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CALIFORNIA & FEDERAL LABOR LAW POSTER

😻 LaborLawCenter.com

I-800-745-9970 • Product ID: CA50 Compliance Code: CA-0125-F04 • Check Compliance By Scanning Here >

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.gov/agencies/vets/. An interactive

If you file a complaint with VETS and VETS is unable to resolve it, you may request that your

case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for

You may also bypass the VETS process and bring a civil action against an employer for violations

Publication Date — May 2022

EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

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.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of enforces the nondiscrimination and affirmative action commitments of companies 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and doing business with the Federal Government. If you are applying for a job with, or are requires affirmative action to recruit, employ, and advance in employment, disabled an employee of, a company with a Federal contract or subcontract, you are protected veterans, recently separated veterans (i.e., within three years of discharge or release 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, complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes color, religion, sex, sexual orientation, gender identity, or national origin, and requires 🛛 discrimination by Federal contractors under these Federal laws. Any person who believes iffirmative action to ensure equality of opportunity in all aspects of employment. a contractor has violated its nondiscrimination or affirmative action obligations under Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, OFCCP's authorities should contact immediately: 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, omotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access making reasonable accommodation to the known physical or mental limitations of an telecommunications relay services. OFCCP may also be contacted by submitting 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 calling an OFCCP' regional or district office, listed in most telephone directories ffirmative action to employ and advance in employment qualified individuals with under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage disabilities at all levels of employment, including the executive level. at https://www.dol.gov/agencies/ofccp/contact.

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

(Revised 6/27/2023

Ainimum Wage Orde nd Occupation Orders

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil which receive Federal financial assistance. Individuals with Disabilities Section 504 of Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the prohibits discrimination on the basis of race, color or national origin in programs or basis of disability in any program or activity which receives Federal financial assistance. activities receiving Federal financial assistance. Employment discrimination is covered by 🖉 Discrimination is prohibited in all aspects of employment against persons with disabilities Title VI if the primary objective of the financial assistance is provision of employment, who, with or without reasonable accommodation, can perform the essential functions of 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 agency providing such assistance.

CALIFORNIA MINIMUM WAGE

PLEASE POST NEXT TO YOUR IWC OR INDUS	TRY OCCUPATION ORDER - OFFICIAL NOTICE	Amends General M
California Minimum Wage	TRY OCCUPATION ORDER - <u>OFFICIAL NOTICE</u> MW-2025	and IWC Industry an
ployer, regardless of the number of employees, shall pay t		

Effective January 1, 2025 Minimum Wage: \$16.50 per hour *See Sec. 2 below

	Effective January 1, 2024 Minimum Wage: \$16.00 per hour Effective January 1, 2023 Minimum Wage: \$15.50 per hour			
	PREVIOUS YEARS			
	EFFECTIVE DATE	Employers with 25 or Fewer Employees*	Employers with 26 or More Employees *	
	January 1, 2022	\$14.00	\$15.00	

imployees treated as employed by a single qualified taxpayer pursuant to Revenue and Taxation **1. APPLICABILITY** The provisions of this Order shall not apply to outside salespersons and individuals vorking in industries and occupations in the State of California:

gislation passed by the California Legislature, raising the minimum wage for all industries. (SB 3, Stats such provisions are enforceable and applicable to the employer. and 2016, amending section 1182.12, of the California Labor Code, and, in 2029, factor of all healthcare Facility wage payable by certain Fast Food Restaurant employers (AB 1228, Stats. 2023) and Healthcare Facility employers (SB 525, Stats. 2023; SB 828, Stats. 2024; and SB 159, Stats. 2024). Pursuant to its authority employers (SB 525) stats. 2023; SB 626, stats. 2024; and SD 152; stats. 2024; and Healthcare state of the state o Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2025. Section 1, Applicability, and Facility employers under Labor Code section 1182.14, effective October 16, 2024. Note: Supplements to Sections 2, 3, and 5 of the General Minimum wage order, MM-2225, section 1, Approximity, and Section 4, Separability, have not been changed. Consistent with these enactments, amendments are made to the minimum wage, and the meals and lodging credits sections of all of the IWC's mployees, respectively, are available online at the website address in the Summary of Actions above. industry and occupation orders. This summary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the amended wage orders may be obtained by a subject of the amended wage orders may be obtained by a subject of the amended wage orders may be obtained by a subject of the amended wage orders may be obtained by a subject of the amended wage orders may be obtained by a subject of the amended wage orders may be obtained by a subject of the amended wage orders way be obtained by a subject of the amended wage orders may be obtained by a sub

Code section 23626 are treated as employees of that single taxpayer. To employers and representatives who are the parent, spouse, or children of the employer previously contained in this Order and the IWC's industry and occupation orders. Exceptions and modifications provided by statute or in Section SUMMARY OF ACTIONS TAKE NOTICE that on April 4, 2016, the Governor of California signed 1, Applicability, and in other sections of the IWC's industry and occupation orders may be used where of 2016, amending section 1182.12. of the California Labor Code.) and, in 2023, raised the minimum **2. MINIMUM WAGES** Every employer shall pay to each employee wages not less than those stated above

the employer's minimum wage obligation, the amounts so credited pursuant to a voluntary w

YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE



*PDL, CFRA leave, and anti-discrimination protections apply to employers of 5 or more employees; anti-harassment protections apply to employers of 1 or more. ** "Child" means a biological, adopted, or foster child, a stepchild, a lega ward, or a child of an employee or the employee's domestic partner, or a person to whom the employee stands in loco parentis. *** "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian her person who stood in loco parentis to the employee when the employee was a child. CRD-E09P-ENG / January 2023

FAMILY CARE AND MEDICAL LEAVE AND PREGNANCY DISABILITY LEAVE

FAMILY CARE & MEDICAL LEAVE & PREGNANCY DISABILITY LEAVE

Under California law, an employee may have the right to take job-protected leave to care for their own serious health condition or a family member with a serious healt condition, or to bond with a new child (via birth, adoption, or foster care). California law also requires employers to provide job-protected leave and acco to employees who are disabled by pregnancy, childbirth, or a related medical condition.

