**COMPLETE LABOR LAW POSTER** 

Work at a location where the employer has at

\*Special "hours of service" requirements apply to

**REQUESTING LEAVE** Generally, employees must

give 30-days' advance notice of the need for FMLA

leave. If it is not possible to give 30-days' notice, an

usual procedures. Employees do not have to share

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

hospitalization or continuing medical treatment is

necessary. Employees must inform the employer if

leave was previously taken or certified. Employers

recertification supporting the need for leave. If the

indicating what additional information is required.

employer determines that the certification is

incomplete, it must provide a written notice

**EMPLOYER RESPONSIBILITIES** Once an

employer becomes aware that an employee's

need for leave is for a reason that may qualify

under the FMLA, the employer must notify the

employee if he or she is eligible for FMLA leave

rights and responsibilities under the FMLA. If the

provide a reason for ineligibility. Employers must

notify its employees if leave will be designated as

**ENFORCEMENT** Employees may file a complaint

FMLA leave, and if so, how much leave will be

with the U.S. Department of Labor, Wage and

Hour Division, or may bring a private lawsuit

against an employer. The FMLA does not affect

discrimination or supersede any state or local law

designated as FMLA leave.

and, if eligible, must also provide a notice of

employee is not eligible, the employer must

the need for leave is for a reason for which FMLA

his or her job functions, that a family member

cannot perform daily activities, or that

can require a certification or periodic

employee must notify the employer as soon as

possible and, generally, follow the employer's

a medical diagnosis, but must provide enough

least 50 employees within 75 miles of the

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employee's worksite.

airline flight crew employees.

### **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,

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation

does not impose undue hardship. **DISABILITY** Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or

employee, barring undue hardship. AGE The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

**SEX (WAGES)** In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment

employment agencies and labor organizations are protected under Federal law from discrimination on the following bases: **GENETICS** Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members. **RETALIATION** All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful

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

### **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: disabilities at all levels of employment, including the

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, **GENDER IDENTITY, NATIONAL ORIGIN** Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

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.

**INDIVIDUALS WITH DISABILITIES** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with

**PROTECTED VETERANS** The Vietnam Era Veterans'

Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. **RETALIATION** Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities

above should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories

under U.S. Government, Department of Labor. If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | www.dol.gov.

### PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive

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

Federal financial assistance.

**INDIVIDUALS WITH DISABILITIES** Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

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

HEALTH INSURANCE PROTECTION

• If you leave your job to perform military service, you

employer-based health plan coverage for you and your

Even if you don't elect to continue coverage during your

your employer's health plan when you are reemployed,

military service, you have the right to be reinstated in

generally without any waiting periods or exclusions

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

• For assistance in filing a complaint, or for any other

and resolve complaints of USERRA violations.

and Training Service (VETS) is authorized to investigate

information on USERRA, contact VETS at 1-866-4-USA-

**DOL** or visit its web site at: http://www.dol.gov/vets.

• If you file a complaint with VETS and VETS is unable to

You may also bypass the VETS process and bring a civil

action against an employer for violations of USERRA.

circumstances. This notice was prepared by VETS, and

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

The rights listed here may vary depending on the

may be viewed on the internet at this address:

they customarily place notices for employees.

the Department of Justice or the Office of Special

An interactive online USERRA Advisor can be viewed at:

resolve it, you may request that your case be referred to

(e.g., pre-existing condition exclusions) except for

service-connected illnesses or injuries.

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

Counsel, as applicable, for representation.

**ENFORCEMENT** 

dependents for up to 24 months while in the military.

have the right to elect to continue your existing



USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

# **REEMPLOYMENT RIGHTS**

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;

• have applied for membership in the uniformed service; or are obligated to serve in the uniformed service; then an employer may not deny you:

 initial employment; reemployment;

 retention in employment; promotion; or

 any benefit of employment because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

U.S. Department of Justice















**Publication Date-October 2008** 

U.S. Department of Labor
1-866-487-2365

Office of Special Counsel

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

# 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. **OVERTIME PAY** At least 1 ½ times your regular rate of pay for all hours worked over 40 in a workweek. **CHILD LABOR** An employee must be at least 16 years old

to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

**TIP CREDIT** Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

**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 intrusion from coworkers and the public, which may be used by the employee to

express breast milk. **ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or

recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened

civil money penalties may be assessed for each child labor

violation that results in the death or serious injury of any

minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

# **ADDITIONAL INFORMATION**

 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,

 Some state laws provide greater employee protections; employers must comply with both.

and the Commonwealth of Puerto Rico.

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

 Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.







