFORCEMENT** The Secretary of Labor may bring court violators. Employees or job applicants may also bring their

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY



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

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

against past and present members of the uniformed services, and applicants to the uniformed services.

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

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: you ensure that your employer receives advance written or

verbal notice of your service; · you have five years or less of cumulative service in the uniformed services while with that particular employer; you return to work or apply for reemployment in a timely manner after conclusion of service; and

• you have not been separated from service with a disqualifying discharge or under other than honorable conditions. If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you: • are a past or present member of the uniformed service;

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. In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including

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 exclusions) except for service-connected illnesses or injuries.

Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. • For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at

• have applied for membership in the uniformed service; or • are 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.

Publication Date — April 2017

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.









LABOR AND ECONOMIC OPPORTUNITY Workers' Disability Compensation Agency

Employees -- Know Your Rights!

Remember - It is important to report your injury to your employer.

You are entitled to reasonable and necessary medical care for work-related injuries or diseases. Employers or their insurance carriers are required by law to provide these services. During the first 28 days of treatment, your employer has the right to choose the physician. After 28 days you are free to change physicians, but you must notify your employer of the change. If you receive treatment from a physician of your choice, you shall obtain and promptly furnish a report to your employer.

You should not receive a bill from a health care provider for treatment of a covered work-related injury or illness. If you do receive such

a bill, you should contact your employer or the employer's insurance carrier. Wage Loss Benefits

You are entitled to weekly workers' compensation benefits if you suffer a wage loss for more than seven consecutive days. These benefits may be claimed as long as a disability and wage loss continue. Generally, the benefit rate is 80% of your after-tax average

If you are unable to perform the work that you have done previously, you are entitled to vocational rehabilitation. The number one goal is your return to work with your employer. If you cannot do this or require assistance in finding a new job, vocational rehabilitation

To be completed by the employer

Employer Contact Person and Telephone Number

Workers' Compensation Insurance Carrier Name

If you have questions, please call the State of Michigan Workers' Disability Compensation Agency Toll-free 1-888-396-5041

Additional information is on the agency's website at http://michigan.gov/wdca. **EMPLOYER: PLEASE POST THIS NOTICE FOR YOUR EMPLOYEES TO SEE!**

WC-PUB-005 (8/19)

PAYDAY NOTICE

Regular Paydays for Employees of

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Marry or divorce? Gain or lose a dependent? Change your name? Were there major changes to...

· Your nonwage income (interest, dividends, capital gains,

· Your family wage income (you or your spouse started or ended a job)? Your itemized deductions? Your tax credits?

your last return, you may need to file a new form W-4.

If you can answer "YES"... To any of these questions or you owed extra tax when you filed

use the Withholding Calculator at

get forms and information on this subject.

Publication 213

Department of the Treasury Internal Revenue Service www.irs.gov

FMLA - FAMILY AND MEDICAL LEAVE ACT

LEAVE ENTITLEMENTS Eligible employees who work for • Work at a location where the employer has at least a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following

• The birth of a child or placement of a child for adoption or • 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

 For the employee's own qualifying serious health condition that makes the employee unable to perform the

a qualifying serious health condition;

spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee

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

rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related **ELIGIBILITY REQUIREMENTS** An employee who works for

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

50 employees within 75 miles of the employee's worksite.

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 could include informing an employer • For qualifying exigencies related to the foreign deployment that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification

supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required. **EMPLOYER RESPONSIBILITIES** Once an employer becomes

employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave. **ENFORCEMENT** Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may

1-866-4-USWAGE

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, information in hiring, promotion, discharge, pay, fringe benefits, job training, 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 employers' acquisition of genetic information and strictly limits disclosure to reasonably accommodate an employee's religious practices where the of genetic information. Genetic information includes information about genetic accommodation does not impose undue hardship. tests of applicants, employees, or their family members; the manifestation of

DISABILITY Title I and Title V of the Americans with Disabilities Act of 1990, as diseases or disorders in family members (family medical history); and requests for amended, protect qualified individuals from discrimination on the basis of or receipt of genetic services by applicants, employees, or their family members. disability in hiring, promotion, discharge, pay, fringe benefits, job training, **RETALIATION** All of these Federal laws prohibit covered entities from retaliating classification, referral, and other aspects of employment. Disability discrimination against a person who files a charge of discrimination, participates in a discrimination includes not making reasonable accommodation to the known physical or mental proceeding, or otherwise opposes an unlawful employment practice. WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are imitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. strict time limits for filing charges of employment discrimination. To preserve AGE The Age Discrimination in Employment Act of 1967, as amended, protects 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

applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY referral, and other aspects of employment. SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil number for individuals with hearing impairments). EEOC field office information Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex is available at www.eeoc.gov or in most telephone directories in the U.S. discrimination in the payment of wages to women and men performing Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov. substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

