NO SMOKING NOTICE

FAIR HOUSING ACT

WANTED: FAIR HOUSING

Without regard to race, religion, color, sex, race by association, national origin,

ancestry, familial status, disabilities, retaliation in the areas of sales, rentals,

financing and other terms and conditions.

KANSAS HUMAN RIGHTS COMMISSION AREA OFFICES

NO SMOKING

Smoking prohibited by state law.

www.KSsmokefree.org

1-877-416-8547

or parent who is a military servicemembe

the reason for which you need FMLA leave.

You work for a covered employer,

Office of Personnel Management.

following apply:

eave in a single 12-month period to care for the servicemember.

or week. Read Fact Sheet #28M(c) for more information

You have worked for your employer at least 12 months,

20 workweeks in the current or previous calendar year.

Your employer has at least 50 employees within 75 miles of your work location.

You work for a private employer that had at least 50 employees during at least

Airline flight crew employees have different "hours of service" requirements.

You work for an elementary or public or private secondary school, or

<mark>ow do I request FMLA leave?</mark> Generally, to request FMLA leave you <u>must</u>:

You work for a **covered employer** if **one** of the following applies:

Follow your employer's normal policies for requesting leave,

Give notice at least 30 days before your need for FMLA leave, or

f advance notice is not possible, give notice as soon as possible

EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL



Who is Protected?

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

 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)

• Employees (current and former), including

managers and temporary employees

· Staffing agencies **What Types of Employment Discrimination are** 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)

discrimination on the following bases:

of employment, including the executive level.

activities which receive Federal financial assistance.

The Department of Labor's Office of Federal Contract Compliance

Origin Executive Order 11246, as amended, prohibits employment

to ensure equality of opportunity in all aspects of employment.

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

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National

orientation, gender identity, or national origin, and requires affirmative action

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as

amended, protects applicants and employees of Federal contractors from

Disability Section 503 of the Rehabilitation Act of 1973, as amended, protects

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

Race, Color, National Origin, Sex In addition to the protections of Title VII

of 1964, as amended, prohibits discrimination on the basis of race, color or

national origin in programs or activities receiving Federal financial assistance.

under such programs. Title IX of the Education Amendments of 1972 prohibits

Employment discrimination is covered by Title VI if the primary objective of

the financial assistance is provision of employment, or where employment

employment discrimination on the basis of sex in educational programs or

WHAT TO DO IF AN INJURY OCCURS ON THE JOB

NOTIFY YOUR EMPLOYER IMMEDIATELY. Per K.S.A. 44-520, a claim

may be denied if an employee fails to notify their employer within the

earliest of the following dates: (A) 30 calendar days from the date of

accident or the date of injury by repetitive trauma; (B) if the employee no

longer works for the employer against whom benefits are being sought,

20 calendar days after the employee's last day of actual work for

Notice may be given orally or in writing. Where notice is provided orally,

if the employer has designated an individual or department to whom

notice must be given and such designation has been communicated in

writing to the employee, notice to any other individual or department

shall be insufficient under this section. If the employer has not designated

an individual or department to whom notice must be given, notice must

Where notice is provided in writing, notice must be sent to a supervisor

The notice, whether provided orally or in writing, shall include the time,

date, place, person injured and particulars of such injury. It must be

apparent from the content of the notice that the employee is claiming

benefits under the workers compensation act or has suffered a work-

BENEFITS. Benefits are paid by the employer's insurance carrier or

self insurance program. Benefits include medical treatment, partial

wage replacement for lost time and additional benefits if the injury

results in permanent disability. An employer is required to furnish all

necessary medical treatment and has the right to designate the treating

physician. If the employee seeks treatment from a doctor not authorized

by the employer, the employer or its insurance carrier is only liable up to

\$800.00 dollars for the unauthorized medical treatment.

Employer's Insurance Carrier (Compañía Aseguradora del Empleador)

Address (Dirección de la Aseguradora)

Känsäŝ

KANSAS DEPARTMENT OF LABOR

Workers Compensation Division/Ombudsman

401 SW Topeka Blvd., Suite 2, Topeka, KS 66603-3105

MAIN OFFICE TOPEKA:

900 S.W. JACKSON

SUITE 568-SOUTH

TOPEKA, KANSAS 66612-1258

Voice (785) 296-3206

Fax (785) 296-0589

TTY (785) 296-0245

Toll-Free (888) 793-6874

E-mail khrc@ks.gov

or manager at the employee's principal location of employment.

be provided to a supervisor or manager.

discrimination causes or may cause discrimination in providing services

of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act

discrimination based on inquiring about, disclosing, or discussing their

compensation or the compensation of other applicants or employees.

