

NATIONAL GUARD RESERVE RIGHTS



In the national guard, reserves, or on active duty?

You have certain protected employment and re-employment rights, freedom from discrimination rights, and civil relief rights. Under 38 U.S.C. 4301 et seq. (USERRA) and 50 U.S.C. 3901 et seq. (SCRA) and state law R.S. 29:401 et seq. (MSRA), if you feel that you have been discriminated against or denied such rights on account of your service in the uniformed services, contact the Employer Support of the Guard and Reserve Committee at 1-800-336-4590, or log on to www.ESGR.mil or e-mail questions to questions@LAESGR.com.



Support your uniformed services, and place this poster in a conspicuous place as required by law.

An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

SICKLE CELL DISCRIMINATION

Prohibition of sickle cell trait discrimination: exceptions

A. It is unlawful for an employer to engage in any of the following practices:

- (1) Fail or refuse to hire, or to discharge, any individual or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because such individual has sickle cell trait.
- (2) Limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities, or otherwise adversely affect his status as an employee, because such individual has sickle cell trait.
- (3) Reduce the wage rate of any employee in order to comply with the provisions herein.

B. It is unlawful for an employment agency to fail to refer or refuse to refer for employment, or otherwise to discriminate against, any individual because such individual has sickle cell trait, or to classify or refer for employment any individual on the basis that such individual has sickle cell trait.

C. It is unlawful for a labor organization to engage in any of the following practices:

- (1) Exclude or expel from its membership, or otherwise discriminate against, any individual because of sickle cell trait.
- (2) Limit, segregate, or classify its membership, or classify or fail to refer or refuse to refer for employment any individual in any way

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which would deprive or tend to deprive any individual of employment opportunities, or limit such employment opportunities, or otherwise adversely affect his status as an employee, or as an applicant for employment, solely because such individual has sickle cell trait.

(3) Cause or attempt to cause an employer to discriminate against an individual in violation of the provisions herein.

D. It is unlawful for an employer to discriminate against any of his employees or applicants for employment, for an employment agency to discriminate against any individual, or for a labor organization to discriminate against any member thereof or applicant for membership because such individual, member, or applicant for membership has opposed any practice made unlawful by this Section, or because the individual, member, or applicant for membership has made a charge, testified, assisted, or participated in any preference, limitation, specification, or litigation under the provisions herein.

E. It is unlawful for an employer, labor organization, or employment agency to print or publish, or cause to be printed or published, any notice or advertisement relating to employment of such employer or membership in or any classification or referral for employment by such a labor organization, or relating to any classification or referral for employment by such employment agency indicating any preference, limitation, specification, or discrimination based on sickle cell trait. Acts 1997, No. 1409, §1

If you believe you have been discriminated against, please contact the Louisiana Commission on Human Rights at 1-888-248-0859 or visit us at www.gov.state.la.us/HumanRights/humanrightshome.htm. LSA-R.S. 51:2231(C)

Every employer, employment agency, and labor organization shall post and keep posted in conspicuous places upon its premises a notice, to be prepared by the Louisiana Workforce Commission, setting forth information as the department deems appropriate to effectuate the purposes of this Part.

R.S. 23:52, 354
Revised April 2010



WORKERS' COMPENSATION FRAUD

Workers' compensation fraud is punishable by Louisiana law

The Louisiana Workforce Commission is working with law enforcement to find and prosecute Workers' Compensation Fraud.

WHAT IS WORKERS' COMPENSATION FRAUD

Common forms of workers' compensation fraud include:

- Faking an injury or illness in order to collect workers' compensation benefits
- Claiming that a work-related injury or illness is more severe than it really is
- Claiming that an injury which occurred in another location happened in the workplace
- Collecting workers' compensation benefits long after an injury has healed

These actions are illegal. Under the Louisiana Workers' Compensation law [Louisiana Revised Statutes, Section 23:1208], it is unlawful:

- For any person, for the purpose of counseling or defeating any workers' compensation benefit payment for themselves (himself) or another person, to willfully make a false statement or representation.
- For any person, either directly or indirectly, to aid and abet an employer or claimant or counsel an employer or claimant to willfully make a false statement or representation.

