IF YOU ARE PREGNANT, HAVE A PREGNANCY-RELATED MEDICAL CONDITION, OR ARE RECOVERING FROM CHILDBIRTH, PLEASE READ THIS NOTICE.

recovery from childbirth or loss or end of pregnancy, and/

participating in an investigation or proceeding

with someone exercising their rights, or someone

assisting or encouraging someone else to exercise

accommodation) or pregnancy accommodation
What can You Do if You Believe Discrimination has

Occurred? Contact the EEOC promptly if you suspect

limits for filing a charge of discrimination (180 or 300)

Submit an inquiry through the EEOC's public portal:

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

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

the EEOC in any of the following ways

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

1-800-669-6820 (TTY)

www.eeoc.gov/field-office)

E-Mail info@eeoc.gov

a contractor has violated its nondiscrimination or affirmative action obligations under

odging credits in MW-2024, as well as in the IWC's industry and occupation orders.

The Office of Federal Contract Compliance Programs (OFCCP)

Visit an EEOC field office (information at

Additional information about the EEOC,

including information about filing a charge

of discrimination, is available at www.eeoc.gov

discrimination. Do not delay, because there are strict time

days, depending on where you live/work). You can reach

Conduct that coerces, intimidates, threatens, or interferes

 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 Job applicants • Union members and applicants for membership in a union rights regarding disability discrimination or pregnancy What Organizations are Covered? **What Employment Practices can be Challenged as** Most private employers • State and local governments (as employers) **Discriminatory?** All aspects of employment, including: Discharge, firing, or lay-off Educational institutions (as employers) issment (including unwelcome verbal o physical conduct) Staffing agencies What Types of Employment Discrimination are Illegal? Hiring or promotion Under the EEOC's laws, an employer may not discriminate Pay (unequal wages or compensation)
Failure to provide reasonable accommodation for a against you, regardless of your immigration status, on the disability; pregnancy, childbirth, or related medical

ColorReligion condition; or a sincerely-held religious belief, observance or practice Job training Classification

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

 Obtaining or disclosing genetic information Genetic information (including employer requests for, of employees Requesting or disclosing medical information or purchase, use, or disclosure of genetic tests, genetic

services, or family medical history) **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of enforces the nondiscrimination and affirmative action commitments of companies 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and doing business with the Federal Government. If you are applying for a job with, or are requires affirmative action to recruit, employ, and advance in employment, disabled an employee of, a company with a Federal contract or subcontract, you are protected veterans, recently separated veterans (i.e., within three years of discharge or release under Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as service medal veterans. Retaliation Retaliation is prohibited against a person who files a amended, prohibits employment discrimination by Federal contractors based on race, complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes color, religion, sex, sexual orientation, gender identity, or national origin, and requires discrimination by Federal contractors under these Federal laws. Any person who believes affirmative action to ensure equality of opportunity in all aspects of employment. Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, OFCCP's authorities should contact immediately: protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. **Disability** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, omotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access making reasonable accommodation to the known physical or mental limitations of an telecommunications relay services. OFCCP may also be contacted by submitting otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories iffirmative action to employ and advance in employment qualified individuals with under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage

disabilities at all levels of employment, including the executive level. at https://www.dol.gov/agencies/ofccp/contact. PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil which receive Federal financial assistance. Individuals with Disabilities Section 504 of Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the prohibits discrimination on the basis of race, color or national origin in programs or basis of disability in any program or activity which receives Federal financial assistance. activities receiving Federal financial assistance. Employment discrimination is covered by Discrimination is prohibited in all aspects of employment against persons with disabilities Title VI if the primary objective of the financial assistance is provision of employment, who, with or without reasonable accommodation, can perform the essential functions of or where employment discrimination causes or may cause discrimination in providing the job. If you believe you have been discriminated against in a program of any institution services under such programs. Title IX of the Education Amendments of 1972 prohibits which receives Federal financial assistance, you should immediately contact the Federal employment discrimination on the basis of sex in educational programs or activities agency providing such assistance. **CALIFORNIA MINIMUM WAGE** PLEASE POST NEXT TO YOUR IWC OR INDUSTRY OCCUPATION ORDER - OFFICIAL NOTICE

and IWC Industry and Occupation Orders California Minimum Wage MW-2025 Every employer, regardless of the number of employees, shall pay to each employee wages not less than the following: Effective January 1, 2025 Minimum Wage: \$16.50 per hour *See Sec. 2 below

U.S. Department of Labor

1_800_397_6251 (toll-free

200 Constitution Avenue, N.W.

Effective January 1, 2024 Minimum Wage: \$16.00 per hour Effective January 1, 2023 Minimum Wage: \$15.50 per hour **PREVIOUS YEARS EFFECTIVE DATE** Employers with 26 or More Employees * Employers with 25 or Fewer Employees* \$14.00 Employees treated as employed by a single qualified taxpayer pursuant to Revenue and Taxation 1. APPLICABILITY The provisions of this Order shall not apply to outside salespersons and individuals Code section 23626 are treated as employees of that single taxpayer. To employers and representatives who are the parent, spouse, or children of the employer previously contained in this Order and the IWC's industry and occupation orders. Exceptions and modifications provided by statute or in Section

egislation passed by the California Legislature, raising the minimum wage for all industries. (SB 3, Stats such provisions are enforceable and applicable to the employer. of 2016, amending section 1182.12. of the California Labor Code.) and, in 2023, raised the minimum

2. MINIMUM WAGES Every employer shall pay to each employee wages not less than those stated above, wage payable by certain Fast Food Restaurant employers (AB 1228, Stats. 2023) and Healthcare Facility on each effective date, per hour for all hours worked, except the following who shall pay no less than the specified minimum wage to each employee: Fast Food Restaurant employers under Part 4.5.5, of Division under Labor Code section 1182.13, the Department of Industrial Relations amends and republishes 2 of the Labor Code (commencing with Labor Code section 1474), effective April 1, 2024; and Healthcare Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2025. Section 1, Applicability, and Facility employers under Labor Code section 1182.14, effective October 16, 2024. Note: Supplements to Section 4, Separability, have not been changed. Consistent with these enactments, amendments this order containing minimum wage rates applicable for Fast Food Restaurant and Healthcare Facility this order containing minimum wage rates applicable for Fast Food Restaurant and Healthcare Facility are made to the minimum wage, and the meals and lodging credits sections of all of the IWC's employees, respectively, are available online at the website address in the Summary of Actions above. industry and occupation orders. This summary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the amended wage orders may be obtained by the employer's minimum wage obligation, the amounts so credited pursuant to a voluntary e at **https://www.dir.ca.gov/iwc** agreement may not be more than the following ocal Division of Labor Standards Enforcement office

