EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

ilring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and should you ultimately need to, you should contact EEOC promptly when

other aspects of employment.

discrimination is suspected: The U.S. Equal Employment Opportunity Commission

SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Rights (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for

Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in individuals with hearing impairments). EEOC field office information is available at

the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the Government section. Additional information about EEOC, including information about

charge filing, is available at www.eeoc.gov.

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 protects of 1964, as amended, protects applicants and employees from discrimination in hiring, applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other promotion, discharge, pay, fringe benefits, job training, classification, referral, and aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably information and strictly limits disclosure of genetic information. accommodate an employee's religious practices where the accommodation does not includes information about genetic tests of applicants, employees, or their family **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, family members promotion, discharge, pay, fringe benefits, job training, classification, referral, and other spects of employment. Disability discrimination includes not making reasonable a person who files a charge of discrimination, participates in a discrimination proceeding accommodation to the known physical or mental limitations of an otherwise qualified or otherwise opposes an unlawful employment practice. ndividual with a disability who is an applicant or employee, barring undue hardship. AGE The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in of EEOC to act on your behalf and to protect our right to file a private lawsuit,

rom discrimination based on inquiring about, disclosing, or discussing their—service medal veterans. aspects of employment. Disability discrimination includes not making reasonable

of employment, including the executive level.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases: RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL PROTECTED VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of 1974 ORIGIN Executive Order 11246, as amended, prohibits employment discrimination based as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to recruit, employ, and advance in employment, disabled requires affirmative action to ensure equality of opportunity in all aspects of employment. veterans, recently separated veterans (i.e., within three years of discharge or release **PAY SECRECY** Executive Order 11246, as amended, protects applicants and employees from active duty), active duty wartime or campaign badge veterans, or Armed Forces compensation or the compensation of other applicants or employees.

INDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as of discrimination, participates in an OFCCP proceeding, or otherwise opposes **RETALIATION** Retaliation is prohibited against a person who files a complaint amended, protects qualified individuals with disabilities from discrimination in hiring, discrimination under these Federal laws. Any person who believes a contractor has promotion, discharge, pay, fringe benefits, job training, classification, referral, and other violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately: The Office of Federal Contract Compliance nodation to the known physical or mental limitations of an otherwise qualified Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action was also be contacted by e-mail at OFCCP-public@dol.gov, or by calling an OFCCP o employ and advance in employment qualified individuals with disabilities at all levels 🔝 regional or district office, listed in most telephone directories under U.S. Government Department of Labor.

information and strictly limits disclosure of genetic information. Genetic inform

members; the manifestation of diseases or disorders in family members (family medica

history); and requests for or receipt of genetic services by applicants, employees, or their

If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | www.dol.gov. PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title VII of the which receive Federal financial assistance. Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act of 1973, as prohibits discrimination on the basis of race, color or national origin in programs or amended, prohibits employment discrimination on the basis of disability in any program ctivities receiving Federal financial assistance. Employment discrimination is covered by or activity which receives Federal financial assistance. Discrimination is prohibited in all 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 mployment discrimination on the basis of sex in educational programs or activities assistance, you should immediately contact the Federal agency providing such assistance. Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poster EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it. the minimum wage or overtime pay provisions of the law. Civil money penalties may also OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked over 40 be assessed for violations of the FLSA's child labor provisions. Heightened civil money non-mining, non-hazardous jobs with certain work hours restrictions. Different rules ADDITIONAL INFORMATION TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the 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 ss breast milk for her nursing child for one year after the child's birth. provide a place, other than a bathroom, that is shielded from view and free from intrusion m 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.

penalties may be assessed for each child labor violation that results in the death or serious CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs injury of any minor employee, and such assessments may be doubled when the violations and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. are determined to be willful or repeated. The law also prohibits retaliating against or Youths 14 and 15 years old may work outside school hours in various non-manufacturing, 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 with both. 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 each time such employee has a need to express breast milk. Employers are also required to • Certain full-time students, student learners, apprentices, and workers with disabilitie may be paid less than the minimum wage under special certificates issued by the **WAGE AND HOUR DIVISION**

VICTIMS OF DOMESTIC AND SEXUAL VIOLENCE LEAVE TIME ALLOWED

VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE

LEAVE TIME ALLOWED

See <u>Section 285.630, RSMo.</u>, and refer to <u>Sections 285.625 to 285.670 RSMo.</u> for definitions.

member who is a victim of domestic or sexual violence, may take unpaid leave from work to address such violence by:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by such
- Obtaining services from a victim services organization.
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or employee's family or household.
- Seeking legal assistance or remedies to ensure health and safety.

