MISSOURI & FEDERAL LABOR LAW POSTER

LaborLawCenter.com 

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

inatory? All aspects of employment, including:

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. · Retaliation for filing a charge, reasonably opposing • Employees (current and former), including managers discrimination, or participating in a discrimination and temporary employees lawsuit, investigation, or proceeding Interference, coercion, or threats related to exercising

Pay (unequal wages or compensation)

• Requesting or disclosing medical information

of employees

 Job applicants • Union members and applicants for membership in a union rights regarding disability discrimination or What Organizations are Covered? pregnancy accommodation What Employment Practices can be Challenged as Most private employers • State and local governments (as employers) Educational institutions (as employers) • Discharge, firing, or lay-off Harassment (including unwelcome verbal or Staffing agencies physical conduct) What Types of Employment Discrimination are Illegal? · Hiring or promotion

• Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical Color condition; or a sincerely-held religious belief, Religion observance or practice National origin • Sex (including pregnancy, childbirth, and related medical • Job training conditions, sexual orientation, or gender identity) Classification Age (40 and older) · Obtaining or disclosing genetic information

against you, regardless of your immigration status, on the

• Genetic information (including employer requests for,

or purchase, use, or disclosure of genetic tests, genetic

Federal law from discrimination on the following bases:

**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 employment

services, or family medical history)

other applicants or employees.

of employment, including the executive level.

which receive Federal financial assistance.

Under the EEOC's laws, an employer may not discriminate • Assignment

 Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding • Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict tim limits for filing a charge of discrimination (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 **Call** 1–800–669–4000 (toll free) 1-800-669-6820 (TTY) Visit an EEOC field office (information at

1–800–669–6820 (1117) 1–844–234–5122 (ASL video phone) an EEOC field office (information at www.eeoc.gov/field-office) E-Mail info@eeoc.gov Additional information about the

EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov **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 an requires affirmative action to recruit, employ, and advance in employment, disabled employee of, a company with a Federal contract or subcontract, you are protected under 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 Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive medal veterans. Order 11246, as amended, prohibits employment discrimination by Federal contractors Retaliation Retaliation is prohibited against a person who files a complaint of based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination requires affirmative action to ensure equality of opportunity in all aspects of employment. by Federal contractors under these Federal laws. Any person who believes a contractor Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, has violated its nondiscrimination or affirmative action obligations under OFCCP's protects applicants and employees of Federal contractors from discrimination based on authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP) inquiring about, disclosing, or discussing their compensation or the compensation of U.S. Department of Labor

200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free) by Federal contractors. Disability discrimination includes not making reasonable. If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access accommodation to the known physical or mental limitations of an otherwise qualified telecommunications relay services. OFCCP may also be contacted by submitting a individual with a disability who is an applicant or employee, barring undue hardship to question online to OFCCP's Help Desk at <a href="https://ofccphelpdesk.dol.gov/s/">https://ofccphelpdesk.dol.gov/s/</a>, or by calling the employer. Section 503 also requires that Federal contractors take affirmative action an OFCCP regional or district office, listed in most telephone directories under U.S.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973. as amended.

to employ and advance in employment qualified individuals with disabilities at all levels Government. Department of Labor and on OFCCP's "Contact Us" webpage at

Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits employment discrimination on the basis of disability in any program or prohibits discrimination on the basis of race, color or national origin in programs or activity which receives Federal financial assistance. Discrimination is prohibited in activities receiving Federal financial assistance. Employment discrimination is covered by all aspects of employment against persons with disabilities who, with or without Title VI if the primary objective of the financial assistance is provision of employment, reasonable accommodation, can perform the essential functions of the job. If you or where employment discrimination causes or may cause discrimination in providing believe you have been discriminated against in a program of any institution which services under such programs. Title IX of the Education Amendments of 1972 prohibits receives Federal financial assistance, you should immediately contact the Federal agency employment discrimination on the basis of sex in educational programs or activities providing such assistance (Revised 6/27/2023)

https://www.dol.gov/agencies/ofccp/contact.