### **UNEMPLOYMENT COMPENSATION**

# WYOMING UNEMPLOYMENT INSURANCE

Claims may be led by unemployed workers by telephone or by the Internet. Unemployment insurance taxes are paid by employers.

# You are insured under the law

**Department Of Workforce Services Unemployment Insurance** Division

P.O. Box 2760 Casper, Wy 82602

**Wyoming Claims Center** In-State (307) 473-3789 Out-Of-State (866) 729-7799

**Internet Claims Address:** 

wyomingworkforce.org **Unemployment Insurance Information** 

wyomingworkforce.org

Wyoming @ Work: (find a job in Wyoming) wyomingatwork.com

### **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.

### **PAYDAY NOTICE**

**Regular Paydays for Employees of** 

Shall be as follows:

Weekly Bi-Weekly

Monthly

Other\_\_\_\_

### EMPLOYEE POLYGRAPH PROTECTION ACT

### **EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT** The Employee Polygraph Protection Act prohibits most private employers from using lie

**PROHIBITIONS** Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under

detector tests either for pre-employment screening or during the course of employment.

**EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law 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 written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

**ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB



Marry or divorce?

Your tax credits?

Change your name?

Gain or lose a dependent?

Your itemized deductions?

If you can answer "YES"...

Were there major changes to...



MINIMUM WAGE

\$5.15

Per Hour

A training wage of \$4.25 per hour is

allowed for employees under age 20

during the first 90 days of employment.

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer did you...

Your nonwage income (interest, dividends, capital gains, etc.)?

• Your family wage income (you or your spouse started or ended

To any of these questions or you owed extra tax when you filed your

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

**Employer**: Please post or publish this Bulletin Board Poster so that

your employees will see it. Please indicate where they can get forms

DISCRIMINATION

**DISCRIMINATION** 

IS AGAINST THE LAW

The Wyoming Fair Employment Practices Act of 1965,

as amended, makes it an unlawful employment

practice for an employer to:

Refuse to hire

To discharge

Refuse to promote

To demote

or

To discriminate in matters of compensation or the

terms, conditions or privileges of employment against

any person otherwise qualified because of:

WYOMING DWS FAIR EMPLOYMENT PROGRAM

Labor Standards

1510 E. Pershing Blvd., Room 150

**Cheyenne, Wyoming 82002** 

(307) 777-7261

COLOR

NATIONAL ORIGIN

**ANCESTRY** 

**DISABILITY** 

If you feel that you

have been Discriminated

against in matters of

employment contact:

Revised 1/2012

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

Withholding?, or use the Withholding Calculator at

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

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

and information on this subject.

RACE

SEX

**CREED** 

AGE

Information and

materials pertaining to

**Equal Employment** 

Opportunity may be

obtained by writing:

WYOMING STATE MINIMUM WAGE

**APPLICANTS CAN READILY SEE IT.** 

**WAGE AND HOUR DIVISION** UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd



### FMLA - FAMILY AND MEDICAL LEAVE ACT

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

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

**LEAVE ENTITLEMENTS** Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons: • 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

condition; For the employee's own qualifying serious health condition that makes the employee

unable to perform the employee's job; For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered

paid leave policies.

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

**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 and conditions. An employer may not interfere with an individual's FMLA 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 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

Have at least 1,250 hours of service in the 12 months before taking leave;\* and

# or collective bargaining agreement that provides greater family or medical leave rights.

any federal or state law prohibiting



### **WORKERS' COMPENSATION**

# WYOMING WORKERS' COMPENSATION ACT

injuries arising out of and in the course of employment. While at work in or about the premises occupied, used or controlled by the employer. This coverage is for extra hazardous industries and occupations only if the employer has elected to cover non-extra hazardous.

Your employer may have qualified with the Workers' Compensation Division for the coverage of

## In the event of a work-related injury

1. Notify your employer how and when you were injured within 72 hours of the incident. 2. Submit a written report of your injury to Wyoming Workers' Compensation within 10 days of the incident. You must complete and sign the "Wyoming Report of Injury" form. If your employer does not have any forms, call (307) 777-7441, or contact your nearest Workforce Center, for information on how or where to obtain an injury report form.

3. Submit the form to a local Workers' Compensation office or representative, or mail it to: Wyoming Workers' Compensation

PO Box 20207 Cheyenne, WY 82002 The filing of an injury report is not a claim for lost wages or any other Workers' Compensation benefit. You must apply for benefits. To obtain the appropriate application form, contact Workers' Compensation. For more detailed information or assistance concerning benefits and procedures, call

the Wyoming Workers' Compensation Division at (307) 777-7441 or visit wyomingworkforce.org.