In the case of domestic or sexual violence as defined by statute, an individual who works for a business with 50 or more employees is entitled to up to two workweeks of unpaid leave within any 12-month period to address the related matters above. An individual who works for a business employing 20 to 49 employees is entitled to up to one workweek of unpaid leave within any 12-month period to address such matters.

Leave may be taken intermittently or on a reduced work schedule. The employee shall provide to the employer 48 hours notice unless such notice is not practicable.

- May request certification that the employee or member of family or household is a victim as described
- Must restore the employee to the position of employment held prior to the reporting of domestic or sexual violence or an equivalent position.
- Must maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided had the employee continued in the employment previously held.
- May, under many circumstances, recover from the employee the premium paid for maintaining coverage if the employee fails to return from leave after the leave period has expired.





OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT



Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- 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 illness log.

This poster is available free from OSHA

Contact OSHA. We can help.

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

Employers must:

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

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHAsupported consultation programs in every



EMPLOYEE POLYGRAPH PROTECTION ACT

MISSOURI & FEDERAL LABOR LAW POSTER

EMPLOYEE RIGHTS | **EMPLOYEE POLYGRAPH PROTECTION ACT**

screening or during the course of employment. PROHIBITIONS Employers are generally prohibited from requiring or equesting any employee or job applicant to take a lie detector test, and from ischarging, disciplining, or discriminating against an employee or prospective nployee for refusing to take a test or for exercising other rights under the Act. **EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered 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 ncident (theft, embezzlement, etc.) that resulted in economic loss to the

The Employee Polygraph Protection Act prohibits most private employer. The law does not preempt any provision of any State or local law mployers from using lie detector tests either for pre-employment or any collective bargaining agreement which is more restrictive with respect to lie detector tests **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a writter 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. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE **EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.** WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243 TTY: 1-877-889-5627

UNEMPLOYMENT INSURANCE

UNEMPLOYMENT INSURANCE BENEFITS NOTICE TO WORKERS

benefits in case you become unemployed through no fault of your own. WHEN TO APPLY FOR UI BENEFITS • If you are unemployed, laid off or working less than full time; or

 If you lose your job through no fault of your own or guit for a valid reason related to the work or the employer; and If you are able to work, available for work and actively seeking employment.

HOW TO APPLY FOR UI BENEFITS To apply, visit uinteract.labor.mo.gov to create a new user account and file your initial claim; or If you do not have Internet access, call a Regional Claims Center during normal business hours, Monday

through Friday from 8 a.m. to 5 p.m. 573-751-9040 Springfield

St. Louis ..

... 314-340-4950 Outside Local Calling Area.

LEARN MORE AT Fax: 573-751-9730 Jefferson City, MO 65104-0059 labor.mo.gov/claimant-form LABOR.MO.GOV/UNEMPLOYED-WORKERS

IMPORTANT: If needed, call 573-751-9040 for assistance in the translation and understanding of the information in this document.

¡IMPORTANTE!: Si es necesario, llame el 573-751-9040 para asistencia en la traducción y entendimiento de la información en este documento. Missouri Division of Employment Security is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with isabilities. TDD/TTY: 800-735-2966 Relay Missouri: 711 MODES-B-2 (11-20) Al Benefit

PAYDAY NOTICE

Bi-Weekl

Employers are required to pay tipped employees

at least 50 percent of the minimum wage, \$5.575

law does not apply to public employers, nor does it allow the state's minimum wage rate to be lower than the federal minimum wage rate.



\$5.575

All businesses are required to pay, at minimum, the \$11.15 per hour rate, except retail and service businesses The law does not apply to certain exempt employees/employers defined in Section 290.500(3), RSMo, and employees/ employers pertaining to agriculture in Section 290.507, RSMo, nor does it supersede more favorable laws or interfere

1.5X



An employee not being paid the correct wages can file a minimum wage complaint at labor.mo.gov/DLS/ MinimumWage and is entitled to pursue a private legal right of action to collect any wages due. An employer who unlawfully pays sub-minimum wages will be liable for the full amount of wages due (plus twice the amount left unpaid as liquidated damages) less any amount actually paid. The employer is also liable for costs and reasonable attorney fees as may be allowed by the court or jury.

