EMPLOYMENT LAWS

FEDERAL

FED

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

> **FEDERAL MINIMUM WAGE** \$7.25 PER HOUR **BEGINNING JULY 24, 2009**

OVERTIME PAY

At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.

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, nonmining, non-hazardous jobs under the following conditions: No more than

- 3 hours on a school day or 18 hours in a school week;
- 8 hours on a non-school day or 40 hours in a non-school week.

Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from June 1 through Labor Day, when evening hours are extended to 9 p.m. Different rules apply in agricultural employment.

TIP CREDIT

Employers of "tipped employees" must pay a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

ENFORCEMENT

The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Employers may be assessed civil money penalties of up to \$1,100 for each willful or repeated violation of the minimum wage or overtime pay provisions of the law and up to \$11,000 for each employee who is the subject of a violation of the Act's child labor provisions. In addition, a civil money penalty of up to \$50,000 may be assessed for each child labor violation that causes the death or serious injury of any minor employee, and such assessments may be doubled, up to \$100,000, when the violations are determined to be willful or repeated. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Act.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage and/or overtime
- Special provisions apply to workers in American Samoa and the Commonwealth of the Northern
- Some state laws provide greater employee protections; employers must comply with both.
- The law requires employers to display this poster where employees can readily see it.
- Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
- 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. For additional information:
- 1-866-4-USWAGE (1-866-487-9243)

TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor • Wage and Hour Division • WHD Publication 1088

Department of Labor **CHILD LABOR LAWS**

Each employer shall obtain and display the proper Child Labor Certificate(s) for each location where minors under the age of 18 are employed. To apply for a certificate(s) go to www.labor.alabama.gov.

Persons under 14 years of age SHALL NOT BE EMPLOYED

	Minors Age 14/15	Minors Age 16/17
Employment	Class I Certificate	Class II Certificate
Certificate	To employ minors age 14/15	To employ minors age 16/17
(Renewed		
Annually)		
Work Time	During the Months when Public Schools	During the Months when Public
Restrictions	are in Session	Schools are in Session
(Minors Under	No more than 3 hours on any school day	Minors 16-17-18 years old who are
age 19)	No more than 8 hours on a non-school day	enrolled in public or private school,
	No more than 6 days per week	may NOT work after 10pm or before
	No more than 18 hours per week	5am on an night preceding a school
	Not before 7am or after 7pm on Any Day of the Week	day.
	Not during school hours (8am-3pm)	
	During Months when Public Schools are	
	NOT in Session	
	No more than 8 hours per day	During Months when Public
	No more than 6 days per week	Schools are NOT in Session
	No more than 40 hours per week	Minors 16 and older do not have an
	Not before 7am or after 9pm each day	hour restriction during this time.
Breaks	A documented 30 minute break is required	No breaks are required for employees
	for any 14 or 15 year old who is employed	16 and older.
	for more than 5 hours continuously.	
Occupations	See AL §25-8-33 to 35 for a detailed list of	See AL §25-8-43 for a detailed list of
	prohibited occupations	prohibited occupations.
Record Keeping	Each employer must keep on premises an Employee Information Form (available	
	at <u>www.labor.alabama.gov</u>), Proof of Age , and Time Records showing the	
	number of hours worked each day, starting and ending times, and break times for	
	each employee 18 years of age and younger.	
*Children of parents who own their own business are NOT exempt from Alabama Child Labor Law		

Alcoholic Beverages Employees must be:

21 to serve alcoholic beverages for consumption on premises (19 if licensee is RVP certified). 16 and older may be employed in such establishments as busboys, janitors, dishwashers, cooks, hostesses, or seaters.

14 and 15 year old minors SHALL NOT work in any establishment that serves alcohol for consumption on premises. (Note: Members of the immediate family of the owner or operator who are 14 or 15 years of age may

be employed in such establishments provided they do not serve, sell, dispense, or handle alcohol) **Inspections by the Department of Labor**

The Department of Labor has the right to enter, without warrant or notice, any business establishment for the purpose of routine inspections. These visits shall be conducted as frequently as needed to ensure that minors are employed in compliance with this act. The department shall enforce this act and may administer fines and/or prosecution for any violation of this act.

This notice is to be posted in a conspicuous place. This notice is for reference only. For full text consult §25-8-32 to 63. Any difference in state or federal law regarding child labor, the law providing the most protection to the minor takes precedence.

