

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?
• Race
• Color
• Religion
• National origin
• Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, and gender identity)
• 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
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
• Assignment
• Pay (employers 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 who 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) 1-800-669-6020 (TTY) 1-844-234-3122 (ASL video phone)
Visit an EEOC field office (information at <https://eeoc.gov/field-office>)
E-Mail info@eeoc.gov
Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS
Protected Veterans 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 federal 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 or discrimination, participates in an EEOC 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 EEOC's authorities should contact immediately:
The Office of Federal Contract Compliance Programs (OFCCP)
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 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 telecommunication 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 in OFCCP's "Contact Us" webpage at <https://www.dol.gov/agencies/ofccp/contact>.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE
Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which files of the Federal financial assistance you should contact the Federal agency providing such assistance. (Revised 6/27/2023)

PREGNANT AND PARENTAL LEAVE
Pregnant workers and new parents

PREGNANCY AT WORK
If you are pregnant, it is your right to request and your employer must provide:
• more frequent or longer restrooms, food and water breaks;
• seating and
• limits on lifting more than 20 pounds.
You have the right to request other workplace changes when you have been given advice from a health care provider or doula. Your employer cannot retaliate if you adjust your working conditions because you are pregnant.
PREGNANCY AND PARENTAL LEAVE
Employees may request and take up to 12 weeks of unpaid leave during pregnancy or upon the birth or adoption of their child. Employees are eligible for this leave regardless of the size of their employer or the amount of time for which they have worked for their employer.
Pregnancy and parental leave may be taken for:
• prenatal care;
• incapacity due to pregnancy or related health conditions;
• age 40 and older;
• bonding time by a birthing or non-birthing parent after the birth or adoption of the child.
Employers can adopt reasonable policies about when requests for leave must be made and leave must be taken within 12 months of the birth or adoption.
You may be able to use employer-provided benefits, such as sick leave or disability leave, if you are sick during pregnancy or to recover after childbirth.

DEPARTMENT OF LABOR AND INDUSTRY
Labor Standards • 443 Lafayette Road N. • St. Paul, MN 55155
651-284-5075 • 800-342-5354 • dli.mn.gov • dli.laborstandards.state.mn.us
Notice: This is a brief summary of Minnesota law. It is intended as a guide and is not to be considered a substitute for related Minnesota Statutes. Version 0623

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT
The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.
PROHIBITIONS Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising their other rights under the Act.
EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored cars, 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 who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.
EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right to have test results disclosed to unauthorized persons.
ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.
THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

EARNED SICK AND SAFE TIME

Earned sick and safe time (ESST)
Effective: Jan. 1, 2024
What is ESST? ESST is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.
ESST must be paid at the same hourly rate an employee earns when they are working.
Who is eligible for ESST? An employee is eligible for ESST if they:
• work at least 80 hours in a year for an employer in Minnesota; and
• are not an independent contractor.
Temporary and part-time employees are eligible for ESST.
Retaliation is against the law. An employer may not retaliate, or take negative action, against an employee for asserting their legal rights under the ESST law.
How do you accrue and use ESST?
• Employees accrue at least one hour of ESST for every 30 hours worked, unless an employer first loses ESST hours as allowed by law.
• ESST begins accruing on the first day of work and employees are allowed to use ESST as it accrues.
• Employees must allow an employer to accrue at least 48 hours of ESST every year and to roll over unused ESST to the next year up to a maximum accrual of at least 80 ESST hours.
• Employees can require documentation from employees when ESST is used for more than three consecutive days.
What can you use ESST for? ESST can be used for reasons that include:
• the mental or physical illness, treatment or preventive care of an employee or their family member;
• absence due to domestic abuse, sexual assault or stalking of an employee or their family member; and
• closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency.

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UNEMPLOYMENT INSURANCE

UNEMPLOYED?
Have you lost your job or had your work hours reduced?
You have the right to apply for Unemployment Insurance Benefits.
Apply online at www.uimn.org
or by telephone at 651-296-3644 (Twin Cities)
or toll free 1-877-898-9090 (Greater Minnesota)
TTY users: 1-866-814-1252
This information is available in an alternative format by calling 651-259-7223 DEED is an Equal Opportunity Employer/Provider.
DEED-50227 / 5,000 / March 2022

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 employer 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-hour restrictions. Different rules apply in agricultural employment.
TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a credit against the minimum wage obligation. If an employer's tip 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 a 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 contractor" when they are actually employees under the FLSA. It is important to know the difference between independent contractors and employees. Employees 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.