DIVISION OF LABOR STANDARDS 3315 West Truman Boulevard 573-751-3403 P.O. Box 449 Fax: 573-751-3721 Jefferson City, MO 65102-0449

LABOR.MO.GOV/DLS/MINIMUMWAGE Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program. TDD/TTY: 800-735-2966 Relay Missouri: 711 LS-52 (11-21) AI

5 SALARIO MÍNIMO DEL ESTADO DE MISSOURI

La tarifa de salario mínimo aumentará 85 centavos cada año hasta el 2023 para todas las empresas privadas, no exentas. La ley de salario mínimo de Missouri no aplica a los empleadores del sector público ni permite que la tarifa del salario mínimo estatal sea menor que el salario mínimo federal.



mínimo de \$11.15 por hora. **EXCEPCIONES** Todos los negocios tienen que pagar como mínimo la tarifa de \$11.15 por hora, con excepción de los negocios de ventas al por menor y de servicios cuyas ventas anuales brutas son menores de \$500,000. La ley no aplica a algunos empleados/empleadores definidos en la Sección 290.500(3) de los Estatutos Revisados de Missouri ni a los empleados/empleadores relacionados con la agricultura en la Sección 290.507 de los Estatutos Revisados

de Missouri ni reemplaza a otras leyes más favorables ni interfiere con los derechos de los convenios colectivos.



salarios adeudados (más el doble de la cantidad no pagada por daños y perjuicios) menos cualquier cantidad realmente pagada. El empleador también es responsable de los costos y honorarios razonables de los abogados según lo permita el tribunal o un iurado. 3315 West Truman Boulevard 573-751-3403 P.O. Box 449 Fax: 573-751-3721



Jefferson City, MO 65102-0449 ANTI-DISCRIMINATION NOTICE

TDD/TTY: 800-735-2966 Relay Missouri: 711

El Departamento del Trabajo y Relaciones Industriales de Missouri es un empleador/programa con igualdad de oportunidades

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify

existing employer-based health plan coverage

for you and your dependents for up to 24 months

• Even if you don't elect to continue coverage

plan when you are reemployed, generall

without any waiting periods or exclusions (e.g.

pre-existing condition exclusions) except for

• The U.S. Department of Labor, Veterans

Employment and Training Service (VETS)

For assistance in filing a complaint, or for any

1-866-4-USA-DOL or visit its website at

http://www.dol.gov/elaws/userra.htm.

http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at

If you file a complaint with VETS and VETS

unable to resolve it, you may request that you

case be referred to the Department of Justice

r the Office of Special Counsel, as applicable

• You may also bypass the VETS process and

bring a civil action against an employer for

Non-School Shift

other information on USERRA, contact VETS at

authorized to investigate and resolve

service-connected illnesses or injuries.

complaints of USERRA violations.

during your military service, you have the right to be reinstated in your employer's health

which document(s) they will accept from an employee. The refusal to hire an individual ${\sf because}$ the ${\sf documents}$ have a future expiration ${\sf date}$ may also constitute illegal ${\sf discrimination}$. For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

SERRA - 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 employmen 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.

ou have the right to be reemployed in your • If you leave your job to perform military service,

while in the militan

civilian job if you leave that job to perform you have the right to elect to continue your service in the uniformed service and: you ensure that your employer receives advance ritten or verbal notice of your service. you have five years or less of cumulative service 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 disqualifying discharge or under other than

f you are eligible to be reemployed, you must be estored 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 you: • are a past or present member of uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; hen an employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit of

oyment, because of this status. In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA ights, including testifying or making a statement n connection with a proceeding under USERRA.

Name of Worker

violations of USERRA. 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 unde USERRA, and employers may meet this requirement by displaying the text of this notice where they

CHILD LABOR LAWS

MISSOURI DEPARTMENT OF LABORATION STANDARDS

MISSOURI DEPARTMENT OF LABORATION STANDARDS

REQUIRED POSTER:

EMPLOYERS EMPLOYING WORKERS UNDER THE AGE OF 16 MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS YOUTH EMPLOYMENT LIST Employers are required to post this list of employed youth under the age of 16 in the workplace.