FOR MORE INFORMATION CONTACT:

THE ALABAMA DEPARTMENT OF LABOR CHILD LABOR ENFORCEMENT

649 Monroe Street

Montgomery, AL 36131 (334) 353-1761 www.labor.alabama.gov

AL

America's Workforce Network **Your Job Insurance**

Workers in this establishment are covered by the Alabama Unemployment Compensation Law. YOU MAY BE ENTITLED TO BENEFITS IF:

(1) You become totally or partially unemployed under conditions defined by law and you are otherwise eligible and qualified for benefits and

(2) You are separated from your job through no fault of your own.

However, if you voluntarily leave your employment without good cause connected with your work of if you are discharged for "cause", your benefits may be postponed and reduced or entirely denied. IMPORTANT: Be sure that your employer is using your correct social security number;

if not, your claim may be delayed. When you become unemployed:

To file your unemployment claim, call toll free 1-866-234-5382 or file by internet at

To obtain general information concerning your rights to benefits for either total or partial unemployment, call toll free 1-800-361-4524 or write to the Alabama Department of Labor,

649 Monroe Street Montgomery, Alabama 36131, or log on to our website at

www.labor.alabama.gov. ALABAMA DEPARTMENT OF LABOR Alabama Administrative Code 480-4-2-.19 requires that this notice

be posted conspicuously

AL

Department of Labor

Unemployment Compensation Fraud Is A Crime Some examples of fraud include:

- Making false statements to obtain unemployment compensation Attempting to draw benefits while working
- Continuing to file a claim after returning to work Being paid "under the table" while collecting unemployment compensation

Up to a Class B Felony

Not being truthful when filing your initial or weekly claims

FRAUD IS STEALING!

FRAUD PENALTIES ARE SEVERE

- Fines of up to \$500 AND up to 12 months in jail for each fraudulent week claimed
- Mandatory ineligibility for up to a two year period To report fraud call 800-392-8019

Penalties noted above subject to Section 25-4-145 Code of Alabama (1975)

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I SEC POSTER-1 CAT#52405 FED

YOUR RIGHTS UNDER USERRA

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

REEMPLOYMENT RIGHTS

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

- you ensure that your employer receives advance written or verbal notice of your service; you have five years or less of cumulative service in the uniformed services while with that particular
- you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or under other than

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

- are a past or present member of the uniformed are obligated to serve in the uniformed service;
- have applied for membership in the uniformed

then an employer may not deny you:

- initial employment;
- promotion; or any benefit of employment
- retention in employment;

reemployment;

because of this status.

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

HEALTH INSURANCE PROTECTION

- 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
- Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.
- **ENFORCEMENT** 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 http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/elaws/userra.htm
- 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 of
- 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:
- http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel

Employer Support of the Guard and Reserve • 1-800-336-4590

FED

Equal Employment Opportunity is THE LAW

Private Employers, State and Local Governments, Educational Institutions, **Employment Agencies and Labor Organizations**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL Title VII of the Civil Rights Act of 1964, as amended,

protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship. **DISABILITY**

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

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

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful

employment practice. WHAT TO DO IF YOU BELIEVE

DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are

protected under Federal law from discrimination on the following bases:

REV. 10/2008

RACE, COLOR, RELIGION, SEX, NATIONAL

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all

aspects of employment. INDIVIDUALS WITH DISABILITIES

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

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE

MEDAL VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces

service medal was awarded). **RETALIATION**

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws. Any person who believes a contractor has violated

obligations under the authorities above should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337

(TTY). OFCCP may also be contacted by e-mail at

regional or district office, listed in most telephone

directories under U.S. Government, Department of

OFCCP-Public@dol.gov, or by calling an OFCCP

its nondiscrimination or affirmative action

Programs or Activities Receiving Federal Financial Assistance

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

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

receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance. EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

REV. 11/2009

AL

Workers' Compensation Information

EEOC-P/E-1

If you are injured on the job, or contract an occupational disease, notify your employer immediately. Your employer will advise you of the physician to see for authorized medical treatment.