MINNESOTA MINIMUM WAGE

Minimum wage and other requirements
Minimum wage effective Jan. 1, 2025
State minimum wage - Applies to all employers in Minnesota. **\$11.13/hour**
Training wage - May be paid to employees under the age of 20 during the first 90 consecutive days of employment. **\$9.08/hour**
OVERTIME
Overtime is the required payment of time-and-one-half an employee's regular rate of pay.
State-only covered employers and employees
After **48 hours** in a workweek
Federally covered employers and employees
After **40 hours** in a workweek
WAGE THEFT
Wage theft occurs when an employer fails to pay wages earned by its employees, including minimum wage, overtime or other required rates of pay.
SICK AND SAFE TIME
Sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.
An employee earns one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year unless the employer agrees to a higher amount.
RETALIATION PROHIBITED
An employer must not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for exercising their rights under the law, including reporting a violation or participating in an investigation.
REPORT VIOLATIONS
To report violations of these and other labor laws, contact the Labor Standards Division at dli.laborstandards.state.mn.us or 651-284-5075.

DEPARTMENT OF LABOR AND INDUSTRY
Minimum wage posting required by law in a location where employees can easily see the posting.
October 2024

PAYDAY NOTICE

Regular Paydays for Employees of
(Company Name)
Shall be as follows
 Weekly Bi-Weekly Monthly Other
By: _____ Title: _____

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's start, ended, or 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 or call the IRS at 1-800-829-3676. Return 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 on the IRS web site.
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.
 Publication 213 (Rev. 8-2009) Cat. No. 11047P

NO SMOKING NOTICE

THIS ENTIRE ESTABLISHMENT IS SMOKE-FREE
Effective October 1, 2007, smoking will be prohibited in all indoor public places and indoor places of employment, per the Freedom to Breathe provisions of the Minnesota Clean Indoor Air Act. All proprietors are required to post a "No Smoking" sign(s) at or immediately inside of all public entrances.
Posting this sign on or immediately inside public entrance(s) of your facility meets the signage requirements of the law.
MINNESOTA STATUTE 144A:11-144A:17

EMPLOYER-SPONSORED MEETINGS

Employer-sponsored meetings
Employer-sponsored meetings or communication
An employer or the employer's agent, representative or designee must not discharge, discipline or otherwise penalize or threaten to discharge, discipline or otherwise penalize or take any adverse employment action against an employee:
1. because the employee declines to attend or participate in an employer-sponsored meeting or declines to receive or listen to communications from the employer or the agent, representative or designee of the employer (the meeting or communication is to communicate the opinion of the employer about religious or political matters);
2. as a means of inducing an employee to attend or participate in meetings or receive or listen to communications described in number 1 above; or
3. because the employee, or a person acting on behalf of the employee, makes a good-faith report, orally or in writing, of a violation of a suspected violation of this section.
Scope
This section does not:
1. prohibit communications of information the employer is required by law to communicate, but only to the extent of the lawful requirement;
2. limit the rights of an employer or its agent, representative or designee to conduct meetings involving religious or political matters as long as attendance is wholly voluntary or to engage in communications as long as receipt or listening is wholly voluntary; or
3. limit the rights of an employer or its agent, representative or designee from communicating to its employees any information, or requiring employee attendance at meetings and other events, that is necessary for the employees to perform their lawfully required job duties.
Summary
This law does not prohibit or regulate employee speech. The law regulates when an employer may discipline or fire an employee who declines to attend meetings about religious or political matters.
To review this law in full, including definitions, notice requirements and additional information about remedies, see Minnesota Statutes § 181.313. The Department of Labor and Industry does not enforce this law.
For more information about this law, contact an attorney.

DISCRIMINATION

Age discrimination
Know your rights under Minnesota laws prohibiting age discrimination
It is unlawful for an employer to:
• refuse to hire or employ a person on the basis of age;
• reduce in grade or position or demote a person on the basis of age;
• discharge or dismiss a person on the basis of age; or
• mandate retirement age if the employer has more than 20 employees [29 United States Code §630 (b)].
Employers terminating employees 65 or older because they can no longer meet job requirements must give 30 days notice of intention to terminate.
This poster contains only a summary of Minnesota law. For more information, contact the Minnesota Department of Labor and Industry Phone: (651) 284-5070 Minnesota Department of Human Rights Phone: (651) 539-1100

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 dishonorable discharge or under other than honorable conditions.
If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.
RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION
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; re-employment; 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, or after 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/usera>
• 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.
• You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.
Publication Date - May 2022