School Term Shift

	(7 a.m. and 7 p.m.)	(7 a.m. and 9 p.m.)
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		

Work certificates are required for youth 14 to 15 years of age before they start employment at any job (other than in the entertainment industry) during the school year. No child under the age of 14 may be employed in any capacity (other than in the entertainment industry or in newspaper delivery, babysitting, occasional yard or farm work with parental consent, or some youth sporting events). Work certificates are issued by school officials or their designees (or a parent of a home-schooled child) only upon application requested in person by the child with the written consent of his/her parent, legal custodian or guardian or, if deemed necessary, by the issuing officer, the child shall be accompanied by his parent, guardian or custodian. The school officials has the right to deny a certificate if deemed not in the best interest of the youth. School official should keep copies of certificates issued, and cancellation notices. Unacceptable Types of Work and Workplaces for All Youth Under 16

 <u>Door-to-door sales</u> (excluding churches, schools, scouts) Operating hazardous equipment: ladders, scaffolding, freight elevators, cranes, hoisting machines, man lifts, etc. Handling/maintaining power-driven machinery (with the exception of lawn/garden machinery in a domestic setting) (RSMo 294.011(7)(c), and RSMo 294.040(1)) Mining, quarrying, or stone cutting/polishing (except in jewelry stores) Transporting or handling Type A and B explosives or ammunition Operation of any motor vehicle

Metal-producing industries including stamping, punching, cold rolling, shearing,

· Saw mills or cooperage stock (barrel) mills or where woodworking machinery is used Jobs involving ionizing or non-ionizing radiation or radioactive substances Jobs in hotels, motels, or resorts unless the work performed is physically separated from the sleeping accommodations Jobs in any establishment in which alcoholic beverages are sold, manufactured, bottled or stored unless 50 percent of the workplace sales are generated from other goods Any job dangerous to the life, limb, health, or morals of youth Acceptable Work Hours for 14 and 15 year olds

 Between 7 a.m. and 7 p.m. during the school term Between / a.m. and 9 p.m. during non-school tern No more than three hours a day on school days No more than eight hours a day on non-school days No more than six days or 40 hours in a week Please contact the Missouri Division of Labor Standards at (573) 751-3403, or e-mail us at

or need additional copies of this list. Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program TDD/TTY: 800-735-2966 Relay Missouri: 711 LS-43 (05-16) A

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 .EAVE ENTITLEMENTS Eligible employees who work for a covered employer can take up *Special "hours of service" requirements apply to airline flight crew employees. to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons: REQUESTING LEAVE Generally, employees must give 30-days' advance notice of the need The birth of a child or placement of a child for adoption or foster care; To bond with a child (leave must be taken within 1 year of the child's birth or placement) To care for the employee's spouse, child, or parent who has a qualifying serious health

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 s 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 eave 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 inployer may require, use of accrued paid leave while taking FMLA leave. If an employee ubstitutes accrued paid leave for FMLA leave, the employee must comply with the mployer's normal paid leave policies.

ENEFITS & PROTECTIONS While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return rom FMLA leave, most employees must be restored to the same job or one nearly dentical 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 against omeone 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 to the FMLA. **ELIGIBILITY REQUIREMENTS** An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months; Have at least 1,250 hours of service in the 12 months before taking leave;* and Work at a location where the employer has at least 50 employees within 75 miles of the

for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. 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. PLOYER 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 ist 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. RCEMENT Employees may file a complaint with the U.S. Department of Labor Wage and Hour Division, or may bring a private lawsuit against an employer. The FMLA

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

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING ended a job)? Your itemized deductions? Since you last filed form W-4 with your employer did Your tax credits?

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

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. 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. Your nonwage income (interest, dividends, capital gains, For more details, get Publication 919, How Do I Adjust My

Department of the Treasury Your family wage income (you or your spouse started or Tax Withholding?, or use the Withholding Calculator at Internal Revenue Service www.irs.gov

Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject. Publication 213

DISCRIMINATION IN EMPLOYMENT

DISCRIMINATION



COMMISSION ON

If you believe you have been discriminated against in regard to employment, you may contact us about filing a complaint of discrimination using the information below.