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, individuals with disabilities at all levels of employment, including the executive level

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 PAY SECRECY Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. NDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in discrimination under these Federal laws. Any person who believes a contractor has hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, violated its nondiscrimination or affirmative action obligations under the authorities

(OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, 20210. 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted barring undue hardship to the employer. Section 503 also requires that Federal by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, contractors take affirmative action to employ and advance in employment qualified If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 TTY 1-877-889-5627 | www.dol.gov.

and other aspects of employment. Disability discrimination includes not making

RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title VII of financial assistance. 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 or without reasonable accommodation, can perform the essential functions of the

causes or may cause discrimination in providing services under such programs.

Title IX of the Education Amendments of 1972 prohibits employment discrimination

EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

GRETCHEN WHITMER

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

above should contact immediately: The Office of Federal Contract Compliance Programs

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

PROGRAMS OR ACTIVITIES RECEIVING 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

job. If you believe you have been discriminated against in a program of any

institution which receives Federal financial assistance, you should immediately on the basis of sex in educational programs or activities which receive Federal contact the Federal agency providing such assistance. Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poster

PAID MEDICAL LEAVE ACT

Michigan Department of Labor and Economic Opportunity **Wage and Hour Division** PO Box 30476, Lansing, MI 48909-7976 **REQUIRED POSTER**

SUSAN CORBIN **GENERAL REQUIREMENTS – PAID MEDICAL LEAVE ACT*** Coverage - The Paid Medical Leave Act, 2018 Public Act 338, as amended by 2018 Public Act 369, effective March 29, 2019, covers employers who employ 50 or more individuals. The act covers individuals engaged in service to an employer in the business of the employer and from whom an employer is required to withhold for federal income tax purposes. An eliqible employee does not include executive, administrative, and professional overtime exempt employees employees covered by a private collective bargaining agreement that is in effect, employees of the United States government, another state, or a political subdivision of another state, individuals whose primary work location is not in this state, individuals 16-19 years of age being paid the youth training wage in accordance with the Improved Workforce Opportunity Wage Act, temporary employees as described in the Michigan Employment Security Act, variable hour

during the immediately preceding calendar year. (See section 2 of The Paid Medical Leave Act, 2018 Public Act 338.) Paid Medical Leave Accrual - Paid medical leave accrual begins on March 29, 2019, or upon commencement of the employee's employment, whichever is later. Paid medical leave is accrued at a rate of 1 hour for every 35 actual hours worked; however, an employer is not required to allow accrual of over 1 hour in a calendar week or more than 40 hours in a benefit year. A benefit year is any consecutive 12-month period used by an employer to calculate an eligible employee's benefits. Employees can carry over up to 40 hours of unused accrued paid medical leave from one benefit year to the next; however, employers are not required to allow employees to use more than 40 hours in a single benefit year. An employer may provide the total amount of paid medical leave all at once by providing at least 40 hours at the beginning of the benefit year or on the date that the individual becomes eligible during the benefit year on a prorated basis. If an employer adopts this practice, it does not have to permit employees to carry over unused leave to the next benefit year. (See section 3 of the Paid Medical Leave Act, 2018 Públic Act 338)

employees as defined by 26 CFR 54.4980H-1, employees covered by the Railway Labor Act and Railroad Unemployment Insurance Act, individuals employed by

an employer for 25 weeks or fewer in a calendar year for a job scheduled for 25 weeks or fewer, individuals who worked, on average, fewer than 25 hours per week

Paid Medical Leave Usage - An employee may use paid medical leave as it is accrued except an employer may require an employee to wait until the 90th calendar day after commencing employment before using accrued paid medical leave. Paid medical leave must be used in 1-hour increments unless the employer has a different increment policy set forth in writing in an employee handbook or other employee benefit document. Employees must follow the employer's usual and customary notice, procedural, and documentation requirements for requesting leave. The employee must be allowed at least 3 days to provide documentation. Employees may take paid medical leave for any of the following: Physical or mental illness, injury, or health condition of the employee or his or her family member

Closure of the employee's primary workplace by order of a public official due to a public health emergency The care of his or her child whose school or place of care has been closed by order of a public official due to apublic health emergency The employee's or his or her family member's exposure to a communicable disease that would jeopardize thehealth of others as determined by health authorities or a health care provide

or domestic violence and sexual assault situations, employees may use paid medical leave for any of the following: Medical care or psychological or other counseling Receiving services from a victim services organization Relocation and obtaining legal services

Participation in civil or criminal proceedings related to or resulting from the domestic violence or sexual assault Employee Rights - An employee may file a complaint with the Department of Labor and Economic Opportunity (LEO) within 6 months of thealleged violation. LEO shall investigate a complaint and attempt mediation, where appropriate. Penalties - If informal resolution is unsuccessful and a violation found, payment of paid medical leave improperly withheld will be requested and penalties may be imposed. An employer who fails to provide paid medical leave is subject to an administrative fine of not more than \$1,000.00. An employer who willingly violates the posting requirement is subject to an administrative fine of not more than \$100.00 for each separate violation.