# OCCUPATIONAL SAFETY AND HEALTH PROTECTION

### The Wyoming Occupational Health and Safety Act provides job health and safety protection for workers employed by general business and industry throughout the state as well as for all employees of the state

and its political sub-divisions, occupations which are not an issue within the state and are not covered by the occupational health and safety act include ship repairing, ship building, ship breaking and longshoring. Wyoming Workers' Compensation in consultation with the Wyoming Occupational Health and Safety Commission, created by the Act, has

primary responsibility for administering the Act. Wyoming Workers' Compensation issues rules and regulations for job health and safety promulgated under the Act.

By law: Safety on the job is everybody's responsibility!

# **Employers**

Each employer shall furnish to his employees, a place of employment and employment which are free from recognized hazards that are causing or that are likely to cause death or serious physical harm. Each employer shall comply with occupations safety and health standards, rules, regulations and orders issued pursuant to the Act.

# **Employees**

Each employee shall comply with occupational safety and health standards and all rules, regulations and orders issued pursuant to this Act which are applicable to his own action and conduct.

# Inspection

The Act requires that a representative or representatives of the employers and a representative or representatives authorized by the employees shall be given an opportunity to accompany a duly authorized representative of the Commission before or during the physical inspection of any workplace for the purpose of aiding such inspection. Where there is no authorized employee representative, the authorized

representative of the Commission (Compliance Officer) shall consult

with a reasonable number of employees concerning matters of

### safety and health. Violation

If upon inspection Wyoming Workers' Compensation determines that an employer has violated the Act, a notice of violation will be issued to the employer within 180 days following the occurrence of the violation. Each notice of violation will specify a time period within which the violation must be corrected.

The notice of violation must be prominently posted in a conspicuous place at or near the site of the violation until the violation is corrected or for three working days, whichever period is longer.

### **Voluntary Action** Technical Assistance Consultative Services is responsible for providing

technical assistant to all industries, businesses, employees, employee groups, associations, state and local governments, establishments, agencies and departments. These services are available upon a written request from employers or employees. These services include but are not limited to courtesy inspections (without assessment of penalties), health and safety training and consultive services.

# Complaint

Employees or their representatives have the right to file a complaint with Wyoming Workers' Compensation requesting an inspection is they believe unsafe or unhealthful conditions exist in their workplace. WSC will withhold names of employees complaining on request.

The Act provides that employees may not be discharged or discriminated again in any way for ling safety and health complaints or otherwise exercising their rights under the Act.

An employee who believes he has been discriminated against may file a complaint with Workers' Safety and Compensation, Cheyenne, Wyoming 82002 and/or the Regional Office of OSHA, U.S. Department of Labor, at the Address listed below this notice within 30 days of the alleged discrimination.

# **HEALTH AND SAFETY PROTECTION ON THE JOB**

# **Wyoming Department of Workforce Services Notice to Employees Health and Safety Protection on the Job**

The Act provides for mandatory penalties of up to \$12,471 for each serious violation and for optional penalties of up to \$12,471 for each non-serious violation. Penalties of up to \$12,471 are required for each day during which an employer fails to correct a violation beyond the period set for correction in the notice of violation. Also, any employer who willfully and knowingly violates the Act, upon conviction, is to be assessed penalties of not more than \$124,709 for each violation.

Additional penalties are also provided for in the Act: any willful violation resulting in death of an employee, upon conviction of an employer, is punishable by a ne of not more a \$10,000 or by imprisonment for not more than six months, or by both. Conviction of an employer after a first conviction doubles these maximum penalties.

# All Workers have the right to...

# A safe workplace.

• Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against. • Receive information and training on job hazards, including all hazardous substances in your workplace.

• Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. 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 rights. • 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.

# **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.

• Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.

• Provide require training to all workers in a language and vocabulary they can understand.

• Prominently display this poster in the workplace.

### a minimum of 3 days or until all the citations are abated. Note: Additional information may be obtained from...

Wyoming OSHA Cheyenne, Wyoming 82002 (307) 777-7786

wyomingworkforce.org

### THIS NOTICE SHALL BE CONSPICUOUSLY POSTED IN EACH PLACE OF EMPLOYMENT IN THE STATE OF WYOMING AS REQUIRED BY THE RULES OF PRACTICE AND PROCEDURE.

Under a place approved by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of Wyoming is providing job safety and health protection for workers throughout the state. OSHA will monitor the operation of this plan to assure that continued approval is merited. Any person may make a complaint regarding the state administration of this place directly to the Regional Office of OSHA, U.S. Department of Labor, Occupational Safety and Health Administration, 1999 Broadway #1690, Denver, Colorado 80202-5716, Telephone: (303) 844-1600. Revised December 2016

# • Post OSHA citations at or near the place of the alleged violations for

WY-0217-A1-F02