 Under the California Family Rights Act of 1993 (CFRA), many employees have the right to take job-protected leave, which is leave that will allow them to return to their job or a similar job after their leave ends. This leave may be up to 12 work weeks in a 12-month period for: the employee's own serious health condition; the serious health condition of a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling, or someone else with a blood or family-like relationship with the employment ("designated person"); or the birth, adoption, or foster care placement of a child. If an employee takes leave for their own or a family member's serious health condition, leave may be taken on an intermittent or reduced work schedule when medically necessary, among other circumstances. 	Employees on CFRA leave may also be eligible for benefits administered by the Employment Development Department. Taking CFRA leave may impact certain employee benefits and seniority date. If employees want more information regarding eligibility for a leave and/ or the impact of the leave on seniority and benefits, they should contact their employer. Pregnancy Disability Leave. Even if an employee is not eligible for CFRA leave, if disabled by pregnancy, childbirth or a related medical condition, the employee is entitled to take a pregnancy disability leave of up to four months, depending on their period(s) of actual disability. If the employee is CFRA-eligible, they have certain rights to take <i>both</i> a pregnancy disability leave and a CFRA leave for reason of the birth of their child. Reinstatement. Both CFRA leave and pregnancy	employers, at least verbally, as soon as they learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy. Certification. Employers may require certification from an employee's health care provider before allowing leave for pregnancy disability or for the employee's own serious health condition. Employers may also require certification from the health care provider of the employee's family member, including a designated person, who has a serious health condition, before granting leave to take care of that family member. Want to learn more? Visit: calcivilrights.ca.gov/family- medical-pregnancy-leave/		
Eligibility. To be eligible for CFRA leave, an employee must have more than 12 months of service with their employer, have worked at least 1,250 hours in the 12-month period before the date they want to begin	disability leave contain a guarantee of reinstatement – for pregnancy disability it is to the same position and for CFRA it is to the same or a comparable position at the end of the leave, subject to any defense allowed under	If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied protected leave, file a complaint with the Civil Rights Department (CRD).		
their leave, and their employer must have five or more employees. Pay and Benefits During Leave. While the law provides only unpaid leave, some employers pay their employees during CFRA leave. In addition, employees may choose (or employers may require) use of accrued paid leave while taking CFRA leave under certain circumstances.	the law. Notice. For foreseeable events (such as the expected birth of a child or a planned medical treatment for the employee or of a family member), the employee must provide, if possible, at least 30 days' advance notice to their employer that they will be taking leave. For events that are unforeseeable, employees should notify their	TO FILE A COMPLAINT Civil Rights Department calcivilrights.ca.gov/complaintprocess Toll Free: 800.884.1684 / TTY: 800.700.2320 California Relay Service (711) Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.		
For additional translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required CRD-100-21ENG / January 2023				

For additional translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

THE RIGHTS OF EMPLOYEES WHO ARE

TRANSGENDER RIGHTS IN THE WORKPLACE

Civil Rights

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 nilitary 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.

EEMPLOYMENT RIGHTS You have the right to be reemployed in your civilian job if you leave HEALTH INSURANCE PROTECTION that job to perform service in the uniformed service and: If you leave your job to perform military service, you have the right to elect to continue your

you ensure that your employer receives advance written or verbal notice of your service; existing employer-based health plan coverage for you and your dependents for up to 24 months you have five years or less of cumulative service in the uniformed services while with that 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

particular employe you return to work or apply for reemployment in a timely manner after conclusion of service;

any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for serviceyou have not been separated from service with a disgualifying discharge or under other than connected illnesses or injuries honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have • The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to ttained if you had not been absent due to military service or, in some cases, a comparable job. investigate and resolve complaints of USERRA violations.

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.

n 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.

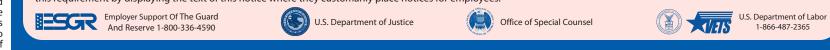
The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and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

representation.

of USERRA.

online USERRA Advisor can be viewed at

https://webapps.dol.gov/elaws/vets/userra



DISCRIMINATION

DISOKIMINATION				
	PROHIBITS WORKPLAC		Civil Rights Department State of Galifornia	
The California Civil Rights Departs actual or perceived:	ment (CRD) enforces laws that protect yo	u from illegal discrimination and harassme	ent in employment based on your	
	 MILITARY OR VETERAN STATUS NATIONAL ORIGIN (includes language restrictions and possession of a driver's license issued to undocumented immigrants) RACE (includes traits associated with race, such as hair texture and hairstyle) RELIGION (includes religious dress and grooming practices) REPRODUCTIVE HEALTH DECISIONMAKING SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) SEXUAL ORIENTATION 	 Specific protections and hiring procedures fo looking for employment protections against dia applicant's use of cannabis off the job and away Up to 12 weeks of job-protected leave to eligible member (child of any age, spouse, domestic pa grandchild, sibling) or a designated person (employee); to bond with a new child; or for cert Up to five days of job-protected bereavement le family member (child, spouse, parent, sibling, g or parent-inlaw) Up to four months of job-protected leave pregnancy, childbirth, or a related medical con accommodations, on the advice of their health childbirth, or a related medical condition Up to five days of job-protected leave following failed surrogacy, miscarriage, stillbirth, or unsuc 6. Protections for an employee who takes time off 	scrimination based on an employee or job y from the workplace employees to care for themselves, a family artner, parent, parent-in-law, grandparent, with blood or family-like relationship to tain urgent military needs eave within three months of the death of a grandparent, grandchild, domestic partner, re to employees disabled because of indition, as well as the right to reasonable or care provider, related to their pregnancy, a reproductive loss event (failed adoption, ccessful assisted reproduction)	
 HARASSMENT 1. The law prohibits harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any person. This includes a prohibition against harassment based on any characteristic listed in this poster, including sexual harassment. The law prohibits harassment based on a single protected characteristic or a combination of two or more protected characteristics. 2. All employers must take reasonable steps to prevent all forms of harassment, and 		 7. Protections for an employee who takes time of reasonable notice to the employer, or to testify 7. Protections for an employee who takes time of (such as a restraining order) after they are the visit as a restraining order) after they are the visit oppose unlawful discrimination, including fi with CRD 	in court off work to go to court or seek legal relief ctim of a crime or certain types of violence opposes, reports, or assists another person	
they must provide each employee with harassment and available legal remedi 3. Employers with five or more employ	n information about the illegal nature of sexual es yees and public employers must train their of sexual harassment, including harassment	REMEDIES/FILING A COMPLAINT 1. The law provides remedies for individuals wh harassment, or retaliation in the workplace. T pay, back pay, promotion, reinstatement, c fees, reasonable attorney's fees and costs, put	These remedies can include hiring, front case-and-desist orders, expert witness	
from discriminating based on any prot making decisions about hiring, promoti and other aspects of employment. The	IMODATIONS h five or more employees and public employers tected characteristic listed in this poster when ion, pay, benefits, terms of employment, layoffs, law prohibits discrimination based on a single ion of two or more protected characteristics.	damages.2. If you believe you have experienced discrimmay file a complaint with CRD. Independent believe you have been harassed, you may file	hination, harassment, or retaliation, you ent contractors and volunteers: If you e a complaint with CRD. ears of the last act of discrimination/ nder the age of 18, complaints must be	

filed within three years after the last act of discrimination/harassment/retaliation or one year after their eighteenth birthday, whichever is later.

a complaint with the Civil Rights Department (CRD).

