



## GUAM & FEDERAL LABOR LAW POSTER

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

**Know Your Rights: Workplace Discrimination is Illegal**  
The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

**Who is Protected?**

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

**What Organizations are Covered?**

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

**What Types of Employment Discrimination are Illegal?**

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably

**Opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding**

- Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding

**Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation**

**What can You Do if You Believe Discrimination has Occurred?** Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

**Submit an inquiry through the EEOC's public portal:**  
<https://publicportal.eeoc.gov/Portal/Login.aspx>

**Call** 1-800-669-4000 (toll free)  
1-800-669-6820 (TTY)  
1-844-234-5122 (ASL video phone)

**Visit an EEOC field office (information at [www.eeoc.gov/field-office](http://www.eeoc.gov/field-office))**

**E-Mail** [info@eeoc.gov](mailto:info@eeoc.gov)

Additional information about the EEOC, including information about filing a charge of discrimination, is available at [www.eeoc.gov](http://www.eeoc.gov).

### USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

**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 employer;
- 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 honorable conditions.

If you are eligible to be reemployed, you must be restoring 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**  
If you: are a past or present member of the uniformed service; have applied for membership in the uniformed service; or are obligated to serve in the uniformed service; then an employer may not deny you: initial employment; reemployment; retention in employment; promotion; or any benefit of employment, because of this status. 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 military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-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 <https://www.dol.gov/agencies/vets/>. An interactive online USERRA Advisor can be viewed at <https://webapps.dol.gov/elaws/vets/usa>
- 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 representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

Publication Date — May 2022

### FMLA - FAMILY AND MEDICAL LEAVE ACT

**EMPLOYEE RIGHTS UNDER THE GUAM FAMILY AND MEDICAL LEAVE ACT**  
22 GCA, Chapter 3, Article 6.

**LEAVE ENTITLEMENTS** Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care
- To care for a child (leave must be taken within one year of the child's birth or placement)
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition
- For the employee's own qualifying serious health condition
- Death of a family member of the employee
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

**BEREAVEMENT LEAVE** Eligible employees are entitled up to a total of fourteen (14) calendar days of family leave upon the death of each family member.

- Employees may require a death certificate or obituary
- "Family member" means the spouse of an employee, parent of an employee, the child of an employee, the sibling of an employee, or a person within one degree of consanguinity or affinity

**BENEFITS & PROTECTIONS** While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions. An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

**ELIGIBILITY REQUIREMENTS** An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for more than 12 months
- Have a minimum of 1,000 hours of service in the 12 months before taking leave
- Work for an employer who directly employs 20 or more employees in Guam

**REQUESTING LEAVE** Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

**EMPLOYER RESPONSIBILITIES** Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employer is not eligible, the employer must provide a reason for ineligibility. Employers must notify employees if leave will be designated as FMLA leave, and identify the amount of FMLA leave assigned.

For additional information or to file a complaint:  
**(671) 475-8071/8072/8070**  
Email: [wage-questions@dol.guam.gov](mailto:wage-questions@dol.guam.gov)  
Website: [dol.guam.gov/compliance/whd](http://dol.guam.gov/compliance/whd)  
Rev. 02.2026  
Guam Department of Labor Wage and Hour Division  
414 West Soledad Ave. Suite 401, GCIC Building

**WAGE AND HOUR RULES AND REGULATIONS REQUIRES EMPLOYERS TO DISPLAY THIS NOTICE WHERE EMPLOYEES CAN READILY SEE IT**

**EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS**

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

**Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin** Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

**Asking About, Disclosing, or Discussing Pay** Executive Order 11246, as amended, 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, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. 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 to the employer. 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 level.

**PROTECTED VETERAN STATUS** The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

**Retaliation** Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities 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)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <https://ofccp.helpdesk.dol.gov/>, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <https://www.dol.gov/agencies/ofccp/contact>.