Note: complaints must be filed within 180 days of the alleged discrimination. **CONTACT US MISSOURI COMMISSION ON HUMAN RIGHTS** Email: mchr@labor.mo.gov

421 East Dunklin Street P.O. Box 1129 **Jefferson City, MO 65102-1129** 573-751-3325 **Toll-free Discrimination Complaint Hotline: 877-781-4236**

TDD/TTY: 800-735-2966 The statutory purpose of the Missouri Commission on Human Rights is to prevent and eliminate discrimination based on protected categories under the Missouri Human Rights Act (Act) in employment, housing,

enforcement of the Act. Missouri Commission on Human Rights is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

and places of public accommodations through education and the

State regulation 8 CSR 60-3.010 requires this notice be posted in all places of business or establishments which are subject to the Missouri Human Rights Act.

of the individual's association with a person in one of the protected

DISCRIMINATION IN PUBLIC ACCOMMODATIONS



employment, you may contact us about filing a complaint of discrimination using the information below. Note: complaints must be filed within 180 days of the alleged discrimination **CONTACT US**

Jefferson City, MO 65102-1129

573-751-3325

If you believe you have been discriminated against in regard to

ILE A COMPLAINT

MISSOURI COMMISSION ON HUMAN RIGHTS Email: mchr@labor.mo.gov **421 East Dunklin Street** P.O. Box 1129

COMMISSION ON

Toll-free Discrimination Complaint Hotline: 877-781-4236 TDD/TTY: 800-735-2966 Relay Missouri: 711 The statutory purpose of the Missouri Commission on Human Rights is to prevent and eliminate discrimination based on protected categories under the Missouri Human Rights Act (Act) in employment, housing, and places of

upon request to individuals with disabilities.

Setting different terms or conditions for services or facilities. Failing to reasonably accommodate an individual's disability to allow the public accommodations through education and the enforcement of the Act. Missouri Commission on Human Rights is an equal opportunity employer/program. Auxiliary aids and services are available

individual to use and enjoy the place of public accommodation. • If parking is provided, failing to provide adequate accessible parking spaces. If a public restroom is provided, failing to provide an accessible public

Failing to provide an accessible entrance.

DIVISION OF WORKERS' COMPENSATION

Insurance Company, Third Name

Designated Individual If Phone:

Steps to Take When Injured on the Job 1. Notify your employer immediately (written notice must be provided within 30 days of the accident/or 30 days after the diagnosis of any occupational disease or

and charges unless you choose to treat with another doctor at your own expense without your employer/insurer's approval). 3. Get more information about the benefits available under the Workers' Compensation Program or about the steps you may take to get the benefits you need Visit <u>www.labor.mo.gov/DWC</u> or call 800-775-COMP. Benefits for Injured Employees

Medical Care: The employer or insurer is required to provide medical treatment and care that is reasonably required to cure and relieve the effects of the injury. This includes all costs for authorized medical treatment, prescriptions, and medical devices. There is no deductible, and all costs are paid by the employer or its workers' compensation insurance company. If you receive a bill, contact your employer or the insurance company immediately. The employer/insurer has the right to choose the healthcare provider or treating physician. You may select a different healthcare provider or treating physician, but if you do so, it may be at your own expense.

· If a doctor says you are unable to work due to your injuries or recovery from a surgery, you may be entitled to temporary total disability (TTD) benefits. If a doctor says that you can perform light or modified duty work and your employer offers you such work, you may not be eligible for TTD benefits. TTD benefits should be continued until the doctor says you can return to work, or when your treatment is concluded because your condition has reached "maximum medical

If you return to light or modified duty at less than full pay, you may be entitled to temporary partial disability benefits. **Permanent Disability Benefits:**

If the injury or illness results in a permanent disability, you may be entitled to receive either permanent partial or permanent total disability benefits. If a work-related injury causes an employee's death, the surviving dependents may receive weekly death benefits paid at 66 2/3% of the deceased employee's

For Information relating to additional benefits available, please refer to the Division's website at www.labor.mo.gov/DWC/Injured Workers/benefits available.

Workers' Compensation Law

workers' compensation liability, either by purchasing a policy or obtaining selfinsurance authority. Workers' compensation insurance provides benefits to workers injured on the job. Employers also are required to post this notice in the workplace for employees to view. This poster is required by section 287.127, RSMo, and is available to employers and insurers free of charge by contacting the Division at 800-775-Comp. **Steps to Take When an Injury Occurs**

2. Report the injury to the insurance company or Third Party Administrator (TPA) within five days of the date of injury or within five days of the date on which the of Injury with the Division of Workers' Compensation within 30 days of knowledge of the injury. 3. Pay medical bills related to the work injury to cure and relieve the employee of the effects of the injury. This includes all costs for authorized medical treatment,

I. For more liability and insurance information relating to the Workers' Compensation Program, visit www.labor.mo.gov/ DWC or call 800-775-COMP.