WHAT IS WORKERS' COMPENSATION FRAUD

- Any person who violates these provisions of the Workers' Compensation law will be subject to punishment based on the value of the benefits or payment obtained. [L.R.S., Section 23:1208(C)]
- \$10,000 or more: The person shall be imprisoned (with or without hard labor) for up to 10 years, fined up to \$10,000, or both. Between \$2,500 and \$10,000: The person shall be imprisoned (with or without hard labor) for up to 5 years, fined up to \$5,000, or both.
- Less than \$2,500: The person shall be imprisoned (with or without hard labor) for up to 6 months, fined up to \$500, or both.

Any person who violates these provisions of the Workers' Compensation law may also be assessed civil penalties by the workers' compensation judge or not less than \$500 or more than \$5,000 and may be ordered to make restitution for benefits claimed or payments obtained through fraud. [L.R.S. Section 23:1208(D)]

Any employee who violates these provisions of the Workers' Compensation law will, upon determination by a workers' compensation judge, forfeit any right to compensation benefits. [L.R.S. 23:1208(E)]

EARNED INCOME CREDIT

Earned Income Credit *EIC* 2024

Notice to Employees of Federal Earned Income Tax Credit (EIC)

If you make \$60,000* or less, your employer should notify you at the time of hiring of the potential availability of Earned Income Tax Credits. Earned Income Tax Credits are reductions in federal income tax liability for which you may be eligible if you meet certain requirements. Additional information and forms for these programs can be obtained from your employer or the Internal Revenue Service.

*Earned Income and adjusted gross income (AGI) must each be less than:

- \$59,899 (\$66,819 married filing jointly) with three or more qualifying children
- \$55,768 (\$62,688 married filing jointly) with two qualifying children
- \$49,084 (\$56,004 married filing jointly) with one qualifying child
- \$18,591 (\$25,511 married filing jointly) with no qualifying children

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GENETIC DISCRIMINATION

Genetics in the Workplace Louisiana law forbids genetic discrimination and limits genetic testing in the workplace. Employers also must grant one day's leave of absence from work to obtain genetic testing or preventative cancer screening. Employees must provide at least 15 days notice prior to the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the employer's operations. An employee shall not be required to share the results of genetic testing or a preventative cancer screening with the employer. The employer is not required to provide paid time off for the leave, but shall permit the employee to use any accrued vacation or other appropriate leave.

Definitions Key terms are used to establish specific genetic discrimination and privacy protections. They are as follows:

1. **"Genetic monitoring"** is the periodic examination of employees to evaluate changes to their genetic material that may have developed in the course of employment due to exposure to toxic substances in the workplace.
2. **"Genetic services"** are defined as the health services provided to obtain, assess, or interpret genetic information for diagnostic or therapeutic purposes, or for genetic education or counseling.

3. **"Genetic test"** means the analysis of human DNA, RNA, chromosomes, and those proteins and metabolites used to detect heritable or some somatic disease related to the purpose of collective bargaining with the generally accepted in the scientific and medical communities to qualify under this definition.

4. **"Labor organization"** means any organization which exists for the purpose of collective bargaining with employers concerning grievances, terms, or conditions of employment, or other mutual aid or protection in relation to employment or any agent acting for such an organization.

5. **"Medically necessary"** means those healthcare services that are in accordance with evidence-based medical standards or that are considered by most physicians or independent licensed practitioners within the community to be the standard of care.

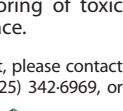
6. **"Preventative cancer screening"** means healthcare services necessary for the detection of cancer in an individual, including but not limited to magnetic resonance imaging, ultrasound, or some combination of tests.

7. **"Protected genetic information"** is information about the genetic tests of an individual or of that of an individual's family members, or the occurrence of a disease, or medical condition or disorder in family members of the individual.

Non-discrimination Louisiana law also provides that an employer, labor organization or employment agency shall not discriminate on the basis of protected genetic information, and an employer, labor organization or joint labor management committee controlling apprenticeship, on-the-job training, or other training program shall not discriminate on the basis of protected genetic information.