SUMMARY OF ACTIONS TAKE NOTICE that on April 4, 2016, the Governor of California signed 1, Applicability, and in other sections of the IWC's industry and occupation orders may be used where

JANUARY 1, 2023 JANUARY 1, 2022 EFFECTIVE: **LODGING** \$70.53 Room occupied alon /week \$58.22 \$54.34 \$60.16 \$62.10 \$64.04 Apartment – two thirds (2/3) of the ordinary rental value, \$847.12 \$790.67 \$875.33 \$903.60 \$931.88 and in no event more than: /month Where a couple are both employed by the employer, two third: \$1253.10 \$1169.59 \$1294.83 \$1,336.65 \$1,378.49 (2/3) of the ordinary rental value, and in no event more than: /month /month /month /month /month \$5.42 \$5.06 \$5.60 \$5.78 \$5.96 \$7.47 \$6.97 \$7.72 \$7.97 \$8.22 \$10.02 \$9.35 \$10.35 \$10.68 sions thereof shall not be affected thereby, but shall continue to be given full force written agreement between the employer and the employee. When credit for meals or and effect as if the part so held invalid or unconstitutional had not been included herein. lodging is used to meet part of the employer's minimum wage obligation, the amounts 5. AMENDED PROVISIONS This Order amends the minimum wage and meals and

These Amendments to the Wage Orders shall be in effect as of January 1, 2025. be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining cement should be directed to the Labor Commissioner's Office. For the address and telephone number of the office nearest you, information can be found on the internet a www.dir.ca.gov/DLSE/dlse.html or under a search for "California Labor Commissioner's Office" on the internet or any other directory. The Labor Commissioner has offices in the following cities: Bakersfield, El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, and Van Nuys.

4. SEPARABILITY If the application of any provision of this Order, or any section, (See Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other

ubsection, subdivision, sentence, clause, phrase, word or portion of this Order should—changes to the IWC's industry and occupation orders

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

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

penalties may be assessed for each child labor violation that results in the death or serious **OVERTIME PAY** At least 1 ½ times your regular rate of pay for all hours worked over 40 injury of any minor employee, and such assessments may be doubled when the violations mined to be willful or repeated. The law also prohibits retaliating against o 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. 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 overtime pay provisions. Certain narrow exemptions also apply to the pump at apply in agricultural employment.

TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a 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. ipped 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 with both 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 are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage **PUMP AT WORK** The FLSA requires employers to provide reasonable break time for a and overtime pay protections and correctly classified independent contractors are not nursing employee to express breast milk for their nursing child for one year after the child's Certain full-time students, student learners, apprentices, and workers with disabilities pirth each time the employee needs to express breast milk. Employers must provide a may be paid less than the minimum wage under special certificates issued by the

place, other than a bathroom, that is shielded from view and free from intrusion from oworkers and the public, which may be used by the employee to express breast milk. **ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution 1-866-487-9243 Employers may be assessed civil money penalties for each willful or repeated violation of

non-mining, non-hazardous jobs with certain work hours restrictions. Different rules

benefit programs, which are available to you.

UNEMPLOYMENT INSURANCE NOTICE TO EMPLOYEES

our employer is registered with and reporting wages to the Employment Development Department (EDD) as required by law. Wages are used for the following

UNEMPLOYMENT INSURANCE Funded entirely by employer's taxes Provides partial wage replacement when you are unemployed or your hours are reduced due to no fault of your own. You must meet all eligibility requirements

to receive unemployment benefits.

Visit File for Unemployment (edd.ca.gov/unemployment) to learn how to apply for benefits.

DISABILITY INSURANCE Provides partial wage replacement when you are unable to work because of a non-work-related illness, injury, pregnancy, or disability. You must meet all eligibility

requirements to receive disability benefits. Visit <u>Disability Insurance</u> (edd.ca.gov/Disability/Disability_Insurance.htm) to learn how to apply for benefits

PAID FAMILY LEAVE Funded entirely by employees' contributions

Provides partial wage replacement when you need to take time off work to: Care for a seriously ill family member.

· Participate in a qualifying event because of a family member's military deployment to a foreign country.

Visit California Paid Family Leave (edd.ca.gov/PaidFamilyLeave) to learn how to apply for benefits. Note: Some employees may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to withhold facts to claim benefits.

For additional information, visit the **EDD** (edd.ca.gov). The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/

or alternate formats need to be made by calling 1-866-490-8879 (voice). TTY users, please call the California Relay Service at 711.

WHISTLEBLOWER PROTECTION ACT

WHISTLEBLOWERS ARE PROTECTED

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

Who is protected?

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

What is a whistleblower?

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

1. A violation of a state or federal statute,

2. A violation or noncompliance with a local, state or federal rule or regulation, or

3. With reference to employee safety or health, unsafe working conditions or work practices

in the employee's employment or place of employment. A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a

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

whistleblower and are protected. What protections are afforded to whistleblowers?

noncompliance with a state or federal rule or regulation.

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.

2. An employer may not retaliate against an employee who is a whistleblower or is

perceived to be a whistleblower. 3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or

4. An employer may not retaliate against an employee for having exercised their rights as a whistleblower in any former employment.