### 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 ½ times your regular rate of pay for all hours worked over 40 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 in a workweek are determined to be willful or repeated. The law also prohibits retaliating against or CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs discharging workers who file a complaint or participate in any proceeding under the FLSA. and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. **ADDITIONAL INFORMATION** 

Youths 14 and 15 years old may work outside school hours in various non-manufacturing, • Certain occupations and establishments are exempt from the minimum wage, and/or non-mining, non-hazardous jobs with certain work hours restrictions. Different rules overtime pay provisions. Certain narrow exemptions also apply to the pump at apply in agricultural employment. Special provisions apply to workers in American Samoa, the Commonwealth of the partial wage credit based on tips received by their employees. Employers must pay Northern Mariana Islands, and the Commonwealth of Puerto Rico. tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against Some state laws provide greater employee protections; employers must comply 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 Some employers incorrectly classify workers as "independent contractors" when they employer must make up the difference. are actually employees under the FLSA. It is important to know the difference **PUMP AT WORK** The FLSA requires employers to provide reasonable break time for a between the two because employees (unless exempt) are entitled to the FLSA's nursing employee to express breast milk for their nursing child for one year after the child's minimum wage and overtime pay protections and correctly classified independent birth each time the employee needs to express breast milk. Employers must provide a contractors are not. place, other than a bathroom, that is shielded from view and free from intrusion from Certain full-time students, student learners, apprentices, and workers with disabilities coworkers and the public, which may be used by the employee to express breast milk. may be paid less than the minimum wage under special certificates issued by the **ENFORCEMENT** The Department has authority to recover back wages and an equal Department of Labor. amount in liquidated damages in instances of minimum wage, overtime, and other

the minimum wage or overtime pay provisions of the law. Civil money penalties may also 1-866-487-9243 www.dol.gov/agencies/whd

## VICTIMS OF DOMESTIC AND SEXUAL VIOLENCE LEAVE TIME ALLOWED

# **VICTIMS OF DOMESTIC** OR SEXUAL VIOLENCE

LEAVE TIME ALLOWED

See Section 285.630, RSMo., and refer to Sections 285.625 to 285.670 RSMo. for definitions.

EMPLOYEES who are victims of domestic or sexual violence, or have a family or household member who is a victim of domestic or sexual violence, may take unpaid leave from work to address such violence by:

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

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

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

**EMPLOYER:** • May request certification that the employee or member of family or household is a victim as described

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

Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program. TDD/TTY: 800-735-2966 Relay Missouri: 711



LS -112 (01-23) AI **OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT** 



# Job Safety and Health Occupational Safety and Health Administration 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.
- Reguest a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

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

### **Employers must:**

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

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



EMPLOYEE POLYGRAPH PROTECTION ACT

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

The Employee Polygraph Protection Act prohibits most private employers from any collective bargaining agreement which is more restrictive with respect to lie using lie detector tests either for pre-employment screening or during the detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to course of employment. numerous strict standards concerning the conduct and length of the test. Examinees **PROHIBITIONS** Employers are generally prohibited from requiring or requesting any have a number of specific rights, including the right to a written notice before testing, employee or job applicant to take a lie detector test, and from discharging, disciplining, the right to refuse or discontinue a test, and the right not to have test results disclosed or discriminating against an employee or prospective employee for refusing to take a to unauthorized persons. test or for exercising other rights under the Act.

**ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations **EXEMPTIONS** Federal, State and local governments are not affected by the law. and assess civil penalties against violators. Employees or job applicants may also Also, the law does not apply to tests given by the Federal Government to certain bring their own court actions. 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, THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES subject to restrictions, to certain prospective employees of security service firms AND JOB APPLICANTS CAN READILY SEE IT. (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 JNITED STATES DEPARTMENT OF LABOR

### UNEMPLOYMENT INSURANCE

UNEMPLOYMENT INSURANCE BENEFITS NOTICE TO WORKERS four employer is subject to the Missouri Employment Security Law and pays tax contributions to cover unemployment insurance (UI) benefits in case you

WHEN TO APPLY FOR UI BENEFITS • If you are unemployed, laid off or working less than full • If you lose your job through no fault of your own or guit for a valid reason related to the work or the employer; and If you are able to work, available for work and actively seeking employment.

become unemployed through no fault of your own.

a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to

the employer. The law does not preempt any provision of any State or local law or

**HOW TO APPLY FOR UI BENEFITS**  To apply, visit uinteract.labor.mo.gov to create a new user account and file your initial claim; or • If you do not have Internet access, call a Regional Claims Center during normal business hours, Monday through Friday from 8 a.m. to 5 p.m.