Exceptions An employer, labor organization or employment agency may request protected genetic information with an offer of employment in limited circumstances. They may request, collect or purchase protected genetic information under limited circumstances if there is a request for, or receipt of, genetic services, and the effect of genetic monitoring of toxic substance shall be permitted in the workplace.

If you believe you have been discriminated against, please contact the Louisiana Commission on Human Rights at (225) 342-6969, or visit us at www.gov.louisiana.gov/page/chr. LSA-R.S. 51:2231(C) This notice must be posted in a conspicuous place, setting forth information to effectuate this purpose. R.S. 23:302; R.S. 23:368, 369, and 370
Revised August 2023



CHILD LABOR LAWS

Louisiana Minor Labor Law Placard

Title 23, Chapter 3 of Revised Statutes of 1950 as Amended

No minor under the age of 18 years shall be employed until the employer has procured and has on file an employment certificate for such minor issued by the city or parish superintendent of schools.

No minor under the age of 14 years may be employed, permitted, or suffered to work except as provided in RS 23:151.

Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions, if no more than:

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

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

No minor under the age of 16 years may be employed, permitted, or suffered to work for any five hour period without one interval of at least thirty minutes within such period for meals. Such interval shall not be included as part of the working hours of the day.

There are no time standards for minors 16 and 17 years of age regarding the numbers of hours worked per day or per week, however, minors shall receive an eight hour rest break at the end of each work day, before the commencement of the next day of work.

For purposes of the following items, a day during which school is in session will be that designated as such by the local school superintendent for the school district in which the minor resides.

1. No minor 16 years of age who has not graduated from high school shall be employed, or permitted, or suffered to work between the hours of 11:00 p.m. and 5:00 a.m. prior to the start of any school day.
2. No minor 17 years of age who has not graduated from high school shall be employed, or permitted, or suffered to work between the hours of 12:00 a.m. and 5:00 a.m. prior to the start of any school day.
3. No minor under 16 years of age who has not graduated from high school shall be employed, or permitted, or suffered to work between the hours of 7:00 p.m. and 7:00 a.m., except from June 1 through Labor Day, at which time the permissible hours are extended to 9:00 p.m.
4. No minor under the age of 16 years may be employed, permitted, or suffered to work more than three hours each day on any day when school is in session, nor more than eighteen hours in any week when school is in session.

Prohibited Employment

Minors (except those indentured as apprentices in accordance with Chapter 4 of Revised Statutes, Title 23) shall not be employed, permitted, or suffered to work in the following occupations:

1. In oiling, cleaning, or wiping machinery or shafting, or in applying belts to pulleys;
2. In or about any mine or quarry;
3. In or about places where stone, cutting or polishing is done;
4. In or about any plant manufacturing explosives or articles containing explosive components, or in the use or transportation of the same;
5. In or about iron or steel manufacturing plants, ore reduction works, smelters, foundries, forging shops, hot rolling mills, or in any other place in which the heat treatment of metals is done;
6. In the operation of machinery used in the cold rolling of heavy metals, or in operation of power-driven machinery for punching, shearing, stamping, bending, or planing metals;
7. In or about sawmills or cobergerage stock mills;
8. In the operation of power-driven woodworking machines, or off-bearing from circular saws;
9. In logging operations;
10. As a driver of any motor vehicle on a public road if they are 16 years of age or younger. Minors 17 years of age or older may be employed, permitted, or suffered to work as a driver of a motor vehicle only under certain restrictions.