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

How to report improper acts

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

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

YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE

YOUR EMPLOYER* HAS AN OBLIGATION TO Reasonably accommodate your medical needs related or post-partum depression • PDL does not need to be taken all at once but can be to pregnancy, childbirth, or related conditions (such as temporarily modifying your work duties, providing you taken on an as-needed basis as required by your health care provider, including intermittent leave or a reduced with a stool or chair, or allowing more frequent breaks); Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of your pregnancy; Provide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment actions, such Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area to express breast milk in private as set forth in the Labor Code; and

pregnancy. FOR PREGNANCY DISABILITY LEAVE • PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical condition. Your health care provider determines how much time you will Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work in your same or a comparable position if you request a written guarantee. Your employer may require you to submit written medical certification from your health care provider substantiating PDL may include, but is not limited to, additional or more.

duration of your leave. Never discriminate, harass, or retaliate on the basis of **NOTICE OBLIGATIONS AS AN EMPLOYEE** emergency or unforeseeable.

work schedule

 Your leave will be paid or uppaid depending on your Please note that if you fail to give your employer employer's policy for other medical leaves. You may also reasonable advance notice or, if your employer requires be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department. At your discretion, you can use any vacation or other ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY paid time off during your PDL. RIGHTS ACT (CFRA) · Your employer may require or you may choose to use Under the California Family Rights Act (CFRA), if you have any available sick leave during your PDL. more than 12 months of service with an employer, and Your employer is required to continue your group health coverage during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the · Taking PDL may impact certain of your benefits and your seniority date; please contact your employer for

reasonable accommodation, transfer, or PDL is Development Department. foreseeable, or as soon as practicable if the need is an Provide a written medical certification from your health is no time to obtain it, your employer may require you to supply a written medical certification from your health California Relay Service (711) care provider of the medical need for your reasonable

Have a disability that requires a reasonable frequent breaks, time for prenatal or postnatal medical accommodation, transfer or PDL. If the need is an accommodation? CRD can assist you with your complaint appointments, and doctor-ordered bed rest, and covers emergency or unforeseeable, you must provide this For translations of this guidance, visit: conditions such as severe morning sickness, gestational certification within the time frame your employer diabetes, pregnancy-induced hyper-tension, preeclampsia, *PDL, CFRA leave, and anti-discrimination protections apply to employers of 5 or more employees; anti-harassment protections apply to employers of 1 or more. ** "Child" means a biological, adopted, or foster child, a stepchild, a lega ward, or a child of an employee or the employee's domestic partner, or a person to whom the employee stands in loco parentis. *** "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardial

have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may nave a right to a family care or medicál leave (CFŔA leave) This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child**, or for your own serious health condition or that of your child, parent***, spouse, domestic partner, grandparent, grandchild, sibling, or someone else related y blood or in family-like relationship with the employee • Give your employer reasonable notice. To receive ("designated person"). Employers may pay their employees reasonable accommodation, obtain a transfer, or take while taking CFRA leave, but employers are not required to

requests, unless it is not practicable for you to do so unde

the circumstances despite your diligent, good faith efforts

Your employer must provide at least 15 calendar days for

you to submit the certification. See if your employer has a

copy of a medical certification form to give to vour health

it, written medical certification of your medical need,

your employer may be justified in delaying your

reasonable accommodation, transfer, or PDL.

care provider to complete.

PDL, you must give your employer sufficient notice for do so, unless the employee is taking accrued paid time-off your employer to make appropriate plans. Sufficient while on CFRA leave. Employees taking CFRA leave may be notice means 30 days advance notice if the need for the eligible for benefits administered by Employment Civil Rights Department care provider. Except in a medical emergency where there calcivilrights.ca.gov/complaintprocess

FAMILY CARE AND MEDICAL LEAVE AND PREGNANCY DISABILITY LEAVE

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

many employees have the right to take job-protected leave, which is leave that will allow them to return to their Department. Taking CFRA leave may impact certain rules is grounds for, and may result in, deferral of the ob or a similar job after their leave ends. This leave may be employee benefits and senjority date. If employees want requested leave until the employee complies with this up to 12 work weeks in a 12-month period for the employee's own serious health condition the serious health condition of a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling, or someone else with a blood or family-like elationship with the employment ("designated person"); the birth, adoption, or foster care placement of a child. If an employee takes leave for their own or a family member's serious health condition, leave may be taken on an intermittent or reduced work schedule when medically

necessary, among other circumstances. Eligibility. To be eligible for CFRA leave, an employee nust have more than 12 months of service with their employer, have worked at least 1,250 hours in the 2-month period before the date they want to begin their leave, and their employer must have five or more Pay and Benefits During Leave. While the law provides only unpaid leave, some employers pay their employees during CFRA leave. In addition, employees may choose or employers may require) use of accrued paid leave while taking CFRA leave under certain circumstances. For additional translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

Under the California Family Rights Act of 1993 (CFRA), Employees on CFRA leave may also be eligible for employers, at least verbally, as soon as they learn of the benefits administered by the Employment Development need for the leave. Failure to comply with these notice more information regarding eligibility for a leave and/ notice policy. or the impact of the leave on seniority and benefits, they Certification. Employers may require certification from should contact their employer. Pregnancy Disability Leave. Even if an employee is not for pregnancy disability or for the employee's own serious eligible for CFRA leave, if disabled by pregnancy, childbirth health condition. Employers may also require certification or a related medical condition, the employee is entitled from the health care provider of the employee's family to take a pregnancy disability leave of up to four months, depending on their period(s) of actual disability. If the health condition, before granting leave to take care of that employee is CFRA-eligible, they have certain rights to take family member both a pregnancy disability leave and a CFRA leave for Want to learn more? Visit: calcivilrights.ca.gov/familyreason of the birth of their child.

Reinstatement. Both CFRA leave and pregnancy disability leave contain a guarantee of reinstatement for pregnancy disability it is to the same position and for CFRA it is to the same or a comparable position at the end of the leave, subject to any defense allowed under **Notice.** For foreseeable events (such as the expected birth of a child or a planned medical treatment for the Civil Rights Department employee or of a family member), the employee must calcivilrights.ca.gov/complair provide, if possible, at least 30 days' advance notice to their employer that they will be taking leave. For events California Relay Service (711)

an employee's health care provider before allowing leave member, including a designated person, who has a serious

If you have been subjected to discrimination harassment, or retaliation at work, or have been with the Civil Rights Department (CRD). TO FILE A COMPLAINT Toll Free: 800.884.1684 / TTY: 800.700.2320

TRANSGENDER RIGHTS IN THE WORKPLACE

THE RIGHTS OF EMPLOYEES WHO ARE TRANSGENDER OR GENDER NONCONFORMIN CALIFORNIA LAW PROTECTS TRANSGENDER AND GENDER NONCONFORMING PEOPLE FROM DISCRIMINATION, HARASSMENT, AND RETALIATION AT WORK. THES

ou may be eligible to receive be payable during recess periods if the Mandarin 1-866-303-0706

EMERGENCY INFORMATION

TIME OFF TO VOTE

ou think you will need time off to vote, you must notify your employer at least two working days prior to the election.

STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS - DIVISION OF LABOR STANDARDS ENFORCEMENT

PAY DAY NOTICE

(FIRM NAME

THIS IS IN ACCORDANCE WITH SECTIONS 204, 204A, 204B, 205, AND 205.5 OF THE CALIFORNIA LABOR

TITLE:

PLEASE POST

PAID SICK LEAVE

Division of Labor Standards Enforcement - Office of the Labor Commissioner
HIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ I

HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 • PAID SICK LEAVE

An employee who, on or after July 1, 2015, works in California for 30 or more days • An employee may use paid sick da

Other accrual plans that meet specified conditions, including PTO plans, may also • An employer may limit the use of paid sicl

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. A

employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the

ist of offices on our website http://www.dir.ca.gov/dlse/DistrictOffices.htm using the alphabetical listing of cities, locations, and communities. Staff is

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

need to file a new form W-4. See your

IRS at 1-800-829-3676. Now is the time to

get Publication 919. How Do I Adjust My Tax

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) • If advance notice is not possible, give notice as soon

ake **up to 12 workweeks** of FMLA leave in a 12-month period <u>must</u> also inform your employer if FMLA leave was previousl

employer for a copy of Form W-4 or call the on this subject.

If you can answer "YES"...

within a year from the beginning of employment is entitled to paid sick leave.

at the employee's regular wage rate. Accrual shall begin on the first day of

employment or July 1, 2015, whichever is later. Accrued paid sick leave shall carry

over to the following year of employment and may be capped at 80 hours or 10

An employer can also provide 5 days or 40 hours, whichever is greater, of paid

sick leave "up-front" at the beginning of a 12-month period. No accrual or carry

oyee. For additional information you may contact your employer or the local office of the Labor Comm

Posting is required by Title 8 Section 1512 (e), California Code of Regulations. State of California Department

ndustrial Relations-Cal/OSHA Publications - P.O. Box 420603, San Francisco, CA 94142-0603

FIRE - RESCUE:

ent Insurance benefits if you unemployed individual is in all other

institution(s).

I. Does California law protect transgender and to an employee making a discrimination complaint – to or failing to use that person's chosen name and pronouns gender nonconforming employees from employment their shifts. discrimination? Yes. All employees, job applicants, unpaid interns, volunteers, and contractors are protected rom discrimination at work when based on a protected characteristic, such as their gender identity, gender means that private employers with five or more employees may not, for example, refuse to hire or promote someone because they identify as – or are perceived to identify discrimination can occur at any time during the hiring or employment process. In addition to refusing to hire or promote someone, unlawful discrimination includes discharging an employee, subjecting them to worse working conditions, or unfairly modifying the terms of their employment because of their gender identity or gender

PROTECTIONS ARE ENFORCED BY THE CIVIL RIGHTS DEPARTMENT (CRD).

2. Does California law protect transgender and gender nonconforming employees from harassment at work? Yes. All employers are prohibited from harassing any mployee, intern, volunteer, or contractor because of their gender identity or gender expression. For example, employee who is undergoing a gender transition. Similarly, an employer can be liable when customers or other third parties harass an employee because of their gender identity or expression, such as intentionally referring to a genderonconforming employee by the wrong pronouns or name. 3. Does California law protect employees who complain about discrimination or harassment in the workplace? Yes. Employers are prohibited from retaliating against any employee who asserts their right under the law to be free from discrimination or harassment. For example, an or generating virtual profiles. While it may be appropriate For additional translations of this guidance, visit: <u>www.calcivilrights.ca.gov/posters/required</u>

full-time. and

January 2015

work, and looking for work.

Employees of Educational Institutions:

employees with work conditions similar to yours.

REGULAR PAY DAYS FOR EMPLOYEES OF:

SHALL BE AS FOLLOWS

over is required.

mployer did you...

Gain or lose a dependent

Were there major changes to..

Your non-wage income dividends, capital gains, etc.)?

Your family wage income (you

spouse started or ended a job) Your itemized deductions

Marry or divorce?

Since you last filed form W-4 with your

on wages earned while employed by a Insurance coverage.

Your medical records and records of exposure to toxic substances or harmful

Records of exposure to toxic substances or harmful physical agents of other

Safety Data Sheets (SDS) or other information that exists for chemicals or

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

State of California Department of Industrial Relation

Division of Occupational Safety and Health 1515 Clay Street, Suite 1901 Oakland, CA 94612

www.dir.ca.gov/dosh/dosh1.html

most appropriate for them? Yes. All employees have a chosen name and pronouns are respected to the greatest expression, sexual orientation, race, or national origin. This right to safe and appropriate restroom and locker room extent allowed by law facilities. This includes the right to use a restroom or locker

6. Does an employee have the right to dress in a way room that corresponds to the employee's gender identity, that corresponds with their gender identity and regardless of the employee's sex assigned at birth. In **gender expression?** Yes. An employer who imposes addition, where possible, an employer should provide an a dress code must enforce it in a non-discriminatory their gender in non-stereotypical ways. Employment easily accessible, gender-neutral (or "all-gender"), single manner. This means that each employee must be allowed user facility for use by any employee. The use of single stall to dress in accordance with their gender identity and restrooms and other facilities should always be a matter of expression. While an employer may establish a dress code choice. Employees should never be forced to use one, as a or grooming policy in accord with business necessity, all matter of policy or due to harassment. **5. Does an employee have the right to be addressed** of their gender identity or expression by the name and pronouns that correspond to their 7. Can an employer ask an applicant about their sex from their legal name and gender? Yes. Yes. Employees No. Employers may ask non-discriminatory questions have the right to use and be addressed by the name and such as inquiring about an applicant's employmen pronouns that correspond with their gender identity history or asking for professional references. But an or gender expression. These are sometimes known as interviewer should not ask questions designed to detect "chosen" or "preferred" names and pronouns. For example, a person's gender identity or gender transition history an employer can be liable if co-workers create a hostile an employee does not need to have legally changed their such as asking about why the person changed their work environment – whether in person or virtual – for an name or birth certificate, nor have undergone any type of name. Employers should also not ask questions about a gender transition (such as surgery), to use a name and/or person's body or whether they plan to have surgery

pronouns that correspond with their gender identity or Want to learn more? Visit: https://bit.ly/3hTG1EO gender expression. An employer may be legally obligated to use an employee's legal name in specific employment records, but when no legal obligation compels the use of a legal name, employers and co-workers must respect an employee's chosen name and pronouns. For example, some businesses utilize software for payroll and other administrative purposes, such as creating work schedules

accommodation? CRD can assist you with for the business to use a transgender employee's legal your complaint. EDD NOTICE TO EMPLOYEES NO SMOKING

employer commits unlawful retaliation when it responds name for payroll purposes when legally required, refusing