Nothing is deducted from your pay to cover its cost. If you believe someone is fraudulently collecting unemployment benefits, email ReportUIFraud@labor. mo.gov or call 573-751-0057, option 5. PROPER WORKER CLASSIFICATION Missouri law defines who is considered an employee or

1-866-487-9243

an independent contractor. Businesses that improperly treat workers as independent contractors have an unfair competitive advantage. Improperly classified workers miss out on unemployment benefits, workers' compensation coverage and employer tax contributions. If you think you may be improperly classified or suspect a business of improperly classifying workers, visit labor. mo.gov/offthebooks or call 573-751-1099.

.. 314-340-4950 Outside Local Calling Area.. . 800-320-2519

St. Louis ...... EMPLOYMENT SECURITY P.O. Box 59 Fax: 573-751-9730 Jefferson City, MO 65104-0059 labor.mo.gov/claimant-form

**LEARN MORE AT** LABOR.MO.GOV/UNEMPLOYED-WORKERS

IMPORTANT: If needed, call 573-751-9040 for assistance in the translation and understanding of the information in this document. IMPORTANTE!: Si es necesario, llame el 573-751-9040 para asistencia en la traducción y entendimiento de la información en este documento ssouri Division of Employment Security is an equal opportunity employer/program. Áuxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY 800-735-2966 Relay Missouri: 711 MODES-B-2 (11-20) Al Benefits

### PAYDAY NOTICE **Regular Paydays for Employees of** Shall be as follows

### ANTI-DISCRIMINATION NOTICE

Title:

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.

### MINIMUM WAGE

# **MISSOURI MINIMUM WAGE**

Beginning January 1, 2025, the minimum wage rate for all private and non-exempt businesses will be based on the provisions set forth by Proposition A (2024) approved by voters on November 5, 2024. Missouri Minimum Wage law does not apply to public employers, nor does it allow the state's minimum wage rate to be lower than the federal minimum wage rate.



at least

Employers are required to pay tipped employees at least 50 percent of the minimum wage, \$6.875 per hour, plus any amount necessary to bring the employee's total compensation to a minimum of \$13.75 per hour.

**TIPPED EMPLOYEES** 

**EMPLOYEE RIGHTS** 



Overtime compensation must also be paid at a rate of at least one and one-half times a covered employee's regular rate for all hours worked over 40 in a workweek.

annual gross sales are less than \$500,000. The law does not apply to certain exempt employees/employers defined in Section 290.500(3), RSMo, and employees/ employers pertaining to agriculture in Section 290.507, RSMo, nor does it supersede more favorable laws or interfere with collective bargaining agreement rights.

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

fees as may be allowed by the court or jury. 421 East Dunklin Street **LEARN MORE AT** P.O. Box 449 Fax: 573-751-3721 LABOR.MO.GOV/DLS/MINIMUMWAGE Jefferson City, MO 65102-0449 laborstandards@labor.mo.gov **STANDARDS** If you have served on active duty in the Armed Forces of the United States and would like information about

Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program. TDD/TTY: 800-735-2966 Relay Missouri: 711 **SALARIO MÍNIMO DE MISSOURI** 

veteran's services and benefits, please complete the survey here: mvc.dps.mo.gov/MoVeteransInformation/Survey/DOLIR

### ENTRA EN VIGOR PARA LOS EMPLEADORES PRIVADOS EN EL 2025

A partir del 1 de enero del 2025, el salario mínimo para todos los negocios privados y con derecho de remuneración por horas extras (non-exempt) se determinará a partir de las disposiciones establecidas en la Proposition A (2024) que aprobaron los votantes el 5 de noviembre del 2024. La ley del Salario Mínimo de Missouri no se aplica a los empleadores públicos, ni permite que la tasa del salario mínimo estatal sea inferior a la tasa del salario mínimo federal.

> **COMPENSACIÓN DE LAS HORAS EXTRAS EMPLEADOS QUE RECIBEN PROPINAS** Los empleadores tienen que pagar a los empleados Las horas extras también deberán pagarse a una tarifa de por lo menos tiempo y medio de la tarifa regular 1.5 VECES salario mínimo, \$6.875 por hora, además de cualquier de un empleado cubierto por todas las horas extras cantidad necesaria para llevar la compensación total trabajadas en exceso de las 40 horas regulares en una del empleado al salario mínimo de \$13.75 por hora.