• Retaliation for filing a charge, reasonably opposing • Conduct that coerces, intimidates, threatens, or discrimination, or participating in a discrimination lawsuit, investigation, or proceeding · Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation **What Employment Practices can be Challenged**

as Discriminatory? All aspects of employment, including: • Discharge, firing, or lay-off • Harassment (including unwelcome verbal or physical conduct) Hiring or promotion

• 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

• 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

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

discrimination by Federal contractors based on race, color, religion, sex, sexual discrimination by Federal contractors under these Federal laws. Any person

qualified individuals with disabilities from discrimination in hiring, promotion, If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

WORKERS' COMPENSATION

This notice must be posted and maintained by the employer in one or more conspicuous places.

Workers Compensation Rights and Responsibilities

Your employer is subject to the Kansas Workers Compensation Law which provides compensation for job-related injuries.

This notice applies to dates of accidents on or after July 1, 2024.

Este aviso aplica a las fechas de los accidentes a partir de Julio 1, 2024.

WHERE TO GET HELP WITH YOUR CLAIM (DÓNDE CONSEGUIR AYUDA CON SU RECLAMO):

For questions about Workers Compensation Law, contact (Para preguntas acerca de la Ley de Compensación del Trabajador):

Persons with impaired hearing or speech utilizing a telecommunications device may access the above number(s) by using the Kansas Relay Center at (800) 766-3777.

KANSAS DEPARTMENT OF LABOR | 401 SW TOPEKA BLVD TOPEKA, KS 66603 | www.dol.ks.gov

DISCRIMINATION

KANSAS LAW PROVIDES

Equal opportunity in employment without regard to race, religion, color, sex, disability,

national origin, ancestry, or age. Genetic testing and screening is also prohibited.

Sex includes LGBTQ+, all derivatives of sex, and pregnancy. Age is 40 or more years.

If you have suffered discrimination in recruitment, hiring, placement, promotion,

transfer, training, compensation, layoff, or termination contact...

KANSAS HUMAN RIGHTS COMMISSION AREA OFFICES:

DODGE CITY OFFICE:

MILITARY PLAZA OFFICES

SUITE 220

100 MILITARY PLAZA

DODGE CITY, KS 67801-4945

Voice (620) 371-5681

Fax (620) 371-5682

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which

document(s) they will accept from an employee. The refusal to hire an individual because the

documents have a future expiration date may also constitute illegal discrimination.

For information, please contact The Office of Special Counsel for Immigration Related Unfair

Employment Practices Office at 800-255-7688.

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 penalties may also be assessed for violations of the FLSA's child labor

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

information about filing a

charge of discrimination, is

available at www.eeoc.gov.

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

three years of discharge or release from active duty), active duty wartime or

Retaliation Retaliation is prohibited against a person who files a complaint

who believes a contractor has violated its nondiscrimination or affirmative

action obligations under OFCCP's authorities should contact immediately:

of discrimination, participates in an OFCCP proceeding, or otherwise opposes

to access telecommunications relay services. OFCCP may also be contacted by

https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district

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

financial assistance, you should immediately contact the Federal agency

discriminated against in a program of any institution which receives Federal

QUE HACER SI UNA LESIÓN OCURRE EN EL TRABAJO

NOTIFIQUE A SU EMPLEADOR INMEDIATAMENTE. De acuerdo con el

rtículo de ley K.S.A. 44-520, un reclamo puede ser negado si el empleado

o notifica a su empleador dentro del antes de las siguientes fechas:

(A) **30 días** a partir de la fecha del accidente o la fecha de la lesión debido a

trauma por movimientos repetitivos; (B) si el empleado está trabajando con

en contra del cual se están buscando beneficios, **20 días** después del último

día de trabajo para dicho empleador.

l empleador en contra del cu si el empleado ya no trabaja para el empleador

El aviso puede darse oralmente o por escrito. Donde el aviso se da

ralmente, si el empleador ha designado un individuo o departamento a

quien el aviso se debe dar y tal designación ha sido comunicada por escrito

empleado, aviso a cualquier otro individuo o departamento deberá ser

insuficiente bajo esta sección. Si el empleador no ha designado a un

individuo o departamento a quien se debe dar el aviso, el aviso puede darse

upervisor o gerente de la oficina principal de empleo del trabajador.