NOTICE TO EMPLOYEES UNEMPLOYMENT INSURANCE BENEFITS employer is registered under the public or nonprofit educational institution. The fastest way to file for Unemplo California Unemployment Insurance Code may not be paid during a school recess Insurance (UI) is with UI Online at www. and is reporting wage credits to the period if the employee has reasonable edd.ca.gov/UI_Online Employment Development Department assurance of returning to work at the end of You may also file for Unemploymen (EDD) that are being accumulated for you to the recess period (California Unemployment Insurance by calling toll-free from anywher be used as a basis for Unemployment Insurance Code section 1253.3). Benefits in the U.S. at: based on other covered employment may English 1-800-300-5616

respects eligible, and the wages earned in 1-800-547-2058 Unemployed or working less than other covered employment are sufficient to Cantonese 1-800-547-3506 establish an Unemployment Insurance TTY (nonvoice) 1-800-815-9387 Out of work due to no fault of your own and claim after excluding wages earned from a Note: Waiting to file a claim could delay physically able to work, ready to accept public or nonprofit educational benefits. EDD representatives are available Monday through Note: Some employees may be exempt Friday between 8 a.m. ployment Insurance benefits based from Unemployment and Disability and 12 noon

CALIFORNIA ELECTIONS CODE SECTION 1400

beginning on the 90th day of employment.

the oral or written request of anemploye

for themselves or a family member for th

health condition or preventive care, or

specified purposes for anemployee who is a

greater, in each year of employment.

the IRS website

MIRS

You do not have to share a medical diagnosis but mu

provide enough information to your employer so they can

determine whether the leave qualifies for FMLA protection. Yo

additional leave. Your employer may request certification fro

any federal or state law prohibiting discrimination or supersed

certification of a qualifying exigency. The FMLA does not affec

To any of these questions or you owed extra Bulletin Board Poster so that you

tax when you filed your last return, you may employees will see it. Please indicate

lover shall providé paid sick days upo

DLSE Paid Sick Leave Posting 11/2023

Employer: Please post or publish the

Spanish 1-800-326-8937

ACCESS TO MEDICAL AND EXPOSURE RECORDS BY CAL/OSHA REGULATION - GENERAL INDUSTRY SAFETY ORDER 3204 - YOU HAVE THE RIGHT TO SEE AND COPY: THESE RECORDS ARE AVAILABLE AT:

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



Reference: Section 6404.5 of the California State

The above information satisfies the requirements of GISO 3204 (g), which may



USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake nilitary service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from 🦙 🤺 discriminating against past and present members of the uniformed services, and applicants to the uniformed services EEMPLOYMENT RIGHTS You have the right to be reemployed in your civilian job if you leave HEALTH INSURANCE PROTECTION you ensure that your employer receives advance written or verbal notice of your service: existing employer-based health plan coverage for you and your dependents for up to 24 months you have five years or less of cumulative service in the uniformed services while with that

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

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 JSERRA rights, including testifying or making a statement in connection with a proceeding under · 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 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 Employer Support of The Salar And Reserve 1-800-336-4590 Office of Special Counsel

YOUR RIGHTS UNDER USERRA - THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

DISCRIMINATION

CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT

 MILITARY OR VETERAN STATUS NATIONAL ORIGIN (includes language AGE (40 and above) restrictions and possession of a driver's license COLOR ssued to undocumented immigrants) **DISABILITY** (physical, developmental, RACE (includes traits associated with race) mental health/psychiatric, and HIV/AIDS) such as hair texture and hairstyle) • **RELIGION** (includes religious dress and GENETIC INFORMATION **GENDER EXPRESSION** REPRODUCTIVE HEALTH **GENDER IDENTITY MARITAL STATUS** SEX/GENDER (includes pregnancy, **MEDICAL CONDITION** (geneti childbirth, breastfeeding and/or related

that job to perform service in the uniformed service and:

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

any benefit of employment, because of this status.

characteristics, cancer, or a record or

USERRA, even if that person has no service connection.

honorable conditions.

history of cancer) SEXUAL ORIENTATION THE FAIR EMPLOYMENT AND HOUSING ACT PROTECTS YOUR CIVIL RIGHTS AT WORK HARASSMENT The law prohibits harassment of employees, applicants, unpaid interns, volunteers and independent contractors by any person. This includes a prohibition against harassment based on any characteristic listed in this poster, including sexual harassment. The law prohibits harassment based on a single protected characteristic or a combination of two or more protected characteristics. All employers must take reasonable steps to prevent all forms of harassment, and

they must provide each employee with information about the illegal nature of sexual REMEDIES/FILING A COMPLAINT harássment and available legal remedies Employers with five or more employees and public employers must train their employees regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation. DISCRIMINATION/REASONABLE ACCOMMODATIONS

from discriminating based on any protected characteristic listed in this poster when making decisions about hiring, promotion, pay, benefits, terms of employment, layoffs, and other aspects of employment. The law prohibits discrimination based on a single protected characteristic or a combination of two or more protected characteristics. Employers cannot limit or prohibit the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation. . Employers cannot discriminate against an applicant or employee because they possess a California driver's license or ID issued to an undocumented person. Employers must reasonably accommodate the religious beliefs and practices of an TO FILE A COMPLAINT employee, unpaid intern, or job applicant, including the wearing of clothing, jewelry,

and facial or body hair that are part of an individual's observance of their religious belief Employers must reasonably accommodate an employee or job applicant with a disability to enable them to perform the essential functions of a job. Fmployers cannot discriminate or retaliate against an employee because of their status, or because of their family member's status, as a victim of domestic violence, sexual assault, stalking, and certain other types of violence — as long as the employer knows of this status. Employers must also provide such employees safety related reasonable accommodations. **ADDITIONAL PROTECTIONS**

more employees. Some exceptions may apply. These additional protections include: For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