\$6.875

a otras leyes más favorables ni interfiere con los derechos de los convenios colectivos. Un empleado que no recibe los salarios correctos, puede presentar una queja por salario mínimo en labor.mo.gov/DLS/ MinimumWage y tiene derecho a interponer una demanda privada para cobrar los salarios adeudados. Un empleador que paga ilegalmente un salario por debajo del mínimo será responsable por la cantidad total de los salarios adeudados (más el doble de la cantidad no pagada por daños y perjuicios) menos cualquier cantidad realmente pagada. El empleador también es responsable de los costos y honorarios razonables de los abogados según lo permita el tribunal o un jurado.



Jefferson City, MO 65102-0449 | laborstandards@labor.mo.gov Si usted es veteráno de cualquier equipo militar de los Estados Unidos y deséa ínformacion sobre servicios y beneficiós para veterános,por favor complete la encuesta aquí: <u>mvc.dps.mo.gov/MoVeteransInformation/Surveý/DOLI</u>

421 East Dunklin Street

P.O. Box 449

PARA OBTENER MÁS INFORMACIÓN, VISITE LABOR.MO.GOV/DLS/MINIMUMWAGE

semana laboral.

El Departamento del Trabajo y Relaciones Industriales de Missouri es un empleador/programa con igualdad de oportunidades. TDD/TTY: 800-735-2966 Relay Missouri: 711 LS-52-S (01-25) AI

# USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

573-751-3403

Fax: 573-751-3721

**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

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed

employers from discriminating against past and present members of the uniformed services, and applicants to the

you ensure that your employer receives advance written or verbal notice of your service;

you return to work or apply for reemployment in a timely manner after conclusion of service; and f you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had 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

• reemployment; • retention in employment; • promotion; or • any benefit of employment, because of this status. In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service • 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-

service; or • are obligated to serve in the uniformed service; then an employer may not deny you; • initial employment

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 violations 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 online USERRA Advisor

can be viewed at https://webapps.dol.gov/elaws/vets/userra

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 Publication Date — May 2022 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

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

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. mployer Support O The Guard And Reserve

#### CHILD LABOR LAWS MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

(7 a.m. and 7 p.m.)

(7 a.m. and 9 p.m.)

DIVISION OF LABOR STANDARDS

MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL REPORTS.

REQUIRED POSTER:

EMPLOYERS EMPLOYING WORKERS UNDER THE AGE OF 16 YOUTH EMPLOYMENT LIST Employers are required to post this list of employed youth under the age of 16 in the workplace **Non-School Shift** Name of Worker **School Term Shift** 

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

· Handling/maintaining power-driven machinery (with the exception of lawn/garden machinery in a domestic setting) (RSMo 294.011(7)(c), and RSMo 294.040(1)) Mining, quarrying, or stone cutting/polishing (except in jewelry stores) Transporting or handling Type A and B explosives or ammunition Operation of any motor vehicle

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

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

• Between 7 a.m. and 7 p.m. during the school term · Between 7 a.m. and 9 p.m. during non-school term No more than three hours a day on school days No more than eight hours a day on non-school days No more than six days or 40 hours in a week

ceptable Work Hours for 14 and 15 year olds

or heating

Please contact the Missouri Division of Labor Standards at (573) 751-3403, or e-mail us at  $\underline{YouthEmployment@}$ <u>labor.mo.gov</u> or go to <u>www.labor.mo.gov/DLS</u> if you have questions or need additional copies of this list. Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program. TDD/TTY: 800-735-2966 Relay Missouri: 711

### FMLA - FAMILY AND MEDICAL LEAVE ACT

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

Vhat 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 easons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for: The birth, adoption or foster placement of a child with you. Your serious mental or physical health condition that makes you unable to work, To care for your spouse, child or parent with a serious mental or physical health

greater family or medical leave rights. condition, and Certain qualifying reasons related to the foreign deployment of your spouse, child or State employees may be subject to certain limitations in pursuit of direct lawsuits parent who is a military servicemember. n eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicememb 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,

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 20 workweeks in the current or previous calendar year. You work for an elementary or public or private secondary school, or 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 by the Office of Personnel Management. ow 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 have at least 1,250 hours of service for your employer during the 12 months

before your leave, and

Marry or divorce?

Your tax credits? If you can answer "YES"...

Change your name?

Gain or lose a dependent?

Your itemized deductions?

need to file a new form W-4.

Were there major changes to...

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

COMMISSION ON

Your family wage income (you or your spouse started or ended a job)?