WORKERS' COMP INSURANCE CARRIER _____

TELEPHONE NUMBER ASSISTANCE IS AVAILABLE UNDER THE ALABAMA WORKERS' COMPENSATION LAW INCLUDING

MEDIATION SERVICE. FOR INFORMATION CALL: 1-800-528-5166 ALABAMA DEPARTMENT OF LABOR

Workers' Compensation Division **649 Monroe Street** Montgomery, AL 36131 CODE OF ALABAMA, 1975, § 25-5-290(d), REQUIRES THAT THIS NOTICE BE POSTED IN ONE OR

MORE CONSPICUOUS PLACES IN YOUR BUSINESS. FORM WCC#1 **REV. 10/2012**

ALABAMA

UNDER THE FAMILY AND MEDICAL LEAVE ACT **Basic Leave Entitlement**

- FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following
- for incapacity due to pregnancy, prenatal medical care or child
 - to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

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Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered

- a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
- a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious

injury or illness.* *The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections

employment terms.

employer within 75 miles.

airline flight crew employees.

servicemember is:

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the

*Special hours of service eligibility requirements apply to

Definition of Serious Health Condition A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to

qualified family member from participating in school or other daily

EMPLOYEE RIGHTS AND RESPONSIBILITIES

a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of

continuing treatment.

Use of Leave An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave Employees may choose or employers may require use of accrued

paid leave policies. **Employee Responsibilities** Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as

practicable and generally must comply with an employer's normal

paid leave while taking FMLA leave. In order to use paid leave for

FMLA leave, employees must comply with the employer's normal

call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification

and periodic recertification supporting the need for leave. **Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer

must notify the employee. **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right

proceeding under or relating to FMLA.

provided under FMLA; and discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any

Enforcement An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective

leave rights. FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

The law does not preempt any provision of any State or local law

or any collective bargaining agreement which is more restrictive

numerous strict standards concerning the conduct and length of

the test. Examinees have a number of specific rights, including

the right to a written notice before testing, the right to refuse

Where polygraph tests are permitted, they are subject to

or discontinue a test, and the right not to have test results

The Secretary of Labor may bring court actions to restrain

violations and assess civil penalties up to \$10,000 against

violators. Employees or job applicants may also bring their own

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER

Occupational Safety

U.S. Department of Labor

and Health Administration

WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE

bargaining agreement which provides greater family or medical

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

with respect to lie detector tests.

disclosed to unauthorized persons.

EXAMINEE RIGHTS

ENFORCEMENT

For additional information:

TTY: 1-877-889-5627

1-866-4-USWAGE (1-866-487-9243)

WWW.WAGEHOUR.DOL.GOV

court actions.

For additional information:

REV. 02/2013

REV. 01/2012

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

U.S. Department of Labor • Wage and Hour Division • WHD Publication 1420

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

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. **PROHIBITIONS**

Employers are generally prohibited from requiring or requesting

any employee or job applicant to take a lie detector test, and

from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

employer.

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Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be

administered in the private sector, subject to restrictions, to

car, alarm, and guard), and of pharmaceutical manufacturers,

certain prospective employees of security service firms (armored

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

U.S. Department of Labor • Wage and Hour Division • WHD 1462

Employees: You have the right to notify your employer or OSHA about

- believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- under the OSH Act. You have the right to see OSHA citations issued to your employer. Your employer must post the citations at or near

the place of the alleged violations.

conditions.

have been reduced or eliminated. You have the right to copies of your medical records and

records of your exposures to toxic and harmful substances or

Your employer must post this notice in your workplace.

You must comply with all occupational safety and health

standards issued under the OSH Act that apply to your own actions and conduct on the job. **Employers:**

This free poster available from OSHA —



Free assistance in identifying and

correcting hazards or complying

penalty, through OSHA-supported

1-800-321-OSHA (6742)

www.osha.gov

OSHA 3165-02 2012R

with standards is available to

employers, without citation or

consultation programs in each

state.





It's the law!

workplace hazards. You may ask OSHA to keep your name

You have the right to request an OSHA inspection if you

- You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards
- You must furnish your employees a place of employment free from recognized hazards.

You must comply with the occupational safety and health

standards issued under the OSH Act.

The Best Resource for Safety and Health

To update your employment law posters contact J. J. Keller & Associates, Inc. JJKeller.com/employmentlaw 800-327-6868

This poster is in compliance with federal and state posting requirements. 41234

SCAN ME!

easily verify your

poster compliance status now