#### EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

• Retaliation for filing a charge, reasonably opposing

discrimination, or participating in a discrimination

Interference, coercion, or threats related to exercising

rights regarding disability discrimination or pregnancy

What Employment Practices can be Challenged as

lawsuit, investigation, or proceeding

All aspects of employment, including:

Pay (unequal wages or compensation)

· Harassment (including unwelcome verbal or

• Failure to provide reasonable accommodation for

condition; or a sincerely-held religious belief,

a disability; pregnancy, childbirth, or related medical

• Discharge, firing, or lay-off

physical conduct)

Hiring or promotion

observance or practice

Job training

Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

• Employees (current and former), including managers and temporary employees · Union members and applicants for membership in a union What Organizations are Covered? Most private employers State and local governments (as employers) • Educational institutions (as employers) Staffing agencies

What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the Color Religion National origin

• Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity) Age (40 and older

aspects of employment.

 Classification Referral · Obtaining or disclosing genetic information • Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic Requesting or disclosing medical information services, or family medical history)

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees Disability 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 employmen by Federal contractors. 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 disabilities at all levels of employment, including the executive level. <u>https://www.dol.gov/agencies/ofccp/contact</u>.

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 Federal financial assistance.

of discrimination, is available at www.eeoc.gov. **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** 

Protected Veteran Status 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 by Federal contractors under these Federal laws. Any person who

Conduct that might reasonably discourage someone

Conduct that coerces, intimidates, threatens, or interferes

from opposing discrimination, filing a charge, or

participating in an investigation or proceeding

with someone exercising their rights, or someone

assisting or encouraging someone else to exercise

accommodation) or pregnancy accommodation

limits for filing a charge of discrimination

rights, regarding disability discrimination (including

What can You Do if You Believe Discrimination has

Occurred? Contact the EEOC promptly if you suspect

(180 or 300 days, depending on where you live/work).

You can reach the EEOC in any of the following ways:

**Submit** an inquiry through the EEOC's public portal:

https://publicportal.eeoc.gov/Portal/Login.aspx

1-844-234-5122 (ASL video phone)

Call 1-800-669-4000 (toll free)

www.eeoc.gov/field-office)

E-Mail info@eeoc.gov

1-800-669-6820 (TTY)

Visit an EEOC field office (information at

Additional information about the EEOC.

including information about filing a charge

discrimination. Do not delay, because there are strict time

believes a contractor has violated its nondiscrimination or affirmative action obligations under OECCP's authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W

1-800-397-6251 (toll-free) If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access ommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <a href="https://ofccphelpdesk.dol.gov/s/">https://ofccphelpdesk.dol.gov/s/</a>, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at

**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. (Revised 6/27/2023)

FLORIDA MINIMUM WAGE

## **FLORIDAC©MMERCE**

J. Alex Kelly SECRETARY

## MINIMUM WAGE IN FLORIDA **Notice to Employees**

Effective September 30, 2024, the Florida minimum wage will be \$13.00 per hour, with a minimum wage of at least \$9.98 per hour for tipped employees, in addition to tips, through September 29, 2025.

On November 3, 2020, Florida voters approved a state constitutional amendment to gradually increase the state's minimum wage each year until reaching \$15.00 per hour on September 30, 2026. On September 30, 2024, Florida's minimum wage will increase to \$13.00 per hour. Each year thereafter, Florida's minimum wage will increase by \$1.00 until the minimum wage reaches \$15.00 per hour on September 30, 2026. Resuming in 2027, the minimum wage will be adjusted annually for inflation.

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

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

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

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

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

Caldwell Building | 107 E. Madison Street Tallahassee, FL 32399 850.245.7105 | www.FloridaJobs.org | Twitter: @FLACommerce

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida

## **DISCRIMINATION**

FLORIDA LAW PROHIBITS DISCRIMINATION BASED ON RACE. COLOR. RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, AGE, PREGNANCY OR MARITAL STATUS WHAT IS COVERED UNDER THE LAW: EMPLOYMENT • PUBLIC ACCOMMODATIONS • RETALIATION AFTER FILING A CLAIM • STATE EMPLOYEE WHISTLE-BLOWER RETALIATION FLORIDA COMMISSION ON HUMAN RELATIONS 4075 Esplanade Way Suite 110.