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

Employees
The Minnesota Occupational Safety and Health Act (the Act) requires that your employer provide you with a workplace free of known hazards that can cause death, injury or illness. You also have the following workplace rights and responsibilities.
• You must follow all Minnesota OSHA (MNOSHA) standards and your employer's safety rules.
• Your employer must provide you with information about any hazardous chemicals, harmful physical agents and infectious agents you are exposed to at work.
• You have the right to discuss your workplace safety and health concerns with your employer or with MNOSHA.
• You have the right to refuse to perform a job duty if you believe the task or equipment will place you at immediate risk of death or serious physical injury. However, you must do any other task your employer assigns you to do. You cannot simply leave the workplace.
• You have the right to be notified and comment if your employer requests any variance from MNOSHA standard requirements.
• You have the right to speak to a MNOSHA investigator inspecting your workplace.
Employers
You must provide your employees with a safe and healthful work environment free from any known hazards that can cause death, injury or illness and comply with all applicable MNOSHA standards. You also have the following rights and responsibilities.
• You must post a copy of this poster and other MNOSHA documents where other notices to employees are posted.
• You must report to MNOSHA within eight hours all accidents resulting in the death of an employee.
• You must report to MNOSHA within 24 hours all accidents resulting in any amputation, eye loss or incident hospitalization of any employee.
Free safety and health assistance
Free assistance to identify and correct hazards is available to employers, without citation or penalty, through MNOSHA Workplace Safety Consultation at (651) 284-5060, 1-800-657-3776 or osha.consultation@state.mn.us.
Contact MNOSHA for a copy of the Act, for specific safety and health standards or to file a complaint about workplace hazards.
Employers, employees and members of the general public who wish to file a complaint regarding the MNOSHA program may write to the Federal OSHA Region 5 office at: U.S. Department of Labor, Occupational Safety and Health Administration, Chicago Regional Office, 230 S. Dearborn Street, Room 3244, Chicago, IL 60604.
 (651) 284-5050 • 1-877-470-6742 • osha.compliance@state.mn.us • www.dli.mn.gov
Posting required by law in a location where employees can easily see this notice.
August 2017

FMLA - FAMILY AND MEDICAL LEAVE ACT

Your Employee Rights Under the Family and Medical Leave Act
What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employers.
Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:
• The birth, adoption or foster placement of a child with you.
• 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 condition, and
• Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.
An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember.
You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week.
Read Fact Sheet 2886 (03) for more information.
FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason you need FMLA leave.
Am I eligible to take FMLA leave? You are an eligible employee if all of the following apply:
• You work for a covered employer.
• You have worked for your employer at least 12 months.
• You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
• Your employer has at least 50 employees within 75 miles of your work location.
Airline flight crew employees have different "hours of service" requirements.
You work for a covered employer if one of the following applies:
• You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year.
• You work for an elementary or public or private secondary school, or
• You work for a public agency such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.
How do I request FMLA leave? Generally, to request FMLA leave you must:
• Follow your employer's normal policies for requesting leave.
• Give notice at least 30 days before your need for FMLA leave, or
• If advance notice is not possible, give notice as soon as possible.
You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave.
Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.
The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.
State employees may be subject to certain limitations in pursuit of direct lawsuits 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 of the U.S. Office of Personnel Management or Congress.
What does my employer need to do if you are eligible for FMLA leave, your employer must:
• Allow you to take job-protected time off work for a qualifying reason.
• Continue your group health plan coverage while you are on leave on the same basis 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, benefits and other working conditions, including shift and location, at the end of your leave.
Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for 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 FMLA leave you 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 about your FMLA rights and responsibilities.
You may file a complaint with WHD or sue a private employer against your employer in court.
Scan the QR code to learn about your WHD complaint process.
 WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR WHD 1926 REV 04/23