(For an explanation of these restrictions contact the Louisiana Workforce Commission at 225-342-6969)

11. In the operation of passenger or freight elevators or hoisting machines;
12. In spray painting or in occupations involving exposure to lead or its compounds, or to dangerous or poisonous dyes and chemicals;
13. In any place or establishment in which the sale of alcoholic beverages, as defined in R.S. 26:241, constitutes its main business, unless the minor is a musician performing in a band on the premises under written contract with the holder of the alcoholic beverage permit for a specified time period and is under direct supervision of his parent or legal guardian during such time. Any place or establishment holding a day issued retail dealer's alcoholic beverage permit or license, for which the sale of alcoholic beverage does not constitute the main business of the establishment may employ anyone under the age of 18 provided the minor's employment does not involve the sale, mixing, dispensing, or serving of alcoholic beverages for consumption on the premises.
14. In any other place of employment or in any other occupation that the Director of Workforce Development shall, after public hearing thereon determine hazardous or injurious to the life, health, safety or welfare of such minors.

Specific Violations: Penalty

Any Person Who:

1. Employs, permits or suffers a minor to work in violation of the provision of this part; or
2. Refuses to the Director of Workforce Development or authorized representatives admission to the premises where minors are employed, or otherwise obstructs the Director of Workforce Development or representatives in the performance of their duties; or
3. Hides or causes any minor to escape or gives him warning of the approach of any officer charged with the enforcement of the provision of this Part; or
4. Violates any other provisions of this Part for which a penalty is not otherwise provided, shall be fined not less than one hundred dollars (\$100) nor more than five hundred (\$500), or imprisoned for not less than thirty (30) days nor more than six months, or both.
5. Any person who violates these provisions shall, in addition to the criminal penalty provided above, be liable for a civil penalty not to exceed five hundred dollars (\$500) for each violation which occurs.

Continuing Violations: Penalty

Each day during which any violation of these provisions continues shall constitute a **separate offense** and the employment of any minor in violation of these provisions shall, with respect to such minor, constitute a **separate offense**.

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R.S. 23:341
Revised June 2024



PREGNANCY RIGHTS OF EMPLOYEES

Non-Discrimination Louisiana employers who employ more than twenty-five employees for each working day in each of twenty or more calendar weeks in the current or preceding calendar year are prohibited from discriminating against an applicant for employment or an employee with medical needs causing limitations arising from **pregnancy, childbirth, and related medical conditions**.

Reasonable Accommodations Louisiana employers have a general duty to reasonably accommodate an employee's physical limitations caused by her pregnancy, unless the employer can demonstrate the accommodation would pose an undue hardship on the operation of its business. "Reasonable accommodation" may include but is not limited to:

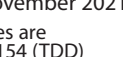
- Making existing facilities readily accessible to and usable by an applicant or employee with covered limitations;
- Providing scheduled and more frequent or longer compensated break periods;
- Providing more frequent bathroom breaks;
- Providing a private place, other than a bathroom stall, for the purpose of expressing breast milk;
- Modifying food or drink policy;
- Providing seating or allowing the employee to sit more frequently if the job requires the employee to stand;
- Assistance with manual labor and limits on lifting;
- Temporarily transferring the employee to a less strenuous or hazardous vacant position, if qualified;
- Providing job restructuring or light duty, if available;
- Acquiring or modifying equipment or devices necessary for performing essential job functions; or
- Modifying work schedules.

Employer Obligations In addressing an employee's pregnancy, childbirth, or related medical condition, Louisiana employers may not:

- Refuse to promote her;
- Refuse to select her for a training program leading to promotion, provided she is able to complete the training program at least three months prior to the anticipated date of departure for her pregnancy leave;
- Discharge her from employment or from a training program leading to promotion;
- Discriminate against her in compensation or in terms, conditions, or privileges of employment;
- Deny the same benefits and privileges of employment given other non-pregnant persons, including the taking of disability or sick leave made available to temporarily disabled employees;
- Deny leave to her for a reasonable amount of time;
- Refuse to transfer her to a less strenuous or hazardous position, if so requested and if a policy, practice, or collective bargaining agreement is in place authorizing such a transfer.

The provisions of law detailed herein may be found in La. R.S. 23:341 and 23:342. Complaints arising from these provisions of law may be made to the Louisiana Commission on Human Rights (LCHR). To learn more or to file a complaint online please visit the following site: www.gov.louisiana.gov/page/chr. La. R.S. 23:342 states that this notice shall be posted in a conspicuous place in an area that is accessible to employees in an employer's place of business.

