

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.

Who is Protected? Employees (current and former), including managers and temporary employees, Job applicants, 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), Unions, 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 basis of: Race, Color, Religion, Sex (including pregnancy, childbirth, and related medical conditions), National origin.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS. 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.

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.

WORKERS' COMPENSATION BILL OF RIGHTS

Georgia State Board of Workers' Compensation. BILL OF RIGHTS FOR THE INJURED WORKER. As required by law, O.C.G.A. §34-9-81.1, this is a summary of your rights and responsibilities.

Employee's Rights and Employee's Responsibilities. If you are injured on the job, you may receive medical rehabilitation and income benefits. These benefits are provided to help you return to work.

The State Board of Workers' Compensation will provide you with information regarding how to file a claim and will answer any other questions regarding your rights under the law.

WORKERS' COMPENSATION MANAGED CARE ORGANIZATION

Managed Care Organization Procedures. This business operates under the Georgia Workers' Compensation Law.

WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY, AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, OR FOREMAN.

If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases the employer will also pay a part of the worker's lost wages.

NAME OF WC/MCO, MAILING ADDRESS, GEOGRAPHICAL SERVICE AREA, NAME OF CONTACT PERSON, PHONE NUMBER OF CONTACT PERSON, ADDRESS OF CONTACT PERSON, 24 HOUR TOLL-FREE PHONE NUMBER, EFFECTIVE DATE OF WC/MCO.

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.

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.

REEMPLOYMENT RIGHTS. You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed services and:

YOU MUST BE RESTORED TO THE POSITION AND BENEFITS YOU WOULD HAVE ATTAINED IF YOU HAD NOT BEEN ABSENT DUE TO MILITARY SERVICE. In some cases, a comparable job.

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT https://sbwc.georgia.gov/

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT. FEDERAL MINIMUM WAGE \$7.25 PER HOUR. BEGINNING JULY 24, 2009.

The law requires employers to display this poster where employees can readily see it. OVERTIME: At least 1 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 non-farm jobs declared hazardous by the Secretary of Labor.

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

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.

EQUAL PAY FOR EQUAL WORK ACT

POLICY: The General Assembly of Georgia hereby declares that the practice of discriminating on the basis of sex by paying wages to employees of one sex at a lesser rate than the rate paid to employees of the opposite sex for comparable work on jobs which require the same or essentially the same knowledge, skill, effort, and responsibility unjustly discriminates against the person receiving the lesser rate.

PROHIBITION OF DISCRIMINATION: No employer having employees subject to any provisions of this section shall discriminate, within any establishment in which such employees are employed.

FOR INFORMATION ON EQUAL PAY FOR EQUAL WORK ACT, CONTACT: Georgia Department of Labor, 148 Andrew Young International Blvd., N.E., Atlanta, Georgia 30303-1751. PHONE: (478) 709-8185.

UNEMPLOYMENT INSURANCE

UNEMPLOYMENT INSURANCE FOR EMPLOYEES. Your job with this employer is covered by Georgia Employment Security Laws. You may be able to establish a claim for Unemployment Insurance if you become TOTALLY or PARTIALLY UNEMPLOYED through no fault of your own and comply with all eligibility requirements.

IMPORTANT: You may file a claim for Unemployment Insurance benefits via the internet at dol.georgia.gov. You may also file a claim in person at any Georgia Department of Labor (GDOL) career center listed below.

OFFICES WHERE UNEMPLOYMENT INSURANCE CLAIMS MAY BE FILED. ATLANTA, ALBANY, AMERICUS, ATHENS, AUGUSTA, BLUE RIDGE, BRUNSWICK, CARROLLTON, CARTERSVILLE, CLAYTON COUNTY, COBB/CHEROKEE, COLUMBUS/COWARTON, DALTON, DEKALB, DOUGLAS, DUBLIN, GAINESVILLE, GREENEVILLE, GWINNETT, HUNTSVILLE, LACROSSE, LAURENS, MACON, MARIETTA, MCDONOUGH, MOUNTAIN VIEW, MOUNTAIN VIEW, ROME, SAVANNAH, STATESBORO, THOMASVILLE, TIFTON, TOCOSA, WALDSTADT, VIDALIA, WAYCROSS.

PAYDAY NOTICE

Regular Paydays for Employees of (Company Name). Should be as follows: Weekly, Bi-Weekly, Monthly, Other.

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employees CANNOT specify which documents they will accept as evidence of the refusal to hire an individual because the documents have a future expiration date.

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING. Since you last filed Form W-4 with your employer did you...? Many or divorced? Gain or lose a dependent? Change your name? Were there major changes to...? Your non-wage income (interest, dividends, capital gains, etc.)? Your family wage income (or your spouse started or ended a job)? Your itemized deductions? Your tax credits? If you can answer "YES" to any of these questions...

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT. The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

VACATION POLYGRAPH PROTECTION ACT. The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

EMPLOYEE VACATION

VACATION UNEMPLOYMENT INSURANCE IS NOT PAYABLE. When you are on: Leave of absence at your own request, Paid vacation, Unpaid vacation, up to two weeks in a calendar year if provided by: Employment contract or agreement, or by; Established employer custom, practice, or policy; and Announced at least 30 days before the beginning of the scheduled period.

USERRA - 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.

YOUR RIGHTS UNDER USERRA

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FMLA - 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-protected leave for qualifying family and medical reasons.

Eligible employees who work for a covered employer are entitled to up to 12 workweeks of FMLA leave in a 12-month period.

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

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.

WORKERS' COMPENSATION OFFICIAL NOTICE. This notice must be posted in a conspicuous place readily accessible to the employee at all times.

PANEL OF PHYSICIANS OFFICIAL NOTICE

WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY, AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, OR FOREMAN.

If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases the employer will also pay a part of the worker's lost wages.

WORK INJURIES AND OCCUPATIONAL DISEASES SHOULD BE REPORTED IN WRITING WHENEVER POSSIBLE. The worker may lose the right to receive compensation if an accident is not reported within 30 days (see O.C.G.A. § 34-9-80).

The insurance company providing coverage for this business under the Workers' Compensation Law is:

Insurer Name: Phone: Address: Insurer Email:

Instructions to injured worker: Review the following physician's contact information and select the provider with whom you would like to receive medical treatment.

Physician's Contact Information: Name, Address, Phone, and website listed below.

- 1. 2. 3. 4. 5. 6. 7. 8. 9.

NO SMOKING NOTICE

Smoking shall be prohibited in all enclosed areas within places of employment, including, but not limited to, common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, and all other enclosed facilities.

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

Job Safety and Health IT'S THE LAW! Occupational Safety and Health Administration. All workers have the right to: A safe workplace.

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All workers have the right to: A safe workplace.

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

Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.

File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.

See any OSHA citations issued to your employer. Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

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

Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.

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