The California Civil Rights Department (CRD) enforces laws that protect you from illegal discrimination and harassment in employment based on your actual or perceived: 1. Specific protections and hiring procedures for people with criminal histories who are looking for employment protections against discrimination based on an employee or job applicant's use of cannabis off the job and away from the workplace 2. Up to 12 weeks of job-protected leave to eligible employees to care for themselves, a family member (child of any age, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling) or a designated person (with blood or family-like relationship to mployee); to bond with a new child; or for certain urgent military needs 3. Up to five days of job-protected bereavement leave within three months of the death of a family member (child, spouse, parent, sibling, grandparent, grandchild, domestic partner,

> accommodations, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition 5. Up to five days of job-protected leave following a reproductive loss event (failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction) 6. Protections for an employee who takes time off work to serve on a jury, if they have given reasonable notice to the employer, or to testify in court Protections for an employee who takes time off work to go to court or seek legal relief (such as a restraining order) after they are the victim of a crime or certain types of violence Protections against retaliation when a person opposes, reports, or assists another person to oppose unlawful discrimination, including filing an internal complaint or a complaint

> 1. The law provides remedies for individuals who experience prohibited discrimination harassment, or retaliation in the workplace. These remedies can include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, expert witness

> harassment/retaliation. For those who are under the age of 18, complaints must be filed within three years after the last act of discrimination/harassment/retaliation or one year after their eighteenth birthday, whichever is later. If you have been subjected to discrimination, harassment, or retaliation at work, file

calcivilrights.ca.gov/complaintprocess Toll Free: 800.884.1684 / TTY: 800.700.2320 California Relay Service (711) Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

The Fair Employment and Housing Act is codified at Government Code sections 12900 -12999. The Government Code section 12950 and California Code of Regulations, title 2, section 11023, require all employer whose workforce at any facility or establishment consists of more than 10% of non-English speaking persons must also post this notice in the appropriate language or languages.

STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS | Division of Workers' Compensation **Notice to Employees--Injuries Caused By Work** You may be entitled to workers' compensation benefits if you are injured or become ill

njuries and illnesses. An injury or illness can be caused by one event (such as hurting your back in a fall) or by repeated exposures (such as hurting your wrist from doing the same efits. Workers' compensation benefits include Medical Care: Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, 3. See Your Primary Treating Physician (PTP). This is the doctor with overall medical equipment and travel costs that are reasonably necessary to treat your injury. You should never see a bill. There are limits on chiropractic, physical therapy and occupational Temporary Disability (TD) Benefits: Payments if you lose wages while recovering. For most

Permanent Disability (PD) Benefits: Payments if you do not recover completely and your niury causes a permanent loss of physical or mental function that a doctor can measure emental Job Displacement Benefit: A nontransferable voucher, if you are injured on or regular, modified, or alternative work. Death Benefits: Paid to your dependents if you die from a work-related injury or illness choose the doctor who will treat you for a job injury or illness. If eligible, you must tell your

structions, see the written information about workers' compensation that your employer is required to give to new employees. . Get Medical Care. If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or police department. If you need first aid, contact your employer . Report Your Injury. Report the injury immediately to your supervisor or to an employer representative. Don't delay. There are time limits. If you wait too long, you may lose you

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

If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state.

MPN Identification number: f you have questions about the MPN or want to file a complaint against the MPN, call the MPN Contact Person at: nination: It is illegal for your employer to punish or fire you for having a work injury or illness, for filing a claim, or testifying in another person's workers' compensation case.

Questions? Learn more about workers' compensation by reading the information that your employer is required to give you at time of hire. If you have questions, see your employer or the claims administrator (who handles workers' compensation claims for your employer): (Enter "self-insured" if appropriate) You can also get free information from a State Division of Workers' Compensation Information (DWC) & Assistance Officer. The nearest Information & Assistance Officer can be found

_ or by calling toll-free (800) 736-7401. Learn more information about workers' compensation online: www.dwc.ca.gov and access a useful booklet "Workers' Compensation in California: A Guidebook for Injured Workers'. False claims and false denials. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony and may be fined and imprisoned. Your employer may not be liable for the payment of workers' compensation benefits for any injury that arises from your voluntary

EMPLOYEE POLYGRAPH PROTECTION ACT

individuals engaged in national security-related activities. The Act permits polygraph (a own court actions. to certain prospective employees of security service firms (armored car, alarm, and JOB APPLICANTS CAN READILY SEE IT. guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement etc.) that resulted in economic loss to the employer. The law does not

using lie detector tests either for pre-employment screening or during the course which is more restrictive with respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous ROHIBITIONS Employers are generally prohibited from requiring or requesting any strict standards concerning the conduct and length of the test. Examinees have a employee or job applicant to take a lie detector test, and from discharging, disciplining, number of specific rights, including the right to a written notice before testing, the right r discriminating against an employee or prospective employee for refusing to take a to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons. **EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, the **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and aw does not apply to tests given by the Federal Government to certain private assess civil penalties against violators. Employees or job applicants may also bring their kind of lie detector) tests to be administered in the private sector, subject to restrictions, THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND

SAFETY AND HEALTH PROTECTION ON THE JOB

Department of Industrial Relations

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

POLLS ARE OPEN FROM 7:00 A.M. TO 8:00 P.M. EACH ELECTION DAY If you are scheduled to be at work during that time and you do not have sufficient time outside of working hours to yote at much time as you need to vote, but only two hours of that time will be paid. Your time off for voting can be only at the beginning or end of your regular work shift, whichever allows the most free time for voting and the least time off from your regular working shift, unless you make another arrangement with your employer. If three working days before the election

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

You must be aware of hazards your employees face on the job and keep records showing that each employee has been trained in the hazards unique to each job assignment. You must correct any hazardous condition that you know may result in injury to You must notify a local Cal/OSHA district office of any serious injury or illness, or emergency help to assist the injured employee. Failure to report a serious injury or

WHAT AN EMPLOYER MUST NEVER DO: Never permit an employee to do work that violates Cal/OSHA workplace safety and or fatality. Never permit an employee to be exposed to harmful substances without providing

adequate protection. Never allow an untrained employee to perform hazardous work.

EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS: As an employee, you (or someone acting for you) have the right to file a confidential complaint and request an inspection of your workplace if you believe conditions there

are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office If the investigation shows that the employer has violated a safety and health standard (see below). Your name is not revealed by Cal/OSHA, unless you request otherwise. You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/OSHA investigator inspecting your workplace. You and your designated representative have the right to access the employer's IIPP. Any Penalty amounts depend in part on the classification of the violation as regulatory,

unhealthful working conditions, or for otherwise exercising your rights to a safe and healthful workplace. If you feel that you have been fired or punished for exercising your rights, you may file a complaint about this type of discrimination by contacting the nearest office of the California Department of Industrial Relations, Division of Labor U.S. Department of Labor, Occupational Safety and Health Administration. (Employees Labor Commissioner's Office.) Consult your local telephone directory for the office

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

you must always obey state workplace safety and health laws.

guidance in obtaining information.

District Offices

Bakersfield

resno

Long Beach

Los Angeles

Modesto

Monrovia

Oakland

Redding

Sacramento

San Diego

Santa Ana

San Francisco

assure that continued approval ismerited.

customarily posted so everyone on the job can be aware of basic rights and Employers shall make available on a timely and reasonable basis a safety data sheet on employee's collective bargaining representative, or an employee's physician. exposure to potentially toxic materials or harmful physical agents.

or order. Cal/OSHA may issue a citation. Éach citation carries a monetary penalty and

Standards Enforcement (Labor Commissioner's Office) or the San Francisco office of the The law provides that employers may appeal citations within 15 working days of of state or local government agencies may only file these complaints with the California An employer who receives a citation, Order to Take Special Action, or Special Order must post it or a copy, including the enclosed multi-language employee notification, prominently at or near the place of the violation or unsafe condition for three working days, or until the unsafe condition is corrected, whichever is longer, to warn employees of danger that may exist there. Any employee may protest the time allowed for correction of the violation to the Division of Occupational Safety and

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

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

HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 – Telephone (510) 286-7000 3419 Broadway St., Ste. H8, American Canyon 94503 (707) 649-3700 Field / Area Offices

7718 Meany Ave., Bakersfield 93308 (661) 588-6400 1065 East Hillsdale Bl., Ste. 110, Foster City 94404 (650) 573-3812 39141 Civic Center Dr., Ste. 310, Fremont 94538 (510) 794-2521 (559) 445-5302 2550 Mariposa St., Rm. 4000, Fresno 93721 (424) 450-2630 1500 Hughes Way, Suite C-201, Long Beach 90810 320 West Fourth St., Rm. 820, Los Angeles 90013 (213) 576-7451 4206 Technology Dr., Ste. 3, Modesto 95356 (209) 545-7310 800 Royal Oaks Dr., Ste. 105, Monrovia 91016 (626) 239-0369 1515 Clay St., Ste. 1303, Box 41, Oakland 94612 (510) 622-2916 (530) 224-4743 381 Hemsted Dr., Redding 96002 1750 Howe Ave., Ste. 430, Sacramento 95825 (916) 263-2800

2 MacArthur Place, Ste. 720, Santa Ana 92707 6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401

(818) 901-5403

(714) 558-4451

Fresno

2550 Mariposa Mall, Rm. 3014 (559) 445-6800

our personal physician or the medical group after you are injured. nless you predesignated a personal physician or medical group. g Your Own Physician Before Injury or Illness (Predesignation). You may be able to 4. You may consult a licensed attorney to advise you of your rights under workers' compensation laws. In most instances, attorney's fees will be paid from your nployer, in writing, the name and address of your personal physician or medical group *befor* you are injured. You must obtain their agreement to treat you for your work injury. For 5. Medical Provider Networks, Your employer may be using an MPN, which is a group of health care providers designated to provide treatment to workers injured to your work injury, then you may go there to receive treatment from your

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

participation in any off-duty, recreational, social, or athletic activity that is not part of your work-related duties The Employee Polygraph Protection Act prohibits most private employers from preempt any provision of any State or local law or any collective bargaining agreement

All employers must provide work and workplaces that are safe and healthful. In other Employers who use any substance that is listed as a hazardous substance in California vords, as an employer, you must follow state laws governing job safety and health. Code of Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.html), or is covered Failure to do so can result in a threat to the life or health of workers, and substantial by the Hazard Communication standard (www.dir.ca.gov/title8/5194.html) must provide employees information on the hazardous chemicals in their work areas, access

meeting the requirements of California Code of Regulations, title 8, section 3203 Employees have the right to see and copy their medical records and records of Employers must allow access by employees or their representatives to accurate records of employee exposures to potentially toxic materials or harmful physical agents, and notify employees of any exposures in concentration or levels exceeding the exposure

limits allowed by Cal/OSHA standards. WHEN CAL/OSHA COMES TO THE WORKPLACE:

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

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)

 Fresno / Central Valley Fresno 93721 • La Palma / Los Angeles / Orange County

(909) 383-4321 464 West Fourth St., Ste. 332, San Bernardino 92401 (619) 767-2280 7575 Metropolitan Dr., Ste. 207, San Diego 92108 455 Golden Gate Ave., Rm. 9516, San Francisco 94102 (415) 557-0100

> (415) 557-0300 (916) 263-2803 (714) 558-4300 (626) 471-9122

may file a complaint with CRD. Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with CRD. Complaints must be filed within three years of the last act of discrimination,

a complaint with the Civil Rights Department (CRD).

CRD-E07P-ENG / January 2025 **WORKERS' COMPENSATION**

> within one working day after learning about your injury. Within one working day after you file a claim form, your employer or claims administrator must authorize the provision of all treatment, up to ten thousand dollars, consistent with the pplicable treatment guidelines, for your alleged injury until the claim is accepted responsibility for treating your injury or illness.
>
> • If you predesignated your personal physician or a medical group, you may see If your employer is using a medical provider network (MPN) or a health care organization (HCO), in most cases you will be treated within the MPN or HCO unless you predesignated a personal physician or medical group. An MPN is a group of physicians and health care providers who provide treatment to workers red on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information. your employer is not using an MPN or HCO, in most cases the claims

on the iob. If you have predesignated a personal physician or medical group prior edesignated doctor. If you are treating with a non-MPN doctor for an existing

CALOSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES:

to safety data sheets, and training on how to use hazardous chemicals safely. each hazardous substance in the workplace upon request of an employee, an