Developing and implementing a comprehensive safety and health program can reduce occupational injuries and help lower workers' compensation costs. Insurance carriers in the state of Missouri must provide safety assistance at the request of the insured employer. The Missouri Department of Labor evaluates these services and provides additional assistance through its Missouri Workers' Safety Program.

Employee Fraud – knowingly making a claim for workers' compensation benefits to which an employee knows he/she is not entitled or knowingly presenting multiple claims for the same occurrence with intent to defraud is a class E felony, punishable by a fine of up to \$10,000, or double the value of the fraud, whichever is greater. A subsequent violation is a class D felony. Employer Fraud – knowingly misrepresenting an employee's job classification to obtain insurance at less than the proper rate is a class A misdemeanor. A subsequent

Insurer Fraud – knowingly and intentionally refusing to comply with workers' compensation obligations to which an insurance company or self-insurer knows an employee is entitled is a class E felony, punishable by a fine of up to \$10,000 or double the value of the fraud, whichever is greater. A subsequent violation is a class D felony. **Employer Noncompliance** – knowingly failing to insure workers' compensation liability under the law is a class A misdemeanor punishable by a fine of up to three times the annual premium the employer would have paid had it beeninsured or up to \$50,000, whichever is greater. A subsequent violation is a class E felony. An

employer who willfully fails to post the notice of workers' compensation at the workplace is guilty of a class A misdemeanor punishable by a fine of \$50 to \$1,000 or by imprisonment or both fine and imprisonment. YouthEmployment@labor.mo.gov or go to www.labor.mo.gov/DLS if you have questions Missouri Division of Workers' Compensation is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

TDD/TTY: 800-735-2966 Relay Missouri: 711

does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical (Rev. 8-2009)

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

The Missouri Human Rights Act makes it illegal to discriminate in any

for an employer or to procure for employees opportunities to work for an

aspect of employment because of an individual's race, color, religion, national origin, ancestry, sex, disability, or age (40 through 69). An employment agency includes any person or agency, public or private, regularly undertaking with or without compensation to procure employees

All employment agencies.

• All labor organization.

employer.

THE MISSOURI HUMAN RIGHTS ACT APPLIES TO: Private employers with six or more employees.

All apprenticeship or training programs.

All state and local government agencies.

DISCRIMINATORY PRACTICES PROHIBITED BY THE MISSOURI HUMAN RIGHTS ACT INCLUDE: Hiring and firing; compensation, assignment, or classification of employees;

testing, use of company facilities, training, and apprenticeship programs; fringe benefits, pay, retirement plans, or disability leave; or other terms and Harassment on the basis of race, color, religion, national origin, ancestry,

transfer, promotion, layoff, or recall; job advertisements, recruitment,

sex, disability, or age. Retailiating against an individual for filing a complaint of discrimination,

participating in a discrimination investigation or hearing, or opposing discriminatory practices. Discriminating in any aspect or employment against an individual because

MCHR-9 (10-21) AI



Places of public accommodation include places or businesses offering or holding out to the general public goods, services, privileges, facilities, advantages, or accommodations for the peace, comfort, health, welfare, and safety of the general public or such public places providing food, shelter, recreation, and amusement. - Section 213.010(15), RSMo.

PLACES OF PUBLIC ACCOMMODATIONS INCLUDE BUT ARE NOT LIMITED TO: Restaurants Movies Theaters Sports Stadiums Bars Gas Stations Hotels/Motels

individual's race, color, religion, national origin, ancestry, sex, or disability.

 Retail Schools State, County, or City Facilities DISCRIMINATORY PRACTICES PROHIBITED BY THE MISSOURI HUMAN RIGHTS

ACT INCLUDE: Refusing to provide service Being inaccesible to a person with a disability.