The Fair Employment and Housing Act is codified at Government Code sections 12900 -12999. The

responsibility for treating your injury or illness. • If you predesignated your personal physician or a medical group, you may see

If your employer is using a medical provider network (MPN) or a health care

organization (HCO), in most cases you will be treated within the MPN or HCO

unless you predesignated a personal physician or medical group. An MPN is a group of physicians and health care providers who provide treatment to workers

covered by an HCO or a MPN. Contact your employer for more information.

unless you predesignated a personal physician or medical group.

to your work injury, then you may go there to receive treatment from your

injury, you may be required to change to a doctor within the MPN. For more

nation, see the MPN contact information below

rédesignated doctor. If you are treating with a non-MPN doctor for an existing

niured on the job. You should receive information from your employer if you are

your employer is not using an MPN or HCO, in most cases the claims

administrator can choose the doctor who first treats you when you are injured,

our personal physician or the medical group after you are injured.

Civil Rights Department

status, or because of their family member's status, as a victim of domestic violence, sexual assault, stalking, and certain other types of violence — as long as the employer knows of this status. Employers must also provide such employees safety

regulations implementing the Act are at Code of Regulations, title 2, division 4.1 Government Code section 12950 and California Code of Regulations, title 2, section 11023, require all employers to post this document. It must be conspicuously posted in hiring offices, on employe

related reasonable accommodations.

disability to enable them to perform the essential functions of a job. • Employers cannot discriminate or retaliate against an employee because of their

ADDITIONAL PROTECTIONS

possess a California driver's license or ID issued to an undocumented person.

employee, unpaid intern, or job applicant, including the wearing of clothing, jewelry,

calcivilrights.ca.gov/complaintprocess Toll Free: 800.884.1684 / TTY: 800.700.2320 California Relay Service (711)

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

DISCR

 Cali froi ma 2. Employers cannot limit or prohibit the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language

restriction and consequences for violation 3. Employers cannot discriminate against an applicant or employee because they If you have been subjected to discrimination, harassment, or retaliation at work, file

Lemployers must reasonably accommodate the religious beliefs and practices of an **TO FILE A COMPLAINT**

and facial or body hair that are part of an individual's observance of their religious belief Employers must reasonably accommodate an employee or job applicant with a

geOrderIndustries.htm or by contacting your ne at https://www.dir.ca.gov/iwc/W agreement may not be more than the following local Division of Labor Standards Enforcement office

EFFECTIVE: JANUARY 1, 2022		JANUARY 1, 2023	January 1, 2024	January 1, 2025	
For an employer who employs:	26 or More Employees	25 or Fewer Employees	All Employers regardless of number of Employees	All Employers regardless of number of Employees	All Employers regardless of number of Employees
Room occupied alone	\$70.53 /week	\$65.83 /week	\$72.88 /week	\$75.23 /week	\$77.58 /week
Room shared	\$58.22 /week	\$54.34 /week	\$60.16 /week	\$62.10 /week	\$64.04 /week
Apartment – two thirds (2/3) of the ordinary rental value, and in no event more than:	\$847.12 /month	\$790.67 /month	\$875.33 /month	\$903.60 /month	\$931.88 /month
Where a couple are both employed by the employer, two thirds (2/3) of the ordinary rental value, and in no event more than:	\$1253.10 /month	\$1169.59 /month	\$1294.83 /month	\$1,336.65 /month	\$1,378.49 /month
Breakfast	\$5.42	\$5.06	\$5.60	\$5.78	\$5.96
Lunch	\$7.47	\$6.97	\$7.72	\$7.97	\$8.22
Dinner	\$10.02	\$9.35	\$10.35	\$10.68	\$11.01

Meals or lodging may not be credited against the minimum wage without a voluntary provisions thereof shall not be affected thereby, but shall continue to be given full force written agreement between the employer and the employee. When credit for meals or and effect as if the part so held invalid or unconstitutional had not been included herein. lodging is used to meet part of the employer's minimum wage obligation, the amounts **5.** AMENDED **PROVISIONS** This Order amends the minimum wage and meals and I may not be more than the amounts stated in the table above. 4. SEPARABILITY If the application of any provision of this Order, or any section. (See Orders 1-15, Secs, 4 and 10; and Order 16, Secs, 4 and 9.) This Order makes no other ubsection, subdivision, sentence, clause, phrase, word or portion of this Order should changes to the IWC's industry and occupation orders

lodging credits in MW-2024, as well as in the IWC's industry and occupation orders. be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining These Amendments to the Wage Orders shall be in effect as of January 1, 2025.

Questions about enforcement should be directed to the Labor Commissioner's Office. For the address and telephone number of the office nearest you, information can be found on the internet at www.dir.ca.gov/DLSE/dlse.html or under a search for "California Labor Commissioner's Office" on the internet or any other directory. The Labor Commissioner has offices in the following cities: Bakersfield, El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, and Van Nuys.

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. be assessed for violations of the FLSA's child labor provisions. Heightened civil money **OVERTIME PAY** At least 1 ¹/₂ times your regular rate of pay for all hours worked over 40 in a workweel

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 make up the difference.

PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast 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

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 mined to be willful or repeated. The law also prohibits retaliating against o discharging workers who file a complaint or participate in any proceeding under the FLSA. IAL INFORMATION

Certain occupations and establishments are exempt from the minimum wage, and/ or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirement

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 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 UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243 www.dol.gov/agencies/whd	WH1088 REV 04/23	
ANCE			

		1-866-487-9243 www.dol.gov/agencies/whd	REV
T INSURA	ANCE		

NOTICE TO EMPLOYEES	
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Your employer is registered with and reporting wages to the Employment Development Department (EDD) as required by law. Wages are used for the following benefit programs, which are available to you.