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

ESGR Employer's Support of The Guard And Reserve 1-800-336-4590

### 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 by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

**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.

(Revised 6/27/2023)

### PREGNANT WORKERS FAIRNESS ACT

22 GCA Ch. 3 Article 8 (P.L. 36-118)  
Employers with more than 15 employees are **REQUIRED** to post a PWFFA notice in a conspicuous location.

**THE LAW AND COVERAGE**

**Be Ready!** PL. 36-118. The Pregnant Workers Fairness Act has been passed into law. Therefore, the law requires employers to eliminate discrimination and promote women's health and economic security by ensuring workplace accommodations for workers whose ability to perform the functions of a job are limited by Pregnancy or Childbirth.

The law covers the following:

- Any person who directly employs fifteen (15) or more persons to perform services for a wage or salary;
- The government of Guam, and any governmental entity, department, agency, commission, instrumentality, or public corporation, but excluding the United States Government.

**EMPLOYERS**

**It's unlawful:**

- For any employer to refuse to make reasonable accommodations to the known limitations related to the pregnancy or childbirth of an employee, unless the employer can demonstrate the accommodation would impose undue hardship;
- to require an employee affected by pregnancy or childbirth to accept an accommodation other than a reasonable accommodation;
- to deny employment opportunities to an individual if such denial is based on the need of the employer to make reasonable accommodations to the known limitations related to pregnancy or childbirth;
- to require an employee to take leave, whether paid or unpaid, if another reasonable accommodation can be provided to known limitations related to the pregnancy or childbirth of the employee;
- to take adverse action in terms, conditions, or privileges of employment against an employee on account of the employee requesting or using a reasonable accommodation to the known limitations related to the pregnancy or childbirth of the employee.

**REASONABLE ACCOMMODATIONS**

The adjustments, modifications, or changes made in an environment, policies, practices, or procedures to ensure that individuals with disabilities can fully participate in programs, services, or activities. To enable an individual with a disability to participate in the application process or to perform essential job functions. These accommodations are intended to provide equal opportunities, access, and full inclusion within the workplace.

**PENALTIES**

Under PL. 36-118, The Department is authorized to issue the following penalties for the violation of this Act: (1) Up to One Thousand Dollars (\$1,000.00) for the first offense; and (2) Up to Two Thousand Dollars (\$2,000.00) but not less than One Thousand Dollars (\$1,000.00) for subsequent offenses.

If you need more information or wish to report an employer that you believe has violated this law, please contact the GDOL FEPP Office at (671)300-4544/4612 or (671)475-7037

Guam Department of Labor  
414 West Soledad Ave. Suite 808 (8th Floor),  
GCIC Building Hagåtña, GU 96910  
Website: [dol.guam.gov](http://dol.guam.gov)

Fair Employment Practice Division  
Phone: (671)300-4544/4612 or 475-7037  
Email: [dol-fepp@dol.guam.gov](mailto:dol-fepp@dol.guam.gov)  
Website: [dol.guam.gov/compliance/fepp](http://dol.guam.gov/compliance/fepp)

This compliance poster is mandated by rules and regulations and is subject to change or interpretation. Please consult with our website or FEPP staff for specifics regarding this poster.

FEPP Rev. 01.24

### FAIR CHANCE HIRING PROCESS ACT

**Fair Chances Hiring Process Act**  
22 GCA Ch. 6 (P.L. 34-22)

**TO JOB APPLICANTS AND EMPLOYERS**

Employers with more than 15 employees are **REQUIRED** to post an FCHPA notice in a conspicuous location.

**THE LAW**

The Fair Chances Hiring Process Act requires employers to follow strict rules regarding the use of arrest and conviction records in hiring and employment decisions.

**COVERAGE**

The law covers job applicants and employees who would be or are performing work in Guam, and applies to employers who employ more than 15 employees.

**EXEMPTION**

**FCHPA shall not apply:** 1) where any federal or local law or regulation requires the consideration of an applicant's criminal history for the purpose of employment; 2) to any position designated by the employer as part of a federal or local government position or obligation that is designed to encourage the employment of those with criminal histories; or 3) to any position which requires that employee to work in close proximity of or provides programs, services, or direct care to minors.