Donde el aviso se hace por escrito, el aviso debe ser enviado a un

El aviso, sea que se haga oralmente o por escrito, debe incluir la hora,

echa, lugar, persona lesionada y detalles de tal lesión. Debe ser visible a

partir del contenido del aviso, que el empleado está reclamando beneficios

ajo la ley de compensación del trabajador o que ha sufrido una lesión

BENEFICIOS. Los beneficios son pagados por la compañía aseguradora

del empleador o programa de seguro propio. Los beneficios incluyen

ratamiento médico, reemplazo de sueldo parcial por tiempo perdido y

eneficios adicionales si la lesión resulta en incapacidad permanente. El

mpleador debe proporcionar todo el tratamiento médico necesario y tiene el

lerecho de designar el doctor para dicho tratamiento. Si el empleado busca

ratamiento con un doctor que no ha sido autorizado por el empleador, el

empleador o su compañía aseguradora serán responsables de pagar solamente

Telephone (Teléfono de la Aseguradora)

Website: dol.ks.gov/workers-compensation/overview

WICHITA OFFICE:

300 W. DOUGLAS

SUITE 220

WICHITA, KS 67202

Voice (316) 337-6270

Fax (316) 337-7376

K-WC 40-A (10-24)

Phone: (800) 332-0353 or (785) 296-4000

los primeros \$800.00 dólares para tratamiento médico no autorizado.

Email: KDOL.wc@ks.gov

(Revised 6/27/2023)

office, listed in most telephone directories under U.S. Government,

Department of Labor and on OFCCP's "Contact Us" webpage at

employment, disabled veterans, recently separated veterans (i.e., within

campaign badge veterans, or Armed Forces service medal veterans.

The Office of Federal Contract Compliance Programs (OFCCP)

submitting a question online to OFCCP's Help Desk at

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

U.S. Department of Labor

Washington, D.C. 20210

providing such assistance.

1-800-397-6251 (toll-free)

200 Constitution Avenue, N.W.

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

Topeka, KS 66612 www.eeoc.gov/field-office) Voice (785) 296-3206 Fax (785) 296-0589 E-Mail info@eeoc.gov TTY (785) 296-0245 Toll-Free (888) 793-6874 Additional information about the EEOC, including

DODGE CITY OFFICE: Military Plaza Office, Suite 220 100 Military Plaza Dodge City, KS 67801 (620) 225-4804 Fax (620) 225-4986

WICHITA OFFICE: 300 W. Douglas, Suite 220 Wichita, KS 67202 Voice (316) 337-6270 Fax (316) 337-7376

PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name) Shall be as follows:

Bi-Weekly

Other

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

MAIN OFFICE TOPEKA:

900 S.W. Jackson, Suite 568-South

Weekly

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-

Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS **Employer:** Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get

Department of the Treasury

forms and information on this subject.

Internal Revenue Service www.irs.gov

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

UNEMPLOYMENT INSURANCE

Unemployment Insurance Notice for Workers

El Seguro de Desempleo Aviso Para el Trabajador Unemployment Insurance (UI) is a program that provides temporary financial assistance to workers who have lost

their jobs through no fault of their own. Funding for UI Benefits comes from taxes paid by employers.

El Seguro de Desempleo es un programa que proporciona asistencia financiera temporal a los trabajadores que han perdido sus empleos por causas ajenas a su voluntad. Los fondos para los beneficios del seguro de desempleo provienen de los impuestos pagados por los empleadores

Qualifications

You must be **able to work, available for work** and **seeking suitable employment** to be eligible for Unemployment Insurance benefits. You must also have adequate work history and meet wage requirements.

UI benefits are intended to replace some of the income you lost to assist with basic needs until you find new work. You must also comply with weekly job search requirements, and participate in reemployment service activities to receive benefits.