WORKERS' COMPENSATION

Workers' compensation
If you are injured
• Report any injury to your supervisor as soon as possible, no matter how minor it may appear. You may lose the right to workers' compensation benefits if you do not make a timely report of the injury to your employer. The time limit may be as short as 14 days.
• Provide your employer with as much information as possible about your injury.
• Get any necessary medical treatment as soon as possible. If you are not covered by a certified managed care organization (CMCO), you may treat with a doctor of your choice. Your employer must notify you in writing if you are covered by a CMCO.
Workers' compensation pays for
• Medical care for your work injury, as long as it is reasonable and necessary.
• Wage-loss benefits for part of your lost income.
• Compensation for permanent damage to or loss of function of a body part.
• Vocational rehabilitation services if you cannot return to your pre-injury job or to your pre-injury employer due to your work injury.
• Benefits to your spouse and/or dependents if you die as a result of your work injury.
• If the insurer denies your claim for wage-loss benefits and you have been disabled for more than three calendar-days: The insurer will send notice to you within 14 days. The notice must clearly explain the facts and reasons why they believe your injury or illness did not result from your work or why the claimed wage-loss benefits are not related to your injury.
If you disagree with the denial, talk with the insurance claims adjuster who is handling your claim. If you are not satisfied and still disagree with the denial, call the Minnesota Department of Labor and Industry's Workers' Compensation Hotline at 1-800-342-5354.

Fraud

Collecting workers' compensation benefits you are not entitled to is theft. Call 1-888-372-8366 to report workers' compensation fraud.

DEPARTMENT OF LABOR AND INDUSTRY
(651) 284-5032 • 1-800-342-5354 • dli.workcomp@state.mn.us • www.dli.mn.gov
Posting required by law in a location where employees can easily see this notice.
August 2017

VETERANS BENEFITS AND SERVICES

The Minnesota Department of Veterans Affairs (MDVA) serves Minnesota Veterans and their families.
Veterans and their families may be eligible for many benefits earned through their military service. Contact MDVA or your County Veterans Service Office to learn more about these resources, programs and services:
• Adult Day Program
• Counseling for substance use disorder and mental health treatment
• Dental and vision assistance
• Educational, workforce and training resources
• Eligibility for unemployment insurance benefits under state and federal law
• Emergency assistance
• Ending Veterans homelessness and housing assistance
• Filing health and disability claims (VA and Social Security)
• Legal services
• Minnesota GI Bill for license or certification, apprenticeships or higher education
• Minnesota Veteran driver's licenses and identification cards
• Preventing Veteran suicide
• State Veterans Cemeteries
• State Veterans Domiciliary Program
• State Veterans Homes (skilled nursing facilities)
• Tax benefits
• VA healthcare enrollment
• Veteran family assistance
• Women Veteran support
FOR MORE INFORMATION
Visit Minnesota Veterans.org
Call 1-888-LinkVet
Connect with your County Veterans Service Office at MCAVSO.org

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.

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

Safety and health protection on the job

Employees
The Minnesota Occupational Safety and Health Act (the Act) requires that your employer provide you with a workplace free of known hazards that can cause death, injury or illness. You also have the following workplace rights and responsibilities.
• You must follow all Minnesota OSHA (MNOSHA) standards and your employer's safety rules.
• Your employer must provide you with information about any hazardous chemicals, harmful physical agents and infectious agents you are exposed to at work.
• You have the right to discuss your workplace safety and health concerns with your employer or with MNOSHA.
• You have the right to refuse to perform a job duty if you believe the task or equipment will place you at immediate risk of death or serious physical injury. However, you must do any other task your employer assigns you to do. You cannot simply leave the workplace.
• You have the right to be notified and comment if your employer requests any variance from MNOSHA standard requirements.
• You have the right to speak to a MNOSHA investigator inspecting your workplace.
Employers
You must provide your employees with a safe and healthful work environment free from any known hazards that can cause death, injury or illness and comply with all applicable MNOSHA standards. You also have the following rights and responsibilities.
• You must post a copy of this poster and other MNOSHA documents where other notices to employees are posted.
• You must report to MNOSHA within eight hours all accidents resulting in the death of an employee.
• You must report to MNOSHA within 24 hours all accidents resulting in any amputation, eye loss or incident hospitalization of any employee.
Free safety and health assistance
Free assistance to identify and correct hazards is available to employers, without citation or penalty, through MNOSHA Workplace Safety Consultation at (651) 284-5060, 1-800-657-3776 or osha.consultation@state.mn.us.
Contact MNOSHA for a copy of the Act, for specific safety and health standards or to file a complaint about workplace hazards.
Employers, employees and members of the general public who wish to file a complaint regarding the MNOSHA program may write to the Federal OSHA Region 5 office at: U.S. Department of Labor, Occupational Safety and Health Administration, Chicago Regional Office, 230 S. Dearborn Street, Room 3244, Chicago, IL 60604.
 (651) 284-5050 • 1-877-470-6742 • osha.compliance@state.mn.us • www.dli.mn.gov
Posting required by law in a location where employees can easily see this notice.
August 2017