WORKERS' COMPENSATION

Missouri Division of Workers' Compensation P.O. Box 58, Jefferson City, MO 65102 573-751-4231

Party Administrator, Service Company, or

**Make sure your data is turned on and scan the QR Code with your smartphone's camera to go to the Division of Workers Compensation's Website for more information. If you are not redirected, you may need to update your smartphone's operating system or download a QR Code reader app.

EMPLOYER INFORMATION

college scholarship opportunities for surviving children, please visit www.labor.mo.gov/DWC.

1. Be sure first aid is administered and the employee is taken to a physician or hospital for further medical care, if necessary. injury was reported to the employer by the employee, whichever is later. The insurer, TPA, or Division approved self-insurer is responsible for filing a First Report

Workplace Safety

Visit www.labor.mo.gov/MWSP or call 573-751-4231 for more information about these programs or for a registry of independent consultants who are certified in the state of Missouri to provide safety assistance.

guilty of a class A misdemeanor punishable by a fine of up to \$10,000. A subsequent violation is a class D felony.

MO-1221-F02

1-866-487-9243 TTY: 1-877-889-5627 **www.dol.gov/whd** WH1088 REV 07/16 Employers may be assessed civil money penalties for each willful or repeated violation of

EMPLOYEES who are victims of domestic or sexual violence, or have a family or household

Obtaining psychological or other counseling.

EMPLOYER:



- Receive information and training on



Your employer is subject to the Missouri Employment Security Law and pays tax contributions to cover unemployment insurance (UI)

Nothing is deducted from your pay to cover its cost. If you believe someone is fraudulently collecting unemployment benefits, email ReportUIFraud@

labor.mo.gov or call 573-751-0057, option 5. PROPER WORKER CLASSIFICATION Missouri law defines who is considered an employee or an independent contractor. Businesses that improperly treat workers as independent contractors have an unfair competitive advantage. Improperly classified

workers miss out on unemployment benefits, workers'

If you think you may be improperly classified or

compensation coverage and employer tax contributions.

suspect a business of improperly classifying workers,

Overtime compensation must also be paid at a

rate of at least one and one-half times a covered

visit labor.mo.gov/offthebooks or call 573-751-1099. .. 417-895-6851 Kansas City 816-889-3101 . 800-320-2519

Regular Paydays for Employees of Shall be as follows: Othe

MISSOURI MINIMUM WAGE

\$11.15 MISSOURI MINIMUM WAGE The minimum wage rate will increase 85 cents each year through 2023 for all private, non-exempt businesses. Missouri Minimum Wage



LEARN MORE AT



DERECHOS DEL EMPLEADO Un empleado que no recibe los salarios correctos, puede presentar una queja por salario mínimo en labor.mo.gov/ DLS/MinimumWage y tiene derecho a interponer una demanda privada para cobrar los salarios adeudados. Un empleador que paga ilegalmente un salario por debajo del mínimo será responsable por la cantidad total de los

LABOR.MO.GOV/DLS/MINIMUMWAGE

regular de un empleado cubierto por todas las

horas extras trabajadas en exceso de las 40 horas

regulares en una semana laboral.







The Missouri Division of Workers' Compensation (DWC) administers programs for workers who have been injured on the job or exposed to an occupational disease arising out of and in the course of employment. The Division's Administrative Law Judges have the authority to approve settlements or issue awards after a hearing relating to an injured employee's entitlement to benefits.

employer representative phone number *Failure to do so may jeopardize your ability to receive benefits 2. Ask your employer to provide medical treatment (your employer/insurer is responsible for providing medical treatment and paying the medical fees

improvement," whichever occurs first.

average weekly wage along with funeral expenses up to \$5,000 from the employer/insurer. For additional information relating to survivor's benefits, including

Additional Benefits for Occupational Diseases Due to Toxic Exposure - Permanent Total Disability and/or Death:

healthcare provider or treating physician, but if the employee does so, it may be at his/her own expense.)

prescriptions, and medical devices. The employer has the right to choose the healthcare provider or treating physician. (The employee may select a different

Roles and Responsibilities for Employers and Employees With some exceptions, all employers with five or more employees, and construction industry employers with one or more employees, are required to insure their

violation is a class E felony. An employer who knowingly makes a false or fraudulent statement regarding an employee's entitlement to benefits to discourage the worker from making a legitimate claim or who knowingly makes a false or fraudulent material statement or material representation to deny benefits to a worker is

WC-106 (07-19) AI

Fraud/Noncompliance