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

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

specifies a date by which the violation must be abated. A notice, which carries no monetary penalty, may be issued in lieu of a citation for certain non-serious violations. general, serious, repeat, or willful; and whether the employer failed to abate a previous violation involving the same hazardous condition. Base penalty amounts, penalty adjustment factors, and minimum and maximum penalty amounts are set forth in California Code of Regulations, title 8, section 336 (www.dir.ca.gov/title8/336.html). In addition, a willful violation that causes death or permanent impairment of the body of any employee can result, upon conviction, in a fine of up to \$250,000 or imprisonment up to three years, or both, and if the employer is a corporation or

Cal OSHA Consultation Services 2550 Mariposa Mall, Rm. 2005

• Oakland/ Bay Area 1515 Clay St., Ste 1103 (510) 622-2891 Oakland 94612 Sacramento / 1750 Howe Ave., Ste. 490, (916) 263-0704 Sacramento 95825 • San Bernardino 464 West Fourth St., Ste. 339 (909) 383-4567 San Bernardino 92401 San Diego / 7575 Metropolitan Dr., Ste. 204 (619) 767-2060 Imperial County San Diego 92108

Consultation Region Office

Board. Anyone desiring to register a complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor Tel: (415) 625-2547. OSHA monitors the operation of state plans to

(559) 445-6800 (714) 562-5525

6150 Van Nuys Blvd., Ste. 307 San Fernando Valley

Van Nuys 91401

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

ttained if you had not been absent due to military service or, in some cases, a comparable job f you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may ot deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • addition, an employer may not retaliate against anyone assisting in the enforcement of

If you are eligible to be reemployed, you must be restored to the job and benefits you would have

4. Up to four months of job-protected leave to employees disabled because of pregnancy, childbirth, or a related medical condition, as well as the right to reasonable

ees, reasonable attorney's fees and costs, punitive damages, and emotional distress 1. California law prohibits employers with five or more employees and public employers 2. If you believe you have experienced discrimination, harassment, or retaliation, you

regulations implementing the Act are at Code of Regulations, title 2, division 4.1 boards, in employment agency waiting rooms, union halls, and other places employ

right to benefits. Your employer is required to provide you with a claim form because of your job. Workers' compensation covers most work-related physical or mental

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

death, occurring on the job. Be sure to do this immediately after calling for A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to

Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of Industrial Relations, which has primary responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards

The birth, adoption or foster placement of a child with you. Your serious mental or physical health condition that makes a health care provider to verify medical leave and may request o care for your spouse, child or parent with a serious mental or Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember. An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness <u>may</u> take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember. You have the right to use or otherwise permitted, you may take FMLA leave intermittently n separate blocks of time, or on a reduced schedule by

s a federal law that provides eligible employees with **job-**protected leave for qualifying family and medical reasons. The

J.S. Department of Labor's Wage and Hour Division (WHD)

forces the FMLA for most employees. Eligible employees can

more information. FMLA leave is **not paid leave**, but you may hoose, or be required by your employer, to use any employe provided paid leave if your employer's paid leave policy covers the ason for which you need FMLA leave. ole to take FMLA leave? You are an eligible employee all of the following apply: ou have worked for your employer at least 12 months ou have at least 1,250 hours of service for your employer during the 12 months before your leave, and Your employer has at least 50 employees within 75 miles of rline flight crew employees have different "hours of service" rements. You work for a **covered employer** if <u>one</u> of the FMLA leave. If your employer determines that you are eligible

any state or local law or collective bargaining agreement the provides greater family or medical leave rights. State employee may be subject to certain limitations in pursuit of direct lawsuit regarding leave for their own serious health conditions. Mos deral and certain congressional employees are also covered b the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. FMLA leave, your employer must: Allow you to take job-protected time off work for a qualifyin Continue your group health plan coverage while you are on leav Allow you to return to the same job, or a virtually identical ic with the same pay, benefits and other working conditio including shift and location, at the end of Your employer cannot interfere with your FMLA rights of 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. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer <u>must</u> confirm whether you are eligible or not eligible

ollowing applies: your **employer must notify you in writing:**You work for a private employer that had at least • About your FMLA rights and responsibilities, and 50 employees during at least 20 workweeks in the current or • How much of your requested leave, if any, will be FMLA protected leave. You work for an elementary or public or private secondary school, or Where can I find more information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe You work for a public agency, such as a local, state or federal your rights under the FMLA have been government agency. Most federal employees are covered by violated, you may file a complaint with WHD Title II of the FMLA, administered by the Office of Personnel or file a private lawsuit against your employer in court. Scan the QR code to learn about How do I request FMLA leave? Generally, to request FMLA our WHD WAGE AND HOUR DIVISION Follow your employer's normal policies for requesting leave, OF LABOR Give notice at least 30 days before your need for FMLA leave, or WH1420 REV 04/23

Van Nuys **Regional Offices** San Francisco Sacramento Santa Ana Monrovia **SCAN ME**

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that are unforeseeable, employees should notify their Have a disability that requires a reasonable accommodation? CRD-100-21ENG / January 20

their supervisor, human resources staff, or CRD - by cutting if different from their legal name, on a shift schedule, nametag, instant messaging account, or work ID card 4. If bathrooms, showers, and locker rooms are sex- could be harassing or discriminatory. CRD recommend segregated, can employees choose the one that is that employers take care to ensure that each employee's employees must be held to the same standard, regardless

> TO FILE A COMPLAINT Civil Rights Department calcivilrights.ca.gov/complaintproces Toll Free: 800.884.1684 / TTY: 800.700.2320 CRD-E04P-ENG / December 2023



You must display this poster in a conspicuous place where notices to employees are

illness, or death, within 8 hours can result in a minimum civil penalty of \$5,000.

employee has the right to refuse to perform work that would violate an occupational safety or health standard or order where such violation would create a real and apparent hazard to the employee or other employees. You may not be fired or punished in any way for filing a complaint about unsafe or

HELP IS AVAILABLE:

San Bernardino

455 Golden Gate Ave., Rm 9516, San Francisco 94102 1750 Howe Ave., Ste. 440, Sacramento 95825 2 MacArthur Place, Ste. 720, Santa Ana 92707 800 Royal Oaks Dr., Ste. 105, Monrovia 91016

limited liability company, the fine may be up to \$1.5 million. receipt to the Occupational Safety and Health Appeals Board.

1 Centerpointe Dr., Ste. 150 La Palma 90623

(818) 901-5754