*For precise language of the statute, see Public Act 338 of 2018, as amended LEO is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities. www.michigan.gov/wagehour • Toll Free 1-855-4MI-WAGE (1-855-464-9243)

WHD 9911 (Revised • 8/2021) CHILD LABOR LAWS

STATE OF MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY **Informational Sheet** Youth Employment Standards Act 90 of 1978, as amended GRETCHEN WHITMER **POSTING REQUIREMENT**

Medical diagnosis, care, or treatment of the employee or employee's family member

Preventative care of the employee or his or her family member

this act for more than 6 days in 1 week, nor for a period longer than a weekly in the production of seed, including plant detasseling, hand-pollination, average of 8 hours per day or 48 hours in 1 week, nor more than 10 hours in 1 roguing, or hoeing, and any other similar farming activity required for day. The minor shall not be employed between the hours of 9 p.m. and 7 a.m. A commercial seed production. minor who is a student in school shall not be employed more than a combined school and work week of 48 hours during the period when school is in session. MCL 409.111 Minor 16 years and over; days and hours of employment;

employment in agricultural processing.

a minor 16 years of age or older in an occupation subject to this act for more than any of the following periods: (a) Six days in 1 week. (b) An average of 8 hours per day in 1 week. (c) Ten hours in 1 day. (d) Subject to subdivision (e), 48 hours in 1 week. (e) If the minor is a student in school and school is in session, (2) Except as provided in subsection (3), a person shall not employ a minor

On Fridays and Saturdays. (b) During school vacation periods. (c) During periods when the minor is not regularly enrolled in school. (3) A person may employ a minor 16 years of age or older in farming operations involved in the production of seed or in agricultural processing for a period greater than the periods described in subsections (1) and (2) if all of the following conditions are met:If a minor is a student in school, the period greater than the periods described in subsections (1) and (2) occurs when school is not insession.(a) The minor is employed for not more than 11 hours in 1 day. (b) The minor is employed for not more than 62 hours in any week. However, the employer shall not require the minor to work more than 48 hours during any week without the consent of the minor.

(4) As used in this section: (a) "Agricultural processing" means the cleaning,

(c) The minor is not employed between 2 a.m. and 5:30 a.m. (d) The agricultural processing employer maintains on file a written acknowledgment of the minor's parent or guardian consentingto the period of employment authorized under this subsection

MCL 409.110 Minor under 16 years; days and hours of employment. sorting or packaging of fruits or vegetables. (b) "Farming operations involved A minor under 16 years shall not be employed in an occupation subject to in the production of seed" means farming activities and research involved History: Am. 1978, Act 90, Eff. June 1, 1978 ;-- Am. 1995, Act 251, Eff. Mar. 28, 1996 ;-- Am. 1996, Act 499, Imd. Eff. Jan. 9, 1997 ;-- Am. 2000, Act 418, Imd. Eff.

Jan. 8, 2001 ;-- Am. 2011, Act 197, Imd. Eff. Oct. 18, 2011 MCL 409.112 Meal and rest period. **Sec. 11. (1)** Except as provided in subsection (3), a person shall not employ **Sec. 12.** A minor shall not be employed for more than 5 hours continuously without an interval of at least 30 minutes for a meal andrest period. An interval of less than 30 minutes shall not be considered to interrupt a continuous

MCL 409.112a Prohibition of minors working alone in occupation involving a cash transaction after sunset or 8 p.m. at fixed location. Sec. 12a. A minor who would otherwise be permitted under this act to be employed in an occupation subject to this act shall not beemployed in an 16 years of age or older between 10:30 p.m. and 6 a.m. However, except as occupation that involves a cash transaction subject to this act after sunset or 8 provided in subsection (3), a person may employ a minor 16 years of age or older who is a student in school until 11:30 p.m. on any of the following days:(a) p.m., whichever is earlier, at a fixed location unless an employer or other employee

> History: Add. 1980, Act 436, Eff. Mar. 31, 1981. IMPORTANT: Administrative Rule, R408.6207 REQUIRES A MINOR SUBJECT TO ACT 90 BE SUPERVISED BY THE EMPLOYER OR ANOTHER EMPLOYEE 18 YEARS **OF AGE OR OLDER**

LEO is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities.