UNEMPLOYME

UNEMPLOYMENT INSURANCE	Funded entirely by employer's taxes			
Provides partial wage replacement when you are unemployed or your hours are reduced due to no fault of your own. You must meet all eligibility requirements to receive unemployment benefits.				
Visit File for Unemployment (edd.ca.gov/unemployment) to learn how to apply for benefits.				
DISABILITY INSURANCE Funded entirely by employees' contributions				
Provides partial wage replacement when you are unable to work because of a non-work-related illness, injury, pregnancy, or disability. You must meet all eligibility requirements to receive disability benefits.				
Visit Disability Insurance (edd.ca.gov/Disability/Disability_Insurance.htm) to learn how to apply for benefits.				
PAID FAMILY LEAVE	Funded entirely by employees' contributions			
 Provides partial wage replacement when you need to take time off work to: Care for a seriously ill family member. Bond with a new child. Participate in a qualifying event because of a family member's military deployment to a foreign country. 				

Note: Some employees may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to withhold facts to claim benefits. For additional information, visit the **EDD** (edd.ca.gov).

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/ or alternate formats need to be made by calling 1-866-490-8879 (voice). TTY users, please call the California Relay Service at 711.

TRANSGENDER OR GENDER NON	CONFORMING	**Greative** STATE OF CALLFORMA
CALIFORNIA LAW PROTECTS TRANSGENDER AND GEN PROTECTIONS ARE ENFORCED BY THE CIVIL RIGHTS DE	IDER NONCONFORMING PEOPLE FROM DISCRIMINATIO PARTMENT (CRD).	N, HARASSMENT, AND RETALIATION AT WORK. THESE
THINGS YOU NEED TO KNOW 1. Does California law protect transgender and gender nonconforming employees from employment discrimination? Yes. All employees, job applicants, unpaid interns, volunteers, and contractors are protected from discrimination at work when based on a protected characteristic, such as their gender identity, gender expression, sexual orientation, race, or national origin. This means that private employers with five or more employees	 employer commits unlawful retaliation when it responds to an employee making a discrimination complaint – to their supervisor, human resources staff, or CRD – by cutting their shifts. 4. If bathrooms, showers, and locker rooms are sexsegregated, can employees choose the one that is most appropriate for them? Yes. All employees have a right to safe and appropriate restroom and locker room facilities. This includes the right to use a restroom or locker 	name for payroll purposes when legally required, refusing or failing to use that person's chosen name and pronouns, if different from their legal name, on a shift schedule, nametag, instant messaging account, or work ID card could be harassing or discriminatory. CRD recommends that employers take care to ensure that each employee's chosen name and pronouns are respected to the greatest extent allowed by law. 6. Does an employee have the right to dress in a way
may not, for example, refuse to hire or promote someone because they identify as – or are perceived to identify as – transgender or non-binary, or because they express their gender in non-stereotypical ways. Employment discrimination can occur at any time during the hiring or employment process. In addition to refusing to hire or promote someone, unlawful discrimination includes discharging an employee, subjecting them to worse working conditions, or unfairly modifying the terms of their employment because of their gender identity or gender	room that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth. In addition, where possible, an employer should provide an easily accessible, gender-neutral (or "all-gender"), single user facility for use by any employee. The use of single stall restrooms and other facilities should always be a matter of choice. Employees should never be forced to use one, as a matter of policy or due to harassment. 5. Does an employee have the right to be addressed by the name and pronouns that correspond to their gender identity or gender expression, even if different	that corresponds with their gender identity and gender expression? Yes. An employer who imposes a dress code must enforce it in a non-discriminatory manner. This means that each employee must be allowed to dress in accordance with their gender identity and expression. While an employer may establish a dress code or grooming policy in accord with business necessity, all employees must be held to the same standard, regardless of their gender identity or expression. 7. Can an employer ask an applicant about their sex assigned at birth or gender identity in an interview?
expression. 2. Does California law protect transgender and gender nonconforming employees from harassment at work? Yes. All employers are prohibited from harassing any employee, intern, volunteer, or contractor because of their gender identity or gender expression. For example, an employer can be liable if co-workers create a hostile work environment – whether in person or virtual – for an employee who is undergoing a gender transition. Similarly, an employer can be liable when customers or other third	from their legal name and gender? Yes. Yes. Employees have the right to use and be addressed by the name and pronouns that correspond with their gender identity or gender expression. These are sometimes known as "chosen" or "preferred" names and pronouns. For example, an employee does not need to have legally changed their name or birth certificate, nor have undergone any type of gender transition (such as surgery), to use a name and/or pronouns that correspond with their gender identity or gender our oursection.	No. Employers may ask non-discriminatory questions, such as inquiring about an applicant's employment history or asking for professional references. But an interviewer should not ask questions designed to detect a person's gender identity or gender transition history such as asking about why the person changed their name. Employers should also not ask questions about a person's body or whether they plan to have surgery. Want to learn more? Visit: <u>https://bit.ly/3hTG1EO</u>

parties harass an employee because of their gender identity **TO FILE A COMPLAINT** or expression, such as intentionally referring to a gender-Civil Rights Department onconforming employee by the wrong pronouns or name. records, but when no legal obligation compels the use calcivilrights.ca.gov/complaintprocess 3. Does California law protect employees who complain of a legal name, employers and co-workers must respect Toll Free: 800.884.1684 / TTY: 800.700.2320 an employee's chosen name and pronouns. For example, about discrimination or harassment in the workplace? California Relay Service (711) Yes. Employers are prohibited from retaliating against some businesses utilize software for payroll and other Have a disability that requires a reasonable any employee who asserts their right under the law to be administrative purposes, such as creating work schedules accommodation? CRD can assist you with free from discrimination or harassment. For example, an or generating virtual profiles. While it may be appropriate for the business to use a transgender employee's legal your complaint.