**EMPLOYERS:**

**Shall not** request that a **police clearance or court clearance** be provided as part of an application for employment unless they have first made a conditional offer of employment.

**Shall not** make any **inquiry** about, or require the disclosure of, an applicant's arrest record or criminal case which resulted in a dismissal, expungement, sealing, or non-conviction.

**Shall not** make **reference** to any requirement for Police and/or Court Clearance in a job advertisement, job posting, interview, or by any other means, prior to extending a conditional offer of employment.

After a conditional offer of employment, an employer may only withdraw the conditional offer to an applicant based on a **legitimate business reason**.

If an applicant's conditional offer is terminated or an adverse action is taken against an applicant as a result of a pending criminal case or criminal history, an **applicant may request** that the employer provide **within 30 days**:

- Copies of all records used in considering the applicant or employee, including criminal records, and
- A written Statement of Denial which:
  - Articulates a legitimate business reason for withdrawal of conditional job offer;
  - Specifically demonstrates consideration of mandated factors;
  - Advises the applicant of their right to file an administrative complaint with Guam Department of Labor.
- Failure to provide a written Statement of Denial upon request shall create a rebuttable presumption that no legitimate business exists for denying the applicant's employment or taking an adverse action against an employee on the basis of a criminal history.

If you need more information or wish to report an employer that you believe has violated this law, please contact the GDOL FEPP Office at (671)300-4544/4612 or (671)475-7037

Guam Department of Labor  
414 West Soledad Ave.  
Suite 400, GCIC Building  
Hagatña, GU 96910

Fair Employment Practice Division  
Phone: (671)300-4544 or 475-7037  
Email: [dol-fepp@dol.guam.gov](mailto:dol-fepp@dol.guam.gov)  
Website: [dol.guam.gov/compliance/fepp](http://dol.guam.gov/compliance/fepp)

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FEPP Rev. 01.04.23

### FEDERAL MINIMUM WAGE

**EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT**

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

The law requires employers to display this poster where employees can readily see it.

**OVERTIME PAY** At least 1 1/2 times your regular rate of pay for all hours worked over 40 in a workweek.

**CHILD LABOR** An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work restrictions. Different rules apply in agricultural employment.

**TIP CREDIT** Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

**PUMP AT WORK** The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for her nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

**ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

**ADDITIONAL INFORMATION**

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR  
1-866-487-9343  
TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)

WH1088  
REV 07/16

### GUAM MINIMUM WAGE

**EMPLOYEE RIGHTS UNDER GUAM'S FAIR LABOR STANDARDS ACT**

**MINIMUM WAGE**

**\$9.25 PER HOUR**  
Effective September 01, 2021  
PURSUANT TO PUBLIC LAW 36-1

**EMPLOYMENT RECORDS**

The law requires employers to keep accurate records of "time worked" and wages paid for all employees. Such records must include the employee's full name, address, and social security number.

**WAGES TO BE PAID**

Wages for time worked, is due 7 (seven) days after the pay period ending.

**What if I...**

- ...was fired/terminated by my employer → ...due immediately upon termination
- ...voluntarily quit/resigned, walked out, abandoned work → ...due on the next regular pay day

**MEAL PERIODS**

An employee who is scheduled to work a period of 5 (five) hours or more, **must** be provided an unpaid and uninterrupted meal period of not less than 30 (thirty) minutes. If an employee is scheduled to complete a day's work of not more than 6 (six) hours, the meal period may be waived by mutual consent of the employee and the employer.

**OTHER RULES YOU SHOULD KNOW**

**OVERTIME**

Employees must be paid one and one-half (1.5) times their regular rate of pay for all hours worked over 40 (forty) in a workweek.

The Fair Labor Standards Act does not permit an employer to give "compensatory time off" in lieu of cash wages when employees work more than 40 (forty) hours during the standard 7-day workweek.