WHD-9919 08/21

WAGE AND HOUR DIVISION P.O. Box 30476 • Lansing, Michigan 48909-7976 OVERNIGHT MAIL ADDRESS: 2407 N. GRAND RIVER • LANSING, MICHIGAN 48906 Toll Free: 1-855-4MI-WAGE (1-855-464-9243 • (517) 284-7800 • FAX (517) 763-0110 www.michigan.gov/wagehour

FEDERAL MINIMUM WAGE **EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT**

FEDERAL MINIMUM WAGE

OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked over 40 CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing,

apply in agricultural employmer 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 employer must make up the difference.

cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the NURSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusio rom 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

he minimum wage or overtime pay provisions of the law. Civil money penalties may also

be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious njury of any minor employee, and such assessments may be doubled when the violations rmined 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.

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 Some employers incorrectly classify workers as "independent contractors" when they

the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the WAGE AND HOUR DIVISION

are actually employees under the FLSA. It is important to know the difference between

DISCRIMINATION

MICHIGAN LAW PROHIBITS DISCRIMINATION

IN EMPLOYMENT, EDUCATION, HOUSING, PUBLIC ACCOMMODATION, LAW ENFORCEMENT OR PUBLIC SERVICE

religion, race, color, national origin, sex, disability, age¹, marital status¹, height², weight², arrest record², genetic information², and familial status³ Persons with disabilities needing accommodations for employment must notify their employers in writing within 182 days. ¹ Under the education article, age and marital status are prohibited considerations for admissions only ² in employment only ³ in housing only

BASED ON

If you think you have been **discriminated** against, you may file a **complaint** with the Michigan Department of Civil Rights.



Notice To All Employees: Information about Unemployment Benefits

Unemployment benefits are payable to qualified and eligible workers of this employer through Michigan's Unemployment Insurance Agency. File an unemployment claim online

review the Handbook for Unemployed Workers at michigan.gov/uia. STATE OF MICHIGAN

UNEMPLOYMENT INSURANCE AGENCY UIA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable

Fatality Hotline . 1-800-858-0397 MIOSHA Injuries/Illnesses Reporting 1-844-464-6742 Consultation and Training Assistance 1-517-284-7720

The Michigan Department of Labor and Economic Opportunity (LEO) is a equal opportunity employers/program.



OPPORTUNITY MIOSHA/CET 2010 (06/21)

WITHHOLDING STATUS

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 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or

> 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

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

*Special "hours of service" requirements apply to airline **REQUESTING LEAVE** Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is

(1-866-487-9243) TTY: 1-877-889-5627 WWW.WAGEHOUR.DOL.GOV U.S. Department of Labor Wage and Hour Division

Call 1-800-482-3604 | Video Phone: 313-437-7035 www.michigan.gov/mdcr

UNEMPLOYMENT INSURANCE

If you become unemployed, you can file your new unemployment claim or reopen an established claim online through the Michigan Web Account Manager (MiWAM) at michigan.gov/uia. Click on MiWAM for Workers.

DEPARTMENT OF LABOR AND

MI-1221-F02

MIOSHA Complaint Hotline

ATTENTION EMPLOYEES

Michigan Department of Labor and Economic Opportunity Wage and Hour Division

Coverage

Minimum Hourly Wage Rate

**Minors 16-17 years of age may be paid 85% of the minimum hourly wage rate. Overtime - Employees covered by the IWOWA must be paid 1-1/2 times their regular rate of pay for hours worked over 40 in a workweek. The following

Compensatory Time - If an employer meets certain conditions, employees may agree to receive compensatory time of 1-1/2 hours for each hour of overtime worked. The agreement must be voluntary, in writing, and obtained before the compensatory time is earned. All compensatory time earned must be paid to

additional amount as liquidated damages, costs, and reasonable attorney fees. A civil fine of \$1,000 can be assessed to an employer who does not pay minimum wage or overtime. LEO is an equal opportunity employer/program

Employers must make available for employees in a readily accessible manner, Safety Data Sheets (SDS) for those hazardous

right to request an inspection by giving written notice to the Michigan Department of Labor and Economic Opportunity. If a condition exists which may present an immediate danger, the Department should be notified in the most expedient manner without regard to a written notice. The names of complainants will be kept confidential and not revealed

upon the request of the employee. Employees also have the right to bring

unsafe or unhealthful conditions to the attention of the department

The Act provides that employees may not be discharged or in any

manner discriminated against for filing a complaint or exercising any

of their rights under the Act. An employee who believes he or she has

been discriminated against may file a complaint with the Michigan

Department of Labor and Economic Opportunity within 30 days of the

representative during the conduct of an inspection or investigation.