For additional translations of this guidance, visit: <u>www.calcivilrights.ca.gov/posters/required</u>

EDD NOTICE TO EMPLOYEES

NOTICE TO EMPLO	DYEES UNEMPLOYMENT INSU	JRANCE BENEFITS
	public or nonprofit educational institution may not be paid during a school recess	
	period if the employee has reasonable	
Employment Development Department	assurance of returning to work at the end of	You may also file for Unemployment

	the recess period (California Unemployment Insurance Code section 1253.3). Benefits	Insurance by calling toll-free from anywhere in the U.S. at:	
Insurance benefits. You may be eligible to receive	based on other covered employment may be payable during recess periods if the	English 1-800-300-5616 Mandarin 1-866-303-0706	
Unemployment Insurance benefits if you are:	unemployed individual is in all other respects eligible, and the wages earned in	Spanish 1-800-326-8937 Vietnamese 1-800-547-2058	NO SMOKING
• Unemployed or working less than full-time. and	other covered employment are sufficient to establish an Unemployment Insurance	Cantonese 1-800-547-3506 TTY (nonvoice) 1-800-815-9387	ALLOWED
• Out of work due to no fault of your own and physically able to work, ready to accept work, and looking for work.	claim after excluding wages earned from a public or nonprofit educational institution(s).	Note: Waiting to file a claim could delay benefits. EDD representatives are available	Except in designated areas
Employees of Educational Institutions: Unemployment Insurance benefits based on wages earned while employed by a	Note: Some employees may be exempt from Unemployment and Disability Insurance coverage.	Monday through Friday between 8 a.m. and 12 noon (Pacific Time).	Reference: Section 6404.5 of the California State Labor Code

ACCESS TO MEDICAL AND EXPOSURE RECORDS

CAL/OSHA REGULATION - GENERA	L INDUSTRY SAFETY ORDER <u>3204</u>	- YOU HAVE THE RIGHT TO SEE AND COPY:

 Your medical records and records of exposure to toxic substances or harmful 	
physical agents.	
• Records of exposure to toxic substances or harmful physical agents of other	
employees with work conditions similar to yours.	
Safety Data Sheets (SDS) or other information that exists for chemicals or	

substances used in the workplace, or which employees may be exposed.

of California	Division of Occupational Safety and Health
OSHA of Industrial Relations	1515 Clay Street, Suite 1901 Oakland, CA 94612
of Industrial Rest	www.dir.co.gov/doch/doch1.html

www.ull.ca.gov/uosil/uosil1.lttill	
2 Phone: (510) 286-7000 Fax: (510) 286-7037	

EMERGENCY	INFORMATION	
AMBULANCE:	FIRE - RESCUE:	
HOSPITAL:	PHYSICIAN:	
ALTERNATE:	POLICE:	
CAL/OSHA: Posting is required by Title 8 Section 1512 (e), California Code of l of Industrial Relations-Cal/OSHA Publications - P.O. Box 420603, S	Regulations. State of California Department an Francisco, CA 94142-0603	State of California CALIOSHA Department of Industrial Realister 03/1990 S-50

TIME OFF TO VOTE

STATE OF CALIFORNIA	California law offers additional protections to those who more employees. Some exceptions may apply. These ac
T WORK. THESE	For translations of this guidance, visit: www.calcivilrights.

vers with five or boards, in employment agency waiting rooms, union halls, and other places employees gather. A employer whose workforce at any facility or establishment consists of more than 10% of non-English dditional protections include: speaking persons must also post this notice in the appropriate language or languages. CRD-E07P-ENG / January 2025 s.ca.gov/posters/required

WORKERS' COMPENSATION

STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS Division of Workers' Compensation \bigcirc Notice to Employees--Injuries Caused By Work

You may be entitled to workers' compensation benefits if you are injured or become ill right to benefits. Your employer is required to provide you with a claim form because of your job. Workers' compensation covers most work-related physical or mental injuries and illnesses. An injury or illness can be caused by one event (such as hurting your within one working day after learning about your injury. Within one working day after you file a claim form, your employer or claims administrator must authorize the provision of all treatment, up to ten thousand dollars, consistent with the back in a fall) or by repeated exposures (such as hurting your wrist from doing the same pplicable treatment guidelines, for your alleged injury until the claim is accepted notion over and over). Senefits. Workers' compensation benefits include

Medical Care: Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, 3. See Your Primary Treating Physician (PTP). This is the doctor with overall medical equipment and travel costs that are reasonably necessary to treat your injury. You should never see a bill. There are limits on chiropractic, physical therapy and occupational

• Temporary Disability (TD) Benefits: Payments if you lose wages while recovering. For most iniuries. TD benefits may not be paid for more than 104 weeks within five years from the date of iniurv

Permanent Disability (PD) Benefits: Payments if you do not recover completely and your injury causes a permanent loss of physical or mental function that a doctor can measure.
 Supplemental Job Displacement Benefit: A nontransferable voucher, if you are injured on or after 1/1/2004, your injury causes permanent disability, and your employer does not offer you

regular, modified, or alternative work. Death Benefits: Paid to your dependents if you die from a work-related injury or illness Naming Your Own Physician Before Injury or Illness (Predesignation). You may be able to choose the doctor who will treat you for a job injury or illness. If eligible, you must tell your "double tell your" of the predesign of th mployer, in writing, the name and address of your personal physician or medical group before you are injured. You must obtain their agreement to treat you for your work injury. For 5. Medical Provider Networks. Your employer may be using an MPN, which is a structions, see the written information about workers' compensation that your employer is group of health care providers designated to provide treatment to workers injured required to give to new employees. on the job. If you have predesignated a personal physician or medical group prior

. Get Medical Care. If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or police department. If you need first aid, contact your employer 2. Report Your Injury. Report the injury immediately to your supervisor or to an employer representative. Don't delay. There are time limits. If you wait too long, you may lose you

MPN Website:

CRD-E04P-ENG / December 202

NO SMOKING

(Location)

MPN Effective Date: MPN Identification number:

f you need help locating an MPN physician, call your MPN access assistant at: _

f you have questions about the MPN or want to file a complaint against the MPN, call the MPN Contact Person at:

Discrimination: It is illegal for your employer to punish or fire you for having a work injury or illness, for filing a claim, or testifying in another person's workers' compensation case. If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state. Questions? Learn more about workers' compensation by reading the information that your employer is required to give you at time of hire. If you have questions, see your employer or the claims administrator (who handles workers' compensation claims for your employer):

Claims Administrator	Phone	
Workers' Compensation Insurer		(Enter "self-insured" if a

(Enter "self-insured" if appropriate)

You can also get free information from a State Division of Workers' Compensation Information (DWC) & Assistance Officer. The nearest Information & Assistance Officer can be found _ or by calling toll-free (800) 736-7401. Learn more information

about workers' compensation online: www.dwc.ca.gov and access a useful booklet "Workers' Compensation in California: A Guidebook for Injured Workers." False claims and false denials. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony and may be fined and imprisoned.

> Your employer may not be liable for the payment of workers' compensation benefits for any injury that arises from your voluntary participation in any **off-duty, recreational, social, or athletic activity** that is not part of your work-related duties. DWC 7 (10/2024)

> > unauthorized persons.