LA LEY DE LA FLORIDA PROHIBE DISCRIMINACIÓN BASADA EN: RAZA, COLOR, RELIGIÓN, SEXO, ORIGEN NACIONAL LO QUE ESTÁ CUBIERTO BAJO LA LEY: • EMPLEO • LUGARES DE ACOMODO PÚBLICO • ACCIÓN VENGATIVE DESPUES DE PRESENTAR UNA QUEJA • ACCIÓN VENGATIVA EN CONTRA DE PRESENTAR UNA OUEJA BAJO LALEY DE "SOPLAÓN" (WHISTLE-BLOWER

LA COMISIÓN DE RELACIONES HUMANAS DE LA FLORIDA 4075 Esplanade Way Suite 110 Tallahassee, Florida 32399 | http://FCHR.state.fl.us Tallahassee, Florida 32399 | http://FCHR.state.fl.us Phone: (850) 488-7082 - Voice Messaging: 1-800-342-8170 Teléfono: (850) 488-7082 - Correo de Voz: 1-800-342-8170

## CHILD LABOR LAWS

#### **CHILD LABOR LAWS** The State of Florida and the Federal Fair Labor Standards Act (FLSA)

Protecting the Health, Education and Welfare of Minors in the Workplace. This chart summarizes the child labor laws of the State of Florida.

The Federal Fair Labor Standards Act (FLSA) may be more restrictive.

May NOT work during school hours SCHOOL unless they meet a criterion of the Hour **ATTENDANCE Restrictions listed below** PERMITS TO WORK | Not required under Florida Law

Minors 16 & 17 Minors 14 & 15 Florida: May not work during school hours (some exceptions apply). As provided in 450.021(1), no person 13 years or younger shall be employed, permitted or suffered to work in any gainful occupation at any time (See Age Restrictions)

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

WHEN SCHOOL IS Florida: May work up to 8 hrs. per day and up to 40 hrs. per week; may not work before Note: Hazardous occupations still apply for

**NOT IN SESSION** winter and spring breaks **DAYS PER WEEK** 

**BREAKS** 

Minors 14 and 15 may not work in these occupations:

· Maintaining or repairing, machines, or equipment

all power mowers and cutters

Operating motor vehicles

• Working in freezers or meat coolers

· manufactured, mined, or processed.

Working in public messenger services

· Handling certain dangerous animals

Loading and unloading trucks

Spray painting

not declared hazardous.

Pages in the Florida legislature

as prescribed in ss. 450.012 and 450.132. F.S.

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

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

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

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

**Age Restrictions** — (from age requirements; hazard restrictions still apply until

• Minors in the entertainment industry registered with Child Labor Compliance

• Minors who work for their parents who owned the business in occupations

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

· Manufacturing, mining, or processing occupations where goods are.

· Working in occupations in Transportation, Warehouse & Storage,

May work up to 15 hours per week. Not before 7 a.m. or after 7 p.m. and for no more

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

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

until 9 p.m. **Daily maximum of 3 hrs. on school days,** 8 hours non-school days; weekly

maximum is 18 hours; not before 7 a.m. or after 7 p.m. Note: Application of state law

allows this age group to work up to 8 hours on days when school days do not follow,

15 yrs. or younger may not work more than 6 consecutive days in any one week.

15 yrs. or younger without a 30-minute break after working 4 consecutive hours, applicable to 17/16 years of age when working 8 hours

**AGRICULTURE** Florida: Minors participating in farm work, not on their parents or guardian's farm, must comply with the same restrictions as in other work. RESTRICTED OCCUPATIONS This section represents Chapter 450.061- Hazardous Occupations Prohibited, Exemptions. Note that HB917 (2024) authorizes minors aged 16/17 to work in residential construction if the minor: has earned his/her OSHA 10 certification; is under the direct supervision of a person 21 years of age with at least 2 years of related experience and has his/her OSHA 10 Certification; is not working on any scaffolding, roof, superstructure, or ladder above 6 feet; and is not in violation of any OSHA rules or federal law related to minors in the workplace. The State of Florida has incorporated the 17 Hazardous Occupations (H0s) of the FLSA into the Florida