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was 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 FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides

What does my employer need to do? If you are eligible for FMLA leave, your emplover must: 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

Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of vour leave. 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.

vou 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 informa

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 file a private lawsuit against vour employer in court. Scan the OR code to learn



WAGE AND HOUR DIVISION

WH1420 REV 04/23

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with your employer did you.

See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS web site. Employer: Please post or publish this Bulletin Board Poster so that your employees will

o any of these questions or you owed extra tax when you filed your last return, you may Department of the Treasury Internal Revenue Service www.irs.gov

Private employers with six or more employees.

DISCRIMINATION

# DISCRIMINATION



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

Note: complaints must be filed within 180 days of the alleged discrimination. **CONTACT US** MISSOURI COMMISSION ON HUMAN RIGHTS

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

The statutory purpose of the Missouri Commission on Human Rights is to prevent and eliminate discrimination based on protected categories under the Missouri Human Rights Act (Act) in employment, housing, and places of public accommodations through education and the enforcement of the Act.

TDD/TTY: 800-735-2966

Relay Missouri: 711

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

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

DEPARTMENT OF LABOR
& INDUSTRIAL RELATIONS

DISCRIMINATION IN PUBLIC ACCOMMODATIONS

DISCRIMINATION **COMMISSION ON HUMAN RIGHTS** IN PLACES OF PUBLIC ACCOMMODATION IS PROHIBITED The Missouri Human Rights Act makes it illegal for places of public

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**CONTACT US** 

MISSOURI COMMISSION ON HUMAN RIGHTS

Email: mchr@labor.mo.gov

TAKE ACTION

**ILE A COMPLAINT** 

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accommodation to deny access to or treat someone unequally because of an individual's race, color, religion, national origin, ancestry, sex, or disability. Places of public accommodation include places or businesses offering or holding out to the general public goods, services, privileges, facilities, advantages, or accommodations for the peace, comfort, health, welfare, and safety of the general public or such public places providing food, shelter, recreation, and amusement. - Section 213.010(15), RSMo.

Restaurants Movies Theaters Sports Stadiums Gas Stations Bars Hotels/Motels Retail Schools · State, County, or City Facilities

DISCRIMINATORY PRACTICES PROHIBITED BY THE MISSOURI HUMAN RIGHTS **ACT INCLUDE:** Refusing to provide service

 If parking is provided, failing to provide adequate accessible parking spaces. • If a public restroom is provided, failing to provide an accessible public

• Failing to provide an accessible entrance.

# MCHR-7 (10-21) AI

### **WORKERS' COMPENSATION**

P.O. Box 58, Jefferson City, MO 65102 573-751-4231 **Insurance Company, Third** Name: Party Administrator,

Service Company, or

**Designated Individual If Self-Insured** The Missouri Division of Workers' Compensation (DWC) administers programs for workers who have been injured on the job or exposed to an occupational disease

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

arising out of and in the course of employment. The Division's Administrative Law Judges have the authority to approve settlements or issue awards after a hearing

employer representative \*Failure to do so may jeopardize your ability to receive benefits

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

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

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

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

average weekly wage along with funeral expenses up to \$5,000 from the employer/insurer. For additional information relating to survivor's benefits, including college scholarship opportunities for surviving children, please visit www.labor.mo.gov/DWC Additional Benefits for Occupational Diseases Due to Toxic Exposure - Permanent Total Disability and/or Death:

For Information relating to additional benefits available, please refer to the Division's website at <a href="https://www.labor.mo.gov/DWC/Injured\_Workers/benefits\_available">www.labor.mo.gov/DWC/Injured\_Workers/benefits\_available</a>.

\*\*Make sure your data is turned on and scan the QR Code with your smartphone's camera to go to the Division of Workers Compensation's Website



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

**EMPLOYER INFORMATION** 

With some exceptions, all employers with five or more employees, and construction industry employers with one or more employees, are required to insure their workers' compensation liability, either by purchasing a policy or obtaining selfinsurance authority. Workers' compensation insurance provides benefits to workers injured on the job. Employers also are required to post this notice in the workplace for employees to view. This poster is required by section 287.127, RSMo, and is available to employers and insurers free of charge by contacting the Division at 800-775-Comp. **Steps to Take When an Injury Occurs** 1. Be sure first aid is administered and the employee is taken to a physician or hospital for further medical care, if necessary.