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from preempt any provision of any State or local law or any collective bargaining agreement using lie detector tests either for pre-employment screening or during the course which is more restrictive with respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous

of employment IIBITIONS Employers are generally prohibited from requiring or requesting any strict standards concerning the conduct and length of the test. Examinees have a mployee or job applicant to take a lie detector test, and from discharging, disciplining, number of specific rights, including the right to a written notice before testing, the right r discriminating against an employee or prospective employee for refusing to take a to refuse or discontinue a test, and the right not to have test results disclosed to test or for exercising other rights under the Act.

EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and law does not apply to tests given by the Federal Government to certain private assess civil penalties against violators. Employees or job applicants may also bring their individuals engaged in national security-related activities. The Act permits polygraph (a own court actions. kind of lie detector) tests to be administered in the private sector, subject to restrictions, THE LAW RI

to certain prospective employees of security service firms (armored car, alarm, and JOB APPLIC to certain prospective employees of security service ministrationed car, data, 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

QUIRES EMPLOY	(ERS TO DISPLAY THIS POSTER WHE DILY SEE IT.	RE EMPLOYEES AND
	WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR	≋WH ₽
	1-866-487-9243 www.dol.gov/agencies/whd	WH1462 REV 02/22

CALOSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT





California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and procedures to comply with the state's workplace safety and health standards and orders. The law requires that this poster be displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.gov/samples/search/guery.htm.

WHAT AN EMPLOYER MUST DO:

SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES: All employers must provide work and workplaces that are safe and healthful. In other Employers who use any substance that is listed as a hazardous substance in California

ic substances or harmful	THESE RECORDS ARE AVAILABLE AT:
physical agents of other	FROM:

the employer chooses

(Person Responsible A COPY OF THE GENERAL INDUSTRY SAFETY ORDER 3204 IS AVAILABLE FROM:

The above information satisfies the requirements of GISO <u>3204</u> (g), which may this placerd in the workplace, or by any similar method

www.dir.ca.gov

OSHA

January 2015

 Safety Data Sheets (SDS) or other info State of California Department of Industrial Pelation

EDD Development Department

WHISTLEBLOWER PROTECTION ACT

WHISTLEBLOWERS ARE PROTECTED

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation.

Who is protected?

Pursuant to **California Labor Code Section 1102.5**, employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. (California Labor Code Section 1106)

What is a whistleblower?

A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute,

- 2. A violation or noncompliance with a local, state or federal rule or regulation, or
- 3. With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment.

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

Even if an employee does not engage in such protected activity, but their employer believes they did or will engage in protected activity in the future, they are perceived to be a whistleblower and are protected.

What protections are afforded to whistleblowers?

- 1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
- 2. An employer may not retaliate against an employee who is a whistleblower or is perceived to be a whistleblower.
- 3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
- 4. An employer may not retaliate against an employee for having exercised their rights as a whistleblower in any former employment.

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages and civil monetary penalties, and take other steps necessary to comply with the law.

How to report improper acts

If you are scheduled to be at work during that time and you do not have sufficient time outside of working hours to vote at
a statewide election, California law allows you to take up to two hours off to vote, without losing any pay. You may take as
much time as you need to vote, but only two hours of that time will be paid. Your time off for voting can be only at the
beginning or end of your regular work shift, whichever allows the most free time for voting and the least time off from your
regular working shift, unless you make another arrangement with your employer. If three working days before the election
you think you will need time off to vote, you must notify your employer at least two working days prior to the election.
CALIFORNIA ELECTIONS CODE SECTION 14000

POLLS ARE OPEN FROM 7:00 A.M. TO 8:00 P.M. EACH ELECTION DAY

PAYDAY NOTICE

STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS - DIVISION OF LABOR STANDARDS ENFORCEMENT **PAY DAY NOTICE**

EGULAR PAY	DAYS FOR EMPLOYEES OF:	

SHALL BE AS FOLLO	(FIRM NAME) WS:		
THIS IS IN ACCORDANCE WITH SECTIONS 204, 204A, 204B, 205, AND 205.5 OF THE CALIFORNIA LABOR CODE.			
BY:	TITLE:		
DLSE 8	PLEASE POST	(REV. 06-02)	
	PAID SICK LEAVE		
	Division of the standards Enforcement Office of the taken Commission on		

THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 • PAID SICK LEAVE (as amended effective 1/1/2024)

An employee who, on or after July 1, 2015, works in California for 30 or more days • An employee may use paid sick day within a year from the beginning of employment is entitled to paid sick leave. Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later. Accrued paid sick leave shall carry over to the following year of employment and may be capped at 80 hours or 10 An employer can also provide 5 days or 40 hours, whichever is greater, of paid sick leave "up-front" at the beginning of a 12-month period. No accrual or carry over is required. stalking. Other accrual plans that meet specified conditions, including PTO plans, may also • An employer may limit the use of paid sicl days to 40 hours or five days, whichever

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. Ar employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee. For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the ist of offices on our website http://www.dir.ca.gov/dlse/DistrictOffices.htm using the alphabetical listing of cities, locations, and communities. Staff is ble in person and by teler DLSE Paid Sick Leave Posting 11/2023

WITHHOLDING STATUS

YOU MAY	NEED TO	CHECK YOUR	WITHHOLDING	
144 4 141		11. D		

Since you last filed form W-4 with your	 Your tax credits? 	the IRS website.
employer did you	lf you can answer "YES"	Employer: Please post or publish this
Marry or divorce?	To any of these questions or you owed extra	Bulletin Board Poster so that your
 Gain or lose a dependent? 	tax when you filed your last return, you may	employees will see it. Please indicate
Change your name?	need to file a new form W-4. See your	where they can get forms and information
Were there major changes to	employer for a copy of Form W-4 or call the	on this subject.
 Your non-wage income (interest, 	IRS at 1-800-829-3676. Now is the time to	Publication 213
dividends, capital gains, etc.)?	check your withholding. For more details,	(Rev. 8-2009)
• Your family wage income (you or your	get Publication 919, How Do I Adjust My Tax	(Rev. 8-2009) Cat. No. 11047F
spouse started or ended a job)?	Withholding?, or use the Withholding	Department of the Treasury
Your itemized deductions?	Calculator at: www.irs.gov/individuals on	Internal Revenue Service www.irs.gov