Filing a Claim

Create an account at **KansasUI.gov** to file a claim. Submit a weekly certification for each week you're not working full time. Log in to your account to check your eligibility status. For assistance, call the contact center.

Apply at KansasUI.gov

KDOL Contact Center

785-575-1460

Toll Free: 800-292-6333

Monday - Wednesday & Friday: 8 a.m. - 4 p.m.

Thursday: 8 a.m. - 3:15 p.m.

Closed state holidays

Calificaciones Debe ser capaz de trabajar, estar disponible para

trabajar y buscar un empleo adecuado para ser elegible para los beneficios del Seguro de Desempleo. También debe tener un historial laboral adecuado y cumplir con los requisitos salariales.

Los beneficios del UI están destinados a reemplazar algunos de los ingresos que perdió y retenerlo hasta que encuentre un nuevo trabajo. También debe cumplir con los requisitos de búsqueda de empleo semanal y participar en actividades de servicio de reempleo para recibir beneficios.

Presentación de una reclamación

Crear una cuenta en <u>KansasUI.gov</u> para presentar su reclamo. Envie una certificación semanal por cada semana que no trabaje tiempo completo. Inicie sesión en su cuenta para verificar su estado de elegibilidad. Para obtener ayuda, llame al centro de contacto.

Aplicar en KansasUl.gov

KDOL Centro de Contacto Número gratuito: 800-292-6333 lunes - miércoles & viernes: 8 a.m. - 4 p.m. jueves: 8 a.m. - 3:15 p.m. Días festivos estatales cerrados

Kansas

Kansas Department of Labor | 401 SW Topeka Blvd, Topeka, KS 66603 | dol.ks.gov

K-CNS 405-A (12-24)

HUMAN TRAFFICKING

Are you or someone you know being sold for sex or forced to work for little or no pay and cannot leave? There is a way out. Here's how:

Contact the National Human Trafficking Resource Center Call 1-888-373-7888 toll free and confidential or text HELP or INFO to Befree (233733)

The Hotline and Text line can be used to: Get help, report a tip, connect with anti-trafficking services in your area, and to request training and technical assistance, general

information or specific anti-trafficking resources. The National Human Trafficking Resource Center is a national, toll-free hotline available to answer calls and texts from anywhere in the country, in English, Spanish, and more than 200 additional languages through an interpreter, 24 hours a day, 7 days a week, every day of the

> Human trafficking situations can be dangerous to you and to victims if you attempt to intervene. If you suspect human trafficking, call the Hotline or 1-800-KS-CRIME. If it is an emergency situation, call 911.

Comuníquese con el Centro Nacional de Recursos contra la Trata de Personas Llame al 1-888-373-7888. Es gratis y confidencial.

Puede usar la línea directa y la línea de mensaje de texto para: obtener ayuda, informar de una pista, comunicarse con los servicios contra la trata de su zona y pedir capacitación y asistencia técnica, información general o recursos específicos contra la trata.

O envíe un mensaje de texto con la palabra "AYUDA" o "INFO" al número BeFree (233733)

El Centro Nacional de Recursos contra la Trata de Personas es una línea directa nacional gratis disponible para responder llamadas y mensajes de texto desde cualquier lugar del país, en inglés, español y más de 200 idiomas adicionales a través de un intérprete, las 24 horas del día, los 7 días de la semana, todos los días del año. Las situaciones de trata de personas pueden ser peligrosas tanto para usted como

para las víctimas si intenta intervenir. Si sospecha de un caso de trata de personas, llame a la línea directa o al 1-800-KS-CRIME. Si es una situación de emergencia, llame al 911.

Provided by **Kansas Attorney General Derek Schmidt** 1-800-828-97 45 (8 a.m. - 5 p.m. Central Time) Proporcionado por Fiscal general de Kansas, Derek Schmidt 1-800-828-9745 (de 8:00 a. m. a 5:00 p .m., hora central)





STOP HUMAN TRAFFICKING IN KANSAS

1-888-373-7888



1-888-373-7888

Kansas



"BeFree" to 233733



HumanTraffickingHotline.org



Contact the National Human

Trafficking Hotline to:

✓ Get help.

to visit the website

If you or someone you know is a victim of human trafficking, there is help. Know the Signs Are you being forced to work against your will?