Child Labor Rule. For more info on FLSA HOs, contact the U.S. Department of Labor, Wage and Hour Division, Child Labor | U.S. Department of Labor (dol.gov) Minors under the age of 18 may not work in below occupations: Working in or around explosives or radioactive substances Operating Motor vehicles Logging or sawmilling

slicers, slaughtering, meat packing, processing or rendering · Working on any scaffolding, roofs or ladders above 6 feet; or non-residential building construction Mining occupations

 Operating power-driven bakery; metal-forming, punching, and shearing machines;
Cooking (some exceptions apply) & baking. woodworking, paper products or hoisting machines Manufacturing brick and tile products

Operating power-driven meat processing machines to include meat and vegetable

 Operating circular saws, band saws, & guillotine shears · Working with compressed gases exceeding 40 p.s.i. Working in or around toxic substances, corrosives or pesticides Firefighting Working with electrical apparatus or wiring

 Operating or assisting to operate tractors over 20 PTO horsepower, forklifts, earthmoving equipment, any harvesting, planting, or plowing machinery or any

moving machinery **Hour Restrictions** – (from hour restrictions only; hazard restrictions still apply until

 Minors who have been married • Minors who have either graduated from an accredited high school or hold a high school equivalency diploma • Minors 16/17yrs. who are enrolled in a home education program, or an approved virtual instruction school program

Minors 16/17 yrs. who have obtained a waiver allowing them to work more than 30hrs/week. The 40-hour limitation still applies. Minors who hold waivers from a K-12 Public School or Child Labor Compliance with

04/2024 s.450.045(2), F.S.

specified hours restrictions

• A court order may authorize an exemption from age restrictions. A court order may authorize an exemption from hourly restrictions

PARTIAL WAIVERS The Florida Child Labor law is designed to serve and protect minors and encourage them to remain in school. At times, some minors may feel that the law conflicts with their best interest or their life circumstances; therefore, they have the right to request an exemption from the law. If a minor is attending the K-12 public school, a waiver may be obtained and granted by the local school district. All other minors may request an application by contacting the Department of Business and Professional Regulation Child Labor Program. Waiver applications are reviewed and granted on a case-by-case basis. To qualify, applicants must demonstrate that certain requirements of Florida law need to be waived. Employers must keep a copy of partial waivers of employed minors. PENALTIES Florida: Employment of minors in violation of Florida Child Labor laws may result in fines up to \$2,500 per offense and/or be guilty of a second-degree

sdemeanor. FLSA: Maximum fines up to \$11,000 per minor / per violation. WORKERS' COMPENSATION Florida: If an injured minor is employed in violation of any provisions of the Child Labor laws of Florida, an employer may be subject to up to double the compensation otherwise payable under Florida Workers' Compensation law. POSTING REQUIREMENTS Florida: All employers of minors must post in a conspicuous place on the property or place of employment, where it may be easily read, a poster notifying minors of Florida Child For information on Florida laws contact: Florida Department of Business and Professional Regulation • Child Labor Program 2601 Blair Stone Road • Tallahassee, FL 32399-2212 • Telephone 850.488.3131; Toll-Free 1.800.226.2536 • www.myfloridalicense.com For information on Federal laws contact U.S.

Department of Labor, Wage & Hour Division, listed in the telephone directory under U.S. Government; Child Labor | U.S. Department of Labor (dol.gov) Florida Department of Business and Professional Regulation and the United States Department of Labor "Working Together for Florida's Workforce"

FMLA - FAMILY AND MEDICAL LEAVE ACT

FLORIDA & FEDERAL LABOR LAW POSTER

### Your Employee Rights Under the Family and Medical Leave Act

workweeks of FMLA leave in a 12-month period for: The birth, adoption or foster placement of a child with you,

• To care for your spouse, child or parent with a serious mental or physical health greater family or medical leave rights. State employees may be subject to certain condition, and Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember

An eligible employee who is the spouse, child, parent or next of kin of a covered Personnel Management or Congress. 26 workweeks of FMLA leave in a single 12-month period to care for employer must: the servicemember. You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information. FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave. Am I eligible to take FMLA leave? You are an eligible employee if all of the following apply: You work for a covered employer,