FMLA - FAMILY AND MEDICAL LEAVE ACT

vee Pights Under the Family and Medical Leave Ag

Your Employee Rights Under the Family and Medical Leave Act				
What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job -	If advance notice is not possible, give notice as soon as possible.			
protected leave for qualifying family and medical reasons. The	You do not have to share a medical diagnosis but must			
U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can	provide enough information to your employer so they can determine whether the leave gualifies for FMLA protection. You			
take up to 12 workweeks of FMLA leave in a 12-month period	must also inform your employer if FMLA leave was previously			
for:	taken or approved for the same reason when requesting			
The birth, adoption or foster placement of a child with you,	additional leave. Your employer may request certification from			
Your serious mental or physical health condition that makes	a health care provider to verify medical leave and may request			
you unable to work,	certification of a qualifying exigency. The FMLA does not affect			
 To care for your spouse, child or parent with a serious mental or physical health condition, and 	any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that			
Certain gualifying reasons related to the foreign deployment of	provides greater family or medical leave rights. State employees			
your spouse, child or parent who is a military servicemember.	may be subject to certain limitations in pursuit of direct lawsuits			
An eligible employee who is the spouse, child, parent or next of kin	regarding leave for their own serious health conditions. Most			
of a covered servicemember with a serious injury or illness may	federal and certain congressional employees are also covered by			
take up to 26 workweeks of FMLA leave in a single 12-month	the law but are subject to the jurisdiction of the U.S. Office of			
period to care for the servicemember. You have the right to use FMLA leave in one block of time. When it is medically necessary	Personnel Management or Congress. What does my employer need to do? If you are eligible for			
or otherwise permitted, you may take FMLA leave intermittently	FMLA leave, your employer must:			
in separate blocks of time, or on a reduced schedule by	Allow you to take job-protected time off work for a qualifying			
working less hours each day or week. Read Fact Sheet #28M(c) for	reason,			
more information. FMLA leave is <u>not</u> paid leave , but you may	Continue your group health plan coverage while you are on leave			
choose, or be required by your employer, to use any employer- provided paid leave if your employer's paid leave policy covers the	 on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job 			
reason for which you need FMLA leave.	with the same pay, benefits and other working conditions,			
Am I eligible to take FMLA leave? You are an eligible employee	including shift and location, at the end of			
if all of the following apply:	your leave.			
You work for a covered employer,	Your employer cannot interfere with your FMLA rights or			
You have worked for your employer at least 12 months,	threaten or punish you for exercising your rights under the law.			
 You have at least 1,250 hours of service for your employer during the 12 months before your leave, and 	For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD			
• Your employer has at least 50 employees within 75 miles of	investigation. After becoming aware that your need for leave is			
your work location.	for a reason that may qualify under the FMLA, your employer			

monetary penalties.

You must display this poster in a conspicuous place where notices to employees are customarily posted so everyone on the job can be aware of basic rights and Employers shall make available on a timely and reasonable basis a safety data sheet on responsibilities.

You must have a written and effective Injury and Illness Prevention Program (IIPP) (www.dir.ca.gov/title8/3203.html) and provide access to employees and their designated representatives.

that each employee has been trained in the hazards unique to each job assignment. You must correct any hazardous condition that you know may result in injury to even incarceration

You must notify a local Cal/OSHA district office of any serious injury or illness, or WHEN CAL/OSHA COMES TO THE WORKPLACE: death, occurring on the job. Be sure to do this immediately after calling for A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to emergency help to assist the injured employee. Failure to report a serious injury or illness, or death, within 8 hours can result in a minimum civil penalty of \$5,000.

WHAT AN EMPLOYER MUST NEVER DO:

Never permit an employee to do work that violates Cal/OSHA workplace safety and or fatality. health regulations.

Never permit an employee to be exposed to harmful substances without providing adequate protection.

Never allow an untrained employee to perform hazardous work.

EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS: As an employee, you (or someone acting for you) have the right to file a confidential

complaint and request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office If the investigation shows that the employer has violated a safety and health standard (see below). Your name is not revealed by Cal/OSHA, unless you request otherwise. You also have the right to bring unsafe or unhealthful conditions to the attention of the

Cal/OSHA investigator inspecting your workplace.

employee has the right to refuse to perform work that would violate an occupational safety or health standard or order where such violation would create a real and apparent hazard to the employee or other employees.

You may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions, or for otherwise exercising your rights to a safe and healthful workplace. If you feel that you have been fired or punished for exercising your rights, you may file a complaint about this type of discrimination by contacting the nearest office of the California Department of Industrial Relations, Division of Labor U.S. Department of Labor, Occupational Safety and Health Administration. (Employees receipt to the Occupational Safety and Health Appeals Board. of state or local government agencies may only file these complaints with the California Labor Commissioner's Office.) Consult your local telephone directory for the office must post it or a copy, including the enclosed multi-language employee notification. nearest you

EMPLOYEES ALSO HAVE RESPONSIBILITIES:

To keep the workplace and your coworkers safe, you should tell your employer about any hazard that could result in an injury or illness to an employee. While working, you must always obey state workplace safety and health laws.

3419 Broadway St., Ste. H8, American Canyon 94503

1065 East Hillsdale Bl., Ste. 110, Foster City 94404

39141 Civic Center Dr., Ste. 310, Fremont 94538

1500 Hughes Way, Suite C-201, Long Beach 90810

320 West Fourth St., Rm. 820, Los Angeles 90013

2550 Mariposa St., Rm. 4000, Fresno 93721

4206 Technology Dr., Ste. 3, Modesto 95356

800 Royal Oaks Dr., Ste. 105, Monrovia 91016

1750 Howe Ave., Ste. 430, Sacramento 95825

2 MacArthur Place, Ste. 720, Santa Ana 92707

6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401

464 West Fourth St., Ste. 332, San Bernardino 92401

455 Golden Gate Ave., Rm. 9516, San Francisco 94102

7575 Metropolitan Dr., Ste. 207, San Diego 92108

1515 Clay St., Ste. 1303, Box 41, Oakland 94612

7718 Meany Ave., Bakersfield 93308

381 Hemsted Dr., Redding 96002

HELP IS AVAILABLE:

District Offices

Bakersfield

Foster City

Long Beach Los Angeles

Fremont

Fresno

Modesto

Monrovia

Oakland

Redding

Sacramento San Bernardino

San Diego

Santa Ana

Van Nuys

San Francisco

Regional Offices

American Canyon

To learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free information, required forms, and publications. You can also contact a local district office of Cal/OSHA. If you prefer, you may retain a competent private consultant, or ask your workers' compensation insurance carrier for guidance in obtaining information.