Are you threatened or tricked by your boss? Are you required to live with your employer?

Report Suspicious Activities • Minor accompanied by an unrelated older adult who exerts excessive control or seems overly possessive. · Lack of personal freedom. • Tattoos or branding suggesting ownership. • Signs of fear, submissiveness or paranoia around authority.

• Required to earn a certain amount of money per day.

✓ Find services. ✓ Report a tip. ✓ Learn about your options. If you or someone you know is in immediate danger, call 911.

Your actions can make a difference in someone's life. KANSAS DEPARTMENT OF LABOR | 401 SW TOPEKA BLVD TOPEKA, KS 66603 | www.dol.ks.gov

FMLA - FAMILY AND MEDICAL LEAVE ACT

Your Employee Rights Under the Family and Medical Leave Act

Vhat is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that 🔝 You do not have to share a medical diagnosis but must provide enough information provides eligible employees with job-protected leave for qualifying family and to your employer so they can determine whether the leave qualifies for FMLA nedical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. ligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month Your **employer** may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. The birth, adoption or foster placement of a child with you, The FMLA does not affect any federal or state law prohibiting discrimination or Your serious mental or physical health condition that makes you unable to work, To care for your spouse, child or parent with a serious mental or physical health greater family or medical leave rights.

supersede any state or local law or collective bargaining agreement that provides State employees may be subject to certain limitations in pursuit of direct lawsuits Certain qualifying reasons related to the foreign deployment of your spouse, child regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction An eligible employee who is the spouse, child, parent or next of kin of a covered of the U.S. Office of Personnel Management or Congress. ervicemember with a serious injury or illness may take up to 26 workweeks of FMLA What does my employer need to do? If you are eligible for FMLA leave, your You have the right to use FMLA leave in **one block of time.** When it is medically employer must: Allow you to take job-protected time off work for a qualifying reason, necessary or otherwise permitted, you may take FMLA leave intermittently in Continue your group health plan coverage while you are on leave on the same basis separate blocks of time, or on a reduced schedule by working less hours each day

as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, FMLA leave is **not paid leave**, but you may choose, or be required by your employer, benefits and other working conditions, including shift and location, at the end of to use any employer-provided paid leave if your employer's paid leave policy covers Your **employer cannot interfere with your FMLA rights** or threaten or punish you **Am I eligible to take FMLA leave?** You are an **eligible employee** if <u>all</u> of the 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 must confirm whether you are eligible or not eligible for You have at least 1,250 hours of service for your employer during the 12 months FMLA leave. If your employer determines that you are eligible, your employer must

notify you in writing: About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information Call 1-866-487-9243 or visit dol.gov/fmla to learn more If you believe your rights under You work for a public agency, such as a local, state or federal government agency. the FMLA have been violated, Most federal employees are covered by Title II of the FMLA, administered by the you may file a complaint with WHD or file a private lawsuit against vour employer in court. Scan the OR code to learn









EMPLOYEE POLYGRAPH PROTECTION ACT

about our WHD

complaint process.

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous using lie detector tests either for pre-employment screening or during the course strict standards concerning the conduct and length of the test. Examinees have a mployee or job applicant to take a lie detector test, and from discharging, disciplining, r discriminating against an employee or prospective employee for refusing to take a **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and test or for exercising other rights under the Act. **XEMPTIONS** Federal, State and local governments are not affected by the law. Also, the own court actions. w does not apply to tests given by the Federal Government to certain private ndividuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restriction to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms ho are reasonably suspected of involvement in a workplace incident (theft embezzlement, etc.) that resulted in economic loss to the employer. The law does not

eempt any provision of any State or local law or any collective bargaining agreement

which is more restrictive with respect to lie detector tests.

7 a.m.

Hazardous Occupations

Kansas City, KS 66101

FEDERAL

Kānsaš

number of specific rights, including the right to a written notice before testing, the right ONS Employers are generally prohibited from requiring or requesting any to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons assess civil penalties against violators. Employees or job applicants may also bring their

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. WAGE AND HOUR DIVISION



CHILD LABOR LAWS

CHILD LABOR LAWS NOTICE

Kansas Hour Restrictions

This poster is only required to be displayed if you employ youth under 18 years of age and are NOT covered under the federal Fair Labor Standards Act (FLSA). Employers not covered by the FLSA are required to follow Kansas child labor laws. If you have a question as to which law (federal or state) applies, contact the Federal Wage and Hour office. Most employers are covered by the FLSA and follow federal child labor laws.