You have worked for your employer at least 12 months, You have at least 1,250 hours of service for your employer during the 12 months before your leave, and Your employer has at least 50 employees within 75 miles of your work location. Airline flight crew employees have different "hours of service" requirements. You work for a **covered employer** if **one** of the following applies: You work for a private employer that had at least 50 employees during at least

You work for a public agency, such as a local, state or federal government

agency. Most federal employees are covered by Title II of the FMLA, administered file a private lawsuit against your by the Office of Personnel Management. How do I request FMLA leave? Generally, to request FMLA leave you must: · Follow your employer's normal policies for requesting leave, Give notice at least 30 days before your need for FMLA leave, or If advance notice is not possible, give notice as soon as possible.

You work for an elementary or public or private secondary school, or

20 workweeks in the current or previous calendar year,

What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that You do not have to share a medical diagnosis but must provide enough provides eligible employees with **job-protected leave** for qualifying family and information to your employer so they can determine whether the leave qualifies medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) for FMLA protection. You must also inform your employer if FMLA leave was enforces the FMLA for most employees. Eligible employees can take up to 12 previously taken or approved for the same reason when requesting additional leave. Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency. The · Your serious mental or physical health condition that makes you unable to FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides limitations in pursuit of direct lawsuits regarding leave for their own serious

health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of servicemember with a serious injury or illness may take up to What does my employer need to do? If you are eligible for FMLA leave, your

• Allow you to take job-protected time off work for a qualifying reason, Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and

pay, benefits and other working conditions, including shift and location, at the Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

Allow you to return to the same job, or a virtually identical job with the same

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your

employer must notify you in writing: About your FMLA rights and responsibilities, and · How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or employer in court.



**SCAN ME** 

WH1420 REV 04/23

OF LABOR

## **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:

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

you ensure that your employer receives advance written or verbal notice

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

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

**HEALTH INSURANCE PROTECTION** 

Scan the QR code to learn about

our WHD complaint process.

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

• The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA

• 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 https://www.dol. qov/agencies/vets/. An interactive online USERRA Advisor can be viewed request that your case be referred to the Department of Justice or the Office

of Special Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA

and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees. 1-866-487-2365

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: https://www.dol.gov/agencies/vets/programs/userra/poster. Federal law requires employers to notify employees of their rights under USERRA,

#### PAYDAY NOTICE

**Regular Paydays for Employees of** 

PowerSouth Energy Cooperative

Shall be as follows:

Title: Human Resources Manager

### UNEMPLOYMENT COMPENSATION - REEMPLOYMENT ASSISTANCE

To Employees: Your Employer is registered with the Florida Department of Revenue as an employer who is liable under the Florida Reemployment Assistance Law. This means that You, as employees, are covered by the Reemployment Assistance Program, formerly known as Unemployment Compensation

By: Jennifer Kelley

Reemployment assistance taxes finance the benefits paid to eligible unemployed workers. Those taxes are paid by your employer and, by law, cannot be deducted from • You may be eligible to receive reemployment assistance benefits

1. You must be totally or partially unemployed through no fault 2. You must apply for benefits at https://connect.myflorida.

if you meet the following requirements:

3. You must register for work at www.employflorida.com. 4. You must have a history of sufficient employment and wages. 5. You must be **Able** to work and **Available** for work. You may file a claim for partial unemployment for any week you work less than full time due to lack of work if your wages during

FLORIDA that week are less than your weekly benefit amount.

Publication 213

Reemployment Assistance Program at: Florida Department of Commerce

imprisonment and a \$5,000 fine.

This notice must be posted in accordance with Section 443.151(1) Florida Statutes, of the Florida Reemployment **Assistance Program Law.** 

#### · Discharges related to misconduct connected with work may result in disqualification with a penalty period AND remain in effect until a set amount of wages have been earned with new

· Voluntarily quitting a job without good cause attributable to the employer may result in disqualification until a set amount of wages have been earned with new employment. • If you have any questions regarding reemployment assistance benefits, contact the Florida Department of Commerce,

· You must report all earnings while claiming benefits. Failure to

do so is a third-degree felony with a maximum penalty of 5 years

**Division of Workforce Services Reemployment Assistance Program** 1-800-204-2418 www.floridajobs.org

### OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT



## **Job Safety and Health** IT'S THE LAW!

### All workers have the right to:

A safe workplace.