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November 2021

NO SMOKING NOTICE

NO SMOKING

Smoking is PROHIBITED in accordance with the Louisiana Smoke-Free Air Act (Act 815).

© The Louisiana Campaign for Tobacco-Free Living. For more information visit myTFL.org or call 1-866-61-AM-4-TFL Rev. 05-08



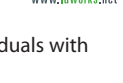
PAYMENT OF WAGES ACT

TIMELY PAYMENT OF WAGES

Your employer has a duty to inform you at the time of your hire what your wage rate will be, how often you will be paid and how you will be paid, and of any subsequent changes thereto. If your employer should, for reasons within his control, fail to pay you according to that agreement, you must lodge a complaint with him. If no action is taken to resolve your complaint, you may report the violation to the Louisiana Workforce Commission.

This notice must be posted in a conspicuous place, setting forth information to effectuate this purpose.

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R.S. 23:633(D) Revised January 2016

UNEMPLOYMENT COMPENSATION

UNEMPLOYMENT INSURANCE

Notice to Workers Your employer is subject to the Louisiana Employment Security Law and is required to post this notice in a conspicuous place. Your employer has contributed to the Louisiana Trust Fund from which benefits are paid. No amount of contributions to the Trust Fund is deductible from your earnings.

Total Unemployment You may be eligible to receive unemployment insurance benefits provided:

- 1 You are unemployed.
- 2 You have registered for work.
- 3 You are able to work, available for work, and actively conducting a search for work.
- 4 You have been paid wages by employers subject to the Louisiana Employment Security Law during your base period in an amount sufficient to qualify you under the law.

Disqualification You may be disqualified from drawing benefits on your claim if:

- 1 You have left work voluntarily without good cause attributable to a substantial change made to the employment by the employer.
- 2 You have been discharged for misconduct connected with your work.
- 3 You fail without good cause to: (a) apply for available suitable work, (b) accept suitable work when offered, or (c) return to your customary self-employment when directed.
- 4 You have been discharged for the use of illegal drugs.

You may also be disqualified:

1 For any week with respect to which the Administrator finds that your unemployment is due to a labor strike which is in active progress at the factory, establishment or other premises at which you are or

were last employed, and in which you are participating, or in which you are interested.

- 2 For any week with respect to which or a part of which you have received or are seeking unemployment benefits under an unemployment insurance law of another state or the United States.
- 3 For any week with respect to which or a part of which you are receiving or have received other remuneration (i.e., Workers' Compensation, pensions, vacation pay, wages in lieu of notice, or severance pay).

Penalties If you make a false statement knowing it to be false or intentionally fail to disclose an important fact in order to receive or increase a benefit amount, you shall be disqualified for not more than the 52 weeks which immediately follow the week in which such determination is made and shall not be entitled to further benefits until cash repayment has been made or the claim for repayment has been presented.

In addition, the law provides: Whoever makes a false statement or representation to the Agency knowing it to be false, or knowingly fails to disclose a material fact to obtain or increase any benefit or other payment under this Chapter, or under an employment security law of any other State, or the Federal Government, or of a foreign government, either for himself or for any other person, shall be guilty of a misdemeanor, and shall be fined not less than \$50 nor more than \$1,000 or imprisoned for not less than 30 days nor more than 90 days, or both, in the discretion of the court. Each such false statement or representation or failure to disclose a material fact shall constitute a separate offense.

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To file a new unemployment claim, reopen an existing claim, file for weekly unemployment benefits, or to get answers about your Unemployment Insurance online, visit us on the Web at www.LAWORKS.net.

If you do not have access to the internet, or prefer to manage your Unemployment Insurance claim by phone, call the Unemployment Insurance Call Center at 1-866-783-5567

This notice must be posted in a convenient and conspicuous place in the employer's place of business.

R.S. 23:1621
Revised January 2009

R.S. 23:1621
Revised January 2009



www.laworks.net

1-800-259-5154 (TDD)

DISCRIMINATION

EQUAL OPPORTUNITY FOR ALL

Discrimination Has No Place

Equal opportunity is the law. It is against the law for recipients of Federal financial assistance to discriminate on the basis of the following:

1. Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
2. Against any beneficiary of any program financially assisted under Title of the Workforce Innovation & Opportunity Act (WIOA) on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or on the basis of his/her participation in any Louisiana Workforce Commission (LWC) program or activity.