There are no hour restrictions for minors ages 16 and 17. **Hour Restrictions for minors ages 14 and 15:**



dol.gov/agencies/whd/flsa

10 p.m.

May not work after (except on nights that do not precede a school day)

40 hours per week No child under 18 can be employed in any occupation declared hazardous by the U.S. Secretary of Labor. Limited exemptions apply. For more info, visit dol.gov/agencies/whd/child-labor

K-ESLR 100 (10-24)

Maximum Hours

8 hours per day

For information on federal laws and guidelines, contact: **U.S. Department of Labor Office** Wage and Hour Division (913) 551-5721 401 SW Topeka Blvd. Toll Free (866) 487-9243 400 State Ave., Suite 1010

For information or answers regarding Kansas state law, contact: Kansas Department of Labor

(785) 296-5000, opt. 5 <u>dol.ks.gov</u>

KANSAS DEPARTMENT OF LABOR | 401 SW TOPEKA BLVD TOPEKA, KS 66603 | www.dol.ks.gov

EQUAL OPPORTUNITY IN PUBLIC ACCOMMODATIONS

KANSAS LAW PROVIDES EQUAL OPPORTUNITY IN PUBLIC ACCOMMODATIONS

Without regard to:

RACE, RELIGION, COLOR, SEX, DISABILITY, NATIONAL ORIGIN, OR ANCESTRY IN THE FULL AND EQUAL USE AND ENJOYMENT OF GOODS, SERVICES, AND FACILITIES OFFERED BY PLACES OF PUBLIC ACCOMMODATIONS WITHIN THE STATE OF KANSAS

"Protecting your rights under the law"

report discrimination to: KANSAS HUMAN RIGHTS COMMISSION AREA OFFICES:

DODGE CITY OFFICE: 900 S.W. Jackson Suite 568 South Topeka, Kansas 66612 Military Plaza Offices Suite 220 Voice (785) 296-3206 Fax (785) 296-0589

100 Military Plaza, Dodge City, Kansas 67801 Voice (620) 225-4804 Fax (620) 225-4986

WICHITA OFFICE: 300 W. Douglas Suite 220 Wichita, Kansas 67202 Voice (316) 337-6270 Fax (316) 337-7376

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

YOUR RIGHTS UNDER USERRA

MAIN OFFICE TOPEKA:

TTY (785) 296-0245 Toll-Free (888) 793-6874

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.

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 employe you return to work or apply for reemployment in a timely manner after conclusion of you have not been separated from service with a disqualifying discharge or under other

f you are eligible to be reemployed, you must be restored to the job and benefits you

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

would have attained if you had not been absent due to military service or, in some cases, f you: • are a past or present member of the uniformed service; • have applied for embership 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

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violation • For assistance in filing a complaint, or for any other information on USERRA, contact VFTS at 1-866-4-USA-DOL or visit its website at

https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra If you file a complaint with VETS and VETS is unable to resolve it, you may request that applicable, for representation

exclusions) except for service-connected illnesses or injuries.

your case be referred to the Department of Justice or the Office of Special Counsel, as • You may also bypass the VETS process and bring a civil action against an employer for

• 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

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

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. U.S. Department of Justice

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT



Job Safety and Health IT'S THE LAW!

All workers have the right to:

A safe workplace.

 Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.

Receive information and training on job hazards, including all hazardous substances in your workplace.

 Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.

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

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

See any OSHA citations issued to your employer. Request copies of your medical records,

tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must: Provide employees a workplace free from

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

 Comply with all applicable OSHA standards.

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

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

Prominently display this poster in the

 Post OSHA citations at or near the place of the alleged violations.

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



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

KS-0225-F04

non-hazardous jobs with certain work hours 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

OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours

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,

worked over 40 in a workweek.

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 their 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

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. 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

provisions. Heightened civil money penalties may be assessed for each

child labor violation that results in the death or serious injury of any

Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers • 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.