2. Report the injury to the insurance company or Third Party Administrator (TPA) within five days of the date of injury or within five days of the date on which the injury was reported to the employer by the employee, whichever is later. The insurer, TPA, or Division approved self-insurer is responsible for filing a First Report of Injury with the Division of Workers' Compensation within 30 days of knowledge of the injury.

3. Pay medical bills related to the work injury to cure and relieve the employee of the effects of the injury. This includes all costs for authorized medical treatment, prescriptions, and medical devices. The employer has the right to choose the healthcare provider or treating physician. (The employee may select a different healthcare provider or treating physician, but if the employee does so, it may be at his/her own expense.) 4. For more liability and insurance information relating to the Workers' Compensation Program, visit www.labor.mo.gov/ DWC or call 800-775-COMP.

#### **Workplace Safety** Developing and implementing a comprehensive safety and health program can reduce occupational injuries and help lower workers' compensation costs. Insurance

carriers in the state of Missouri must provide safety assistance at the request of the insured employer. The Missouri Department of Labor evaluates these services and provides additional assistance through its Missouri Workers' Safety Program. Visit www.labor.mo.gov/MWSP or call 573-751-4231 for more information about these programs or for a registry of independent consultants who are certified in the state of Missouri to provide safety assistance.

**Employee Fraud** – knowingly making a claim for workers' compensation benefits to which an employee knows he/she is not entitled or knowingly presenting

multiple claims for the same occurrence with intent to defraud is a class E felony, punishable by a fine of up to \$10,000, or double the value of the fraud, whichever

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

is greater. A subsequent violation is a class D felony. **Employer Fraud** – knowingly misrepresenting an employee's job classification to obtain insurance at less than the proper rate is a class A misdemeanor. A subsequent violation is a class E felony. An employer who knowingly makes a false or fraudulent statement regarding an employee's entitlement to benefits to discourage the worker from making a legitimate claim or who knowingly makes a false or fraudulent material statement or material representation to deny benefits to a worker is guilty of a class A misdemeanor punishable by a fine of up to \$10,000. A subsequent violation is a class D felony. Insurer Fraud – knowingly and intentionally refusing to comply with workers' compensation obligations to which an insurance company or self-insurer knows an employee

is entitled is a class E felony, punishable by a fine of up to \$10,000 or double the value of the fraud, whichever is greater. A subsequent violation is a class D felony. **Employer Noncompliance** – knowingly failing to insure workers' compensation liability under the law is a class A misdemeanor punishable by a fine of up to three times the annual premium the employer would have paid had it beeninsured or up to \$50,000, whichever is greater. A subsequent violation is a class E felony. An employer who willfully fails to post the notice of workers' compensation at the workplace is guilty of a class A misdemeanor punishable by a fine of \$50 to \$1,000 or by imprisonment or both fine and imprisonment. Missouri Division of Workers' Compensation is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

> WC-106 (07-19) AI MO-0125-F04

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 Personnel Management or Congress.

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

After becoming aware that your need for leave is for a reason that may qualify under the



### WITHHOLDING STATUS

about our WHD

complaint process.

see it. Please indicate where they can get forms and information on this subject. Publication 213 (Rev. 8-2009) Cat. No. 11047P



national origin, ancestry, sex, disability, or age (40 through 69).

An employment agency includes any person or agency, public or private, regularly undertaking with or without compensation to procure employees for an employer or to procure for employees opportunities to work for an employer.

The Missouri Human Rights Act makes it illegal to discriminate in any aspect of employment because of an individual's race, color, religion,

 All apprenticeship or training programs All state and local government agencies. All labor organization. DISCRIMINATORY PRACTICES PROHIBITED BY THE MISSOURI HUMAN **RIGHTS ACT INCLUDE:** 

THE MISSOURI HUMAN RIGHTS ACT APPLIES TO:

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

Retailiating against an individual for filing a complaint of discrimination,

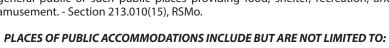
participating in a discrimination investigation or hearing, or opposing

· Hiring and firing; compensation, assignment, or classification of employees;

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

discriminatory practices. Discriminating in any aspect or employment against an individual because of the individual's association with a person in one of the protected





Being inaccesible to a person with a disability. Setting different terms or conditions for services or facilities. Failing to reasonably accommodate an individual's disability to allow the individual to use and enjoy the place of public accommodation.

Missouri Division of Workers' Compensation

relating to an injured employee's entitlement to benefits.

Benefits for Injured Employees