The U.S. Department of Labor is monitoring the operation of the Michigan Occupational Safety and Health Administration (MIOSHA) to assure the effective administration of the state act. Any person may make a written complaint regarding the state administration of the state act directly to the Regional Office of OSHA, 230 South Dearborn, Chicago, Illinois 60604. **CITATIONS:** If upon inspection or investigation the Michigan Department of Labor and Economic Opportunity believes that a

requirement of the Act has been violated, a citation alleging such

violation and setting a time period for correction will be issued to the

employer. The citation must be prominently posted at or near the

place of the alleged violation for three days or until the violation is

The Act provides for first instance penalties of up to \$7,000 for a

violation. Penalties of up to \$7,000 per day may be assessed for failure to

correct a violation within a proposed abatement period. Any employer

who willfully or repeatedly violates the Act may be assessed penalties of

corrected, whichever is later.

up to \$70,000 for each such violation. Employers may appeal the alleged citation, the proposed penalties or the abatement periods to the Department and to the Board of Health and Safety Compliance and Appeals. Employees may appeal the abatement period in a similar manner. Employees also may appeal to the Board of Health and Safety Compliance and Appeals any decision issued by the Department in response to an employer appeal. Criminal penalties also are provided for in the Act. A person who knowingly makes a false statement or report pursuant to the Act upon conviction is punishable by a fine of up to \$10,000 or may be

imprisoned for not more than 6 months or both. Any willful violation

resulting in death of an employee, upon conviction, is punishable by a

fine of up to \$10,000 or by imprisonment for not more than one year

or both. A second conviction doubles the maximum monetary penalty

and is punishable by imprisonment for up to three years. **VOLUNTARY ACTIVITY & COMPLIANCE ASSISTANCE:** The act encourages employers and employees to reduce workplace hazards The Michigan Department of Labor and Economic Opportunity offers limited on-site consultation assistance to employers to assist them in

achieving compliance with occupational safety and health standards.

Training specialists are available and can give advice on the correction

of hazardous conditions and on the development of safety and health

systems. Department staff are available to conduct seminars and

training relative to occupational safety and health for both employer

and employee groups. Requests for service should be addressed to the

The U.S. Department of Labor will continue to enforce federal standards

governing maritime operations of long shoring, shipbuilding, ship

department at the address shown below.

1-800-866-4674

breaking and ship repairing. These issues are not covered by the Michigan Plan for Occupational Safety and Health. Michigan Department of Labor and Economic Opportunity Michigan Occupational Safety and Health Administration 530 W. Allegan Street, P.O. Box 30643 Lansing, Michigan 48909-8143

LABOR & ECONOMIC

family or medical leave rights.

HEALTH INSURANCE PROTECTION • If you leave your job to perform military service, you have the right to elect to continue your existing employer-based waiting periods or exclusions (e.g., pre-existing condition

• The U.S. Department of Labor, Veterans Employment and

• You may also bypass the VETS process and bring a civil action testifying or making a statement in connection with a proceeding against an employer for violations of USERRA. under USERRA, even if that person has no service connection.

WORKERS' COMPENSATION State of Michigan

If your employer refuses to provide medical care, you should contact Michigan's Workers' Disability Compensation Agency at its

Employer Name

(Company Name) Shall be as follows:

of a military member who is the employee's spouse, child, An eligible employee who is a covered servicemember's

An employer may not interfere with an individual's FMLA

Code, Section R 421.105; Paid for with federal funds.

This employer is covered by the

MICHIGAN EMPLOYMENT SECURITY ACT

ECONOMIC OPPORTUNITY

Michigan Department of Labor and Economic Opportunity Unemployment Insurance Agency; Authority: Michigan Administrative (Rev. 12-19)

and conditions.

a covered employer must meet three criteria in order to be before taking leave;* and

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION flight crew employees.

aware that an employee's need for leave is for a reason that

bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater

may qualify under the FMLA, the employer must notify the

accommodations are available upon request to individuals with disabilities.

18 years of age or older is present at the fixed location during those hours.

SUSAN CORBIN

DEPARTMENT OF LABOR **-866-487-9243** TTY: 1-877-889-5627

www.dol.gov/whd



A claim for benefits begins the week it is filed. File your claim the first week you become unemployed. For complete information about your benefit rights and responsibilities,