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

This poster is available free from OSHA.

Contact OSHA. We can help.

#### **Employers must:**

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or
- Comply with all applicable OSHA

amputation, or loss of an eye.

- standards. Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization,
- 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



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

#### EMPLOYEE POLYGRAPH PROTECTION ACT

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

The Employee Polygraph Protection Act prohibits most not preempt any provision of any State or local law or any employment screening or during the course of employment. **PROHIBITIONS** Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector

test, and from discharging, disciplining, or discriminating against

or for exercising other rights under the Act. **EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected

of involvement in a workplace incident (theft, embezzlement,

etc.) that resulted in economic loss to the employer. The law does

private employers from using lie detector tests either for pre-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 an employee or prospective employee for refusing to take a test 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



1-866-487-9243

WAGE AND HOUR DIVISION

## **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.

**WORKERS' COMPENSATION** 

# **WORKERS' COMP WORKS FOR YOU**



RT-83

R. 08/23

# If you are injured on the job:

### 1. Notify your employer immediately to get the name of an approved physician. Workers' comp insurance may not pay the medical bills if you don't report your injury promptly to your employer.

were injured on the job so that bills may be properly filed. 3. If you have any problems with your claim or

2. Notify the doctor and medical staff that you

suffer excessive delays in treatment, contact the State of Florida's Division of Workers' Compensation at 1-800-342-1741.

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

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

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

**Liberty Mutual** 

FL-1024-F04

(704) 759-2561

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with your employer did See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676 · Marry or divorce? Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Gain or lose a dependent? Withholding?, or use the Withholding Calculator at Change vour name www.irs.gov/individuals on the IRS web site. Were there major changes to... Employer: Please post or publish this Bulletin Board Poste so that your employees will see it. Please indicate where they can get forms and information on this subject. come (you or your spouse started or

WITHHOLDING STATUS

Your family wage ended a job)? Your itemized deductions Your tax credits: o 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.

FEDERAL MINIMUM WAGE \$7.25

milk. Employers must 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

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

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. WAGE AND HOUR DIVISION

the Commonwealth of Puerto Rico.

Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

**FLORIDAC®MMERCE Equal Opportunity is the Law** It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

· deciding who will be admitted, or have access to, any WIOA Title I-financially assisted program or activity • providing opportunities in, or treating any person with regard to, such a program or activity; or · making employment decisions in the administration of, or in connection with, such a program or activity.

Julisa Nnorom, Equal Opportunity Officer The Director Office for Civil Rights (OCR) Civil Rights Center (CRC) Florida Department of Commerce **U.S. Department of Labor** Caldwell Building - MSC 150 200 Constitution Avenue NW 107 East Madison Street Room N-4123 Tallahassee, Florida 32399-4129

If the OCR does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the OCR to issue that Notice before filing a complaint with the CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the OCR).

> Florida Department of Commerce Caldwell Building – MSC 150 107 East Madison Street Tallahassee Florida 32399-4129 Phone: 850-921-3205 Fax: 850-921-3122 E-mail: Civil.Rights@commerce.fl.gov TTY via the Florida Relay Service (FRS): 711 An equal opportunity employer/program Auxiliary aids and services are available upon request to individuals with disabilities.

For more information or to file a complaint, contact

Office for Civil Rights

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

The law requires employers to display this poster where employees can readily see it. **OVERTIME PAY** At least 1  $\frac{1}{2}$  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 nonfarm 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 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. PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express

the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation Certain narrow exemptions also apply to the pump at work requirements. · Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and

# WH1088 REV 04/23

against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

written Notice of Final Action, or until 90 days have passed (whichever is sooner),before filing with the Civil

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

\$25,000 REWARD

ANTI-FRAUD REWARD PROGRAM

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

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

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

**COMM OCR 09/23** 

Washington, DC 20210 If you file your complaint with the Office for Civil Rights (OCR), you must wait either until the OCR issues a

If the OCR gives you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

## UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243 www.dol.gov/agencies/whd **EQUAL OPPORTUNITY IS THE LAW** Opportunity Act (WIOA), on the basis of the beneficiary's citizenship status, or his/her participation in any WIOA