Call the FREE Worker Information Helpline – (833) 579-0927

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA) HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 – Telephone (510) 286-7000

Cal OSHA Consultation Services

	Cal OSHA Consultation Services		
(707) 649-3700	Field / Area Offices		
(661) 588-6400 (650) 573-3812 (510) 794-2521	Fresno / Central Valley	2550 Mariposa Mall, Rm. 2005 Fresno 93721	(559) 445-6800
(559) 445-5302 (424) 450-2630	• La Palma / Los Angeles / Orange County	1 Centerpointe Dr., Ste. 150 La Palma 90623	(714) 562-5525
(213) 576-7451 (209) 545-7310	Oakland/ Bay Area	1515 Clay St., Ste 1103 Oakland 94612	(510) 622-2891
(626) 239-0369 (510) 622-2916	Sacramento / Northern CA	1750 Howe Ave., Ste. 490, Sacramento 95825	(916) 263-0704
(530) 224-4743 (916) 263-2800	• San Bernardino	464 West Fourth St., Ste. 339 San Bernardino 92401	(909) 383-4567
(909) 383-4321 (619) 767-2280 (415) 557-0100	• San Diego / Imperial County	7575 Metropolitan Dr., Ste. 204 San Diego 92108	(619) 767-2060
(714) 558-4451 (818) 901-5403	• San Fernando Valley	6150 Van Nuys Blvd., Ste. 307 Van Nuys 91401	(818) 901-5754
. ,	Consultation Region Office		

CA-0125-F04

vords, as an employer, you must follow state laws governing job safety and health. Code of Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.html), or is covered Failure to do so can result in a threat to the life or health of workers, and substantial by the Hazard Communication standard (www.dir.ca.gov/title8/5194.html) must provide employees information on the hazardous chemicals in their work areas, access to safety data sheets, and training on how to use hazardous chemicals safely.

each hazardous substance in the workplace upon request of an employee, an employee's collective bargaining representative, or an employee's physician.

meeting the requirements of California Code of Regulations, title 8, section 3203 Employees have the right to see and copy their medical records and records of exposure to potentially toxic materials or harmful physical agents.

Employers must allow access by employees or their representatives to accurate records You must be aware of hazards your employees face on the job and keep records showing of employee exposures to potentially toxic materials or harmful physical agents, and notify employees of any exposures in concentration or levels exceeding the exposure limits allowed by Cal/OSHA standards.

employees. Failure to do so could result in criminal charges, monetary penalties, and Any employee or their representative has the right to observe monitoring or measuring of employee exposure to hazards conducted to comply with Cal/OSHA regulations.

make sure your company is obeying workplace safety and health laws. Inspections are also conducted when an employee files a valid complaint with Cal/OSHA.

Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness,

When an inspection begins, the Cal/OSHA investigator will show official identification. The employer, or someone the employer chooses, will be given an opportunity to accompany the investigator during the inspection. An authorized representative of the employees will be given the same opportunity. Where there is no authorized employee representative, the investigator will talk to a reasonable number of employees about safety and health conditions at the workplace.

VIOLATIONS, CITATIONS, AND PENALTIES

or order, Cal/OSHA may issue a citation. Each citation carries a monetary penalty and specifies a date by which the violation must be abated. A notice, which carries no monetary penalty, may be issued in lieu of a citation for certain non-serious violations.

You and your designated representative have the right to access the employer's IIPP. Any Penalty amounts depend in part on the classification of the violation as regulatory, general, serious, repeat, or willful; and whether the employer failed to abate a previous violation involving the same hazardous condition. Base penalty amounts, penalty adjustment factors, and minimum and maximum penalty amounts are set forth in California Code of Regulations, title 8, section 336 (www.dir.ca.gov/title8/336.html). In addition, a willful violation that causes death or permanent impairment of the body of any employee can result, upon conviction, in a fine of up to \$250,000 or imprisonment up to three years, or both, and if the employer is a corporation or limited liability company, the fine may be up to \$1.5 million.

Standards Enforcement (Labor Commissioner's Office) or the San Francisco office of the The law provides that employers may appeal citations within 15 working days of

must post it or a copy, including the enclosed multi-language employee notification, prominently at or near the place of the violation or unsafe condition for three working days, or until the unsafe condition is corrected, whichever is longer, to warn employees of danger that may exist there. Any employee may protest the time allowed for correction of the violation to the Division of Occupational Safety and Health or the Occupational Safety and Health Appeals Board.

beginning on the 90th day of employment. loyer shall provide paid sick days upo the oral or written request of anemploye for themselves or a family member for the diagnosis, care or treatmentof an existing

health condition or preventive care, c specified purposes for anemployee who is a victim of domestic violence, sexual assault, o

greater, in each year of employment.

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225.

The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

rline flight crew employees have different "hours of service" <u>must</u> confirm whether you are eligible or not eligible ements. You work for a **covered employer** if <u>one</u> of the FMLA leave. If your employer determines that you are eligib ollowing applies: You work for a private employer that had at least • About your FMLA rights and responsibilities, and 50 employees during at least 20 workweeks in the current or • How much of your requested leave, if any, will be FMLA previous calendar year. protected leave. You work for an elementary or public or private secondary school, or Call 1-866-487-9243 or visi dol.gov/fmla to learn more. If you believe You work for a public agency, such as a local, state or federal your rights under the FMLA have been SCAN ME government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel or file a private lawsuit against your employer Management. in court. Scan the QR code to learn about How do I request FMLA leave? Generally, to request FMLA our WHD WAGE AND HOUR DIVISION leave you <u>must</u>: complaint UNITED STATES DEPARTMENT Ú. Follow your employer's normal policies for requesting leave, process. OF LABOR live notice at least 30 days before your need for FMLA leave, or WH1420 REV 04/23

San Francisco 455 Golden Gate Ave., Rm 9516, San Francisco 94102 (415) 557-0300 2550 Mariposa Mall, Rm. 3014 (559) 445-6800 Fresno 1750 Howe Ave., Ste. 440, Sacramento 95825 (916) 263-2803 Sacramento Fresno 93721 2 MacArthur Place, Ste. 720, Santa Ana 92707 (714) 558-4300 Santa Ana 800 Royal Oaks Dr., Ste. 105, Monrovia 91016 (626) 471-9122 Monrovia

Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of Industrial Relations, which has primary responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor Tel: (415) 625-2547. OSHA monitors the operation of state plans to assure that continued approval ismerited. November 2023