**DEDUCTIONS**

Other than deductions required by law (taxes, court ordered payments, etc.) the only permissible deductions from pay are:

- Agreed costs, or fair value of board, lodging, and other facilities
- Deductions authorized in writing by an employee for saving plans, cash advances, loans, benefit plan contributions, etc.

The law requires that employers must show, on a check stub or pay statement, all deductions taken from an employee's pay, and a copy of it must be given to the employee.

**TIPS AND GRATUITIES**

- "Tip credits" may not be used to meet the minimum wage
- Employers may not retain any portion of an employee's tip
- "Tip pooling/sharing" is an allowable practice, and an employer may not retain any of the tips for any other purpose
- A "service charge" or any other "compulsory charge for service," is not a tip. Such charges are a part of an employers gross receipts.

**CHILD LABOR**

- Youths aged **14-15 years old**, may work in various non-hazard jobs, but must obtain a **Minor's Certificate for Employment**.
- Youths aged **16-17 years old**, may work in various non-hazard jobs, and **do not need** to obtain a Minor's Certificate for Employment

Visit our website to view the full conditions for Child Labor.

Guam Department of Labor  
414 West Soledad Ave.  
GCIC Building Hagåtña, GU 96910

Fair Employment Practice Division  
Phone: (671)300-4544/4612 or 475-7037  
Email: [dol-fepp@dol.guam.gov](mailto:dol-fepp@dol.guam.gov)  
Website: [dol.guam.gov/compliance/fepp](http://dol.guam.gov/compliance/fepp)

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FEPP Rev. 01.24

### WITHHOLDING STATUS

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

- Marry or divorce?
- Gain or lose a dependent?
- Change your name?

**Were there major changes to...**

- Your nonwage income (interest, dividends, capital gains, etc.)?
- Your family wage income (you or your spouse started or ended a job)?
- Your itemized deductions?
- Your tax credits?

**If you can answer "YES"...**  
To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at [www.irs.gov/individuals](http://www.irs.gov/individuals) on the IRS website.

**Employer:** Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.

Department of the Treasury  
Internal Revenue Service [www.irs.gov](http://www.irs.gov)

Publication 213  
(Rev. 8-2009)  
Cat. No. 11047P

### PAYDAY NOTICE

**Regular Paydays for Employees of**

(Company Name)

Shall be as follows:

Weekly  Bi-Weekly  Monthly  Other \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT**

**OSHA CARES**

As an employee, you have the right to:

- A safe workplace
- Speak up about safety and health concerns without retaliation
- Report an injury or illness
- Training in a manner you understand
- Be provided required safety equipment
- Request an OSHA inspection and speak with the inspector
- File a complaint with OSHA about workplace hazards
- Free safety and compliance assistance from OSHA at any time

**THAT YOU GO HOME SAFE**

Call us at 800-321-OSHA or visit [OSHA.gov/workers](http://OSHA.gov/workers)

OSHA 3165-CR-2028

OSHA Occupational Safety and Health Administration  
OSHA.GOV

**Guam Department of Labor Wage and Hour Division**  
GCIC Building, Hagåtña

Phone: (671) 671-475-8071/8072/8070  
Email: [wage.questions@dol.guam.gov](mailto:wage.questions@dol.guam.gov)  
Website: [dol.guam.gov/compliance/whd](http://dol.guam.gov/compliance/whd)

Scan QR code for DOL's website

**STOP THE EVIL**  
LABOR TRAFFICKING VICTIMS ARE FORGED TO WORK FOR LITTLE TO NO PAY

MRFC 24/7 HOTLINE 671-475-0400  
HUMAN TRAFFICKING HOTLINE 888-373-7888

**WAGE AND HOUR RULES AND REGULATIONS REQUIRES EMPLOYERS TO DISPLAY THIS NOTICE WHERE EMPLOYEES CAN READILY SEE IT. FAILURE TO POST THIS NOTICE MAY RESULT IN PENALTIES.**

REV 02.2026

**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR  
1-866-487-9343  
TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)

WH1462 REV 07/16

OSHA 3165-CR-2028

OSHA Occupational Safety and Health Administration  
OSHA.GOV