The recipient must not discriminate in any of the following areas:

1. Deciding who will be admitted or who will have access to any LWC financially assisted program or activity.
2. Providing opportunities in, or treating any person with regard to, such a program or activity.
3. Making employment decisions in the administration of, or in connection with, such a program or activity.

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What to Do

If you think that you have been subjected to discrimination under a WIOA Title I financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation.

If you elect to file your complaint with the State Equal Opportunity (EO) Officer or with this office, you must wait until the recipient issues a decision or until 90 days have passed, whichever is sooner, before filing with Civil Rights Center (CRC) (see address to the right).

If the state EO Officer or this office has not provided you with a written decision within 90 days of the filing of the complaint, you need not wait for a decision to be issued, but may file a complaint with CRC within 30 days of the expiration of the 90 day period. (In other words, within the 120 days after the day on which you filed your complaint with the recipient.)

If the State EO Officer or this office does give you a Written Notice of Final Action on your complaint, but you are dissatisfied with the recipient's resolution of your complaint, you may file a complaint with CRC. Such complaints must be filed within 30 days of the date you received the Written Notice of Final Action.

To file your complaint contact:

Louisiana Equal Opportunity Officer
Compliance Programs Director
Louisiana Workforce Commission
Post Office Box 94094
1001 North 23rd Street
Baton Rouge, LA 70804-9094
Phone (225) 342-3075
Fax (225) 342-7961
TDD 1-800-259-5154

Or you may file at this office:
Director of the Civil Rights Center
U.S. Department of Labor
200 Constitution Avenue NW
Room N-4123
Washington, DC 20210.

This notice must be posted in a conspicuous place, setting forth information to effectuate this purpose.



R.S. 23:314
Revised March 2017

WORKERS' COMPENSATION

Reporting Injury

You should report to your employer any occupational disease or personal injury that is work-related, even if you claim it to be minor.

Occupational Disease or Death In case of an occupational disease, all claims are barred unless the employee files a claim with his/her employer within one year of the date that the disease manifests itself.

2. The employee is disabled as a result of the disease.

3. The employee knows or has reasonable grounds to believe that the disease is occupationally related.
- In case of death arising from occupational disease, all claims are barred unless the dependents' file a claim with the deceased employee's employer within one year of:
1. The date of death.
2. The date the claimant has reasonable grounds to believe that the death resulted from occupational disease.

Filing Notice In case of injury or death caused by a work-related accident, an injured employee or any person claiming to be entitled to compensation either as a claimant or as a representative of a person claiming to be entitled to compensation, must give notice to the employer within 30 days of the injury. If notice is

not given within 30 days, no payments will be made for such injury or death. In addition, any fraudulent action by the employer, employee, or any other person for the purpose of obtaining or defeating any benefit or payment of workers' compensation shall subject such person to criminal as well as civil liabilities. The above mentioned notice should be filed with the employer at the address shown to the right. A notice so given shall not be held invalid because of any inaccuracy in stating the time, place, nature or cause of injury, or otherwise, unless it is shown that the employer was in fact misled by its detriment therefor. Failure to give notice may not harm the employee if the employer knew of the accident or if the employer was not prejudiced by the failure or failure to give notice.

Physicians In the event you are injured, you are entitled to select a physician of your choice for treatment. The employer may choose another physician and arrange an examination which you would be required to attend.

Formal Claim In order to preserve your right to benefits under the Louisiana Workers' Compensation Law, you must file a formal claim with the Office of Workers' Compensation Administration within one year after the accident if payments have not been made or within one year after the last payment of benefits.

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INDEPENDENT CONTRACTOR OR EMPLOYEE

ATTENTION ALL EMPLOYEES, EMPLOYERS, INDEPENDENT CONTRACTORS AND SUBCONTRACTORS: