ory? All aspects of employment, including:

against you, regardless of your immigration status, on the • Failure to provide reasonable accommodation for a ReligionNational origin Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity) Age (40 and older)

disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice Classification Obtaining or disclosing genetic information Genetic information (including employer requests for. of employees or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)

Requesting or disclosing medical information Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on The Office of Federal Contract Compliance Pro nquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. **Disability** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other undue hardship to the employer. Section 503 also requires that Federal contractors take disabilities at all levels of employment, including the executive level.

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil which receive Federal financial assistance. Individuals with Disabilities Section 504 of employment discrimination on the basis of sex in educational programs or activities—agency providing such assistance.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of enforces the nondiscrimination and affirmative action commitments of companies 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and doing business with the Federal Government. If you are applying for a job with, or are requires affirmative action to recruit, employ, and advance in employment, disabled an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, from active duty), active duty wartime or campaign badge veterans, or Armed Forces Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as service medal veterans. Retaliation Retaliation is prohibited against a person who files a mended, prohibits employment discrimination by Federal contractors based on race, complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes color, religion, sex, sexual orientation, gender identity, or national origin, and requires discrimination by Federal contractors under these Federal laws. Any person who believes ffirmative action to ensure equality of opportunity in all aspects of employment. a contractor has violated its nondiscrimination or affirmative action obligations under The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor Washington, D.C. 20210

Conduct that might reasonably discourage someone

• Conduct that coerces, intimidates, threatens, or interferes

from opposing discrimination, filing a charge, or

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

limits for filing a charge of discrimination

can reach the EEOC in any of the following ways:

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

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

Call 1–800–669–4000 (toll free)

1-800-669-6820 (TTY)

www.eeoc.gov/field-office)

E-Mail info@eeoc.gov

Visit an EEOC field office (information at

Additional information about the EEOC,

including information about filing a charge

of discrimination, is available at www.eeoc.gov

Submit an inquiry through the EEOC's public portal:

discrimination. Do not delay, because there are strict time

(180 or 300 days, depending on where you live/work). You

participating in an investigation or proceeding

nent by Federal contractors. Disability discrimination includes not If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access making reasonable accommodation to the known physical or mental limitations of an telecommunications relay services. OFCCP may also be contacted by submitting otherwise qualified individual with a disability who is an applicant or employee, barring a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories affirmative action to employ and advance in employment qualified individuals with under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by

Discrimination is prohibited in all aspects of employment against persons with disabilities itle VI if the primary objective of the financial assistance is provision of employment, who, with or without reasonable accommodation, can perform the essential functions of or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits which receives Federal financial assistance, you should immediately contact the Federal

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



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 illness.
- 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

- workplace 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



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

WORKERS' COMPENSATION NOTICE 6

NOTICE TO EMPLOYEES CONCERNING WORKERS' COMPENSATION IN TEXAS

COVERAGE: [Name of employer] compensation insurance coverage from [name of commercial insurance company] _. In the event of work-related injury or occupational disease.

This coverage is effective from [effective date of workers' compensation insurance policy] . Any injuries or occupational diseases which occur on or after that date will be handled by [name of commercial insurance company]

. An employee or a person acting on the employee's behalf, must notify the employer of an injury or occupational disease not later than the 30th day after the date on which the injury occurs or the date the employee knew or should have known of an occupational disease, unless the Texas Department of Insurance, Division of Workers Compensation (Division) determines that good cause existed for failure to provide timely notice. Your employer is required to provide you with coverage information, in writing, when you are hired or whenever the employer becomes, or ceases to be, covered by workers' compensation insurance.

EMPLOYEE ASSISTANCE: The Division provides free information about how to file a workers compensation claim. Division staff will answer any questions you may have about workers compensation and process any requests for dispute resolution of a claim. You can obtain this assistance by contacting your local Division field office or by calling 1-800-252-7031. The Office of Injured Employee Counsel (OIEC) also provides free assistance to injured employees and will explain your rights and responsibilities under the Workers' Compensation Act. You can obtain OIEC's assistance by contacting an OIEC customer service representative in your local Division field office or by calling 1-866-EZE-OIEC (1-866-393-6432).

SAFETY VIOLATIONS HOTLINE: The Division has a 24 hour toll-free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he or she in good faith reports an alleged occupational health or safety violation. Contact the Division at 1-800-452-9595.

AVISO A LOS EMPLEADOS SOBRE LA COMPENSACION PARA TRABAJADORES EN TEXAS COBERTURA: [Name of the employer] tiene cobertura de seguros

de compensación para trabajadores con [name of the commercial insurance company] para protegerle en caso de una lesión o enfermedad ocupacional relacionada con el trabajo. Esta cobertura está vigente desde [effective date of workers' compensation insurance policy] . Cualquier lesión o enfermedad ocupacional que ocurra en o después de esta fecha será manejada por [name of commercial insurance company]

o una persona que actúe en nombre del empleado, debe notificar al empleador sobre una lesión o una enfermedad ocupacional a no más tardar de treinta (30) días, a partir de la fecha en que ocurrió la lesión o en la fecha en la que el empleado se enteró o debería de haberse enterado de la enfermedad ocupacional, al menos que el Departamento de Seguros de Texas, División de Compensación para Trabajadores (Texas Department of Insurance, Division of Workers' Compensation – TDI-DWC, por su nombre y siglas en inglés) (División) determine que existió una buena causa para que no se haya notificado al empleador dentro del tiempo señalado. Su empleador tiene la obligación de proporcionarle a usted información por escrito sobre la cobertura cuando usted es contratado o cuando su empleador adquiere o deja de tener una cobertura de seguro de compensación para trabajadores.

ASISTENCIA AL EMPLEADO: La División proporciona información gratuita sobre cómo presentar una reclamación de compensación para trabajadores. El personal de la División contestará cualquier pregunta que usted pueda tener sobre la compensación para trabajadores y procesará cualquier solicitud de resolución de disputas relacionada con una reclamación. Usted puede obtener este tipo de asistencia comunicándose con su oficina local de la División o llamando al teléfono 1-800-252-7031. La Oficina de Asesoría Pública para el Empleado Lesionado (Office of Injured Employee Counsel – OIEC, por su nombre y siglas en inglés) también ofrece asistencia gratuita a los empleados lesionados y ellos le explicarán cuáles son sus derechos y responsabilidades bajo la Ley de Compensación para Trabajadores. Usted puede obtener la asistencia de OIEC comunicándose con un representante de servicio al cliente de OIEC en su oficina local de la División o llamando al 1-866-EZE-OIEC (1-866-393-6432).

LINEA DIRECTA PARA REPORTAR VIOLACIONES DE SEGURIDAD: La División cuenta con una línea gratuita telefónica que está en servicio las 24 horas del día para reportar condiciones inseguras en el área de trabajo que podrían violar las leyes ocupacionales de salud y seguridad. La ley prohíbe que los empleadores suspendan, despidan o discriminen en contra de cualquier empleado porque él o ella de buena fe reporta una alegada violación ocupacional de salud o seguridad. Comuníquese con la División al teléfono 1-800-452-9595. TEXAS DEPARTMENT OF INSURANCE, DIVISION OF WORKERS' COMPENSATION Notice 6 (01/13) Rule 110.101(e)(1) PAY-DAY NOTICE/UNEMPLOYMENT INSURANCE

Texas Workforce Commission ATTENTION EMPLOYEES Your employer reports your wages to the Texas Workforce Commission. If you become unemployed or your work hours are reduced, you may be eligible for unemployment benefit payments. File online at <u>www.twc.texas.gov</u> or call 1-800-939-6631. Additional assistance may be available at your local Workforce Solutions Office; please visit the directory at: www.twc.texas.gov/directory-workforce-solutions-offices-services.

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of state UI eligibility laws

To file, you will need to provide your full legal name and your social security number or your authorization to work. The Texas Payday Law, Title II, Chapter 61, Texas Labor Code, requires Texas employers to pay their employees who are exempt from the overtime pay provisions of the Fair Labor Standards Act of 1938 at least once per month. All other employees must be paid at least twice a month and each pay period must consist as nearly as possible of an equal number of days. Scheduled paydays: (You must indicate date or dates of the month for employees paid monthly or semi-monthly, and day of the week for employees paid weekly

TEXAS & FEDERAL LABOR LAW POSTER

TO EMPLOYERS: Texas Labor Code section 208.001(b) and 40 T.A.C. 815.1(14)(A) & (B) require that this notice, or its equivalent, be displayed in a location reasonably calculated to be encountered by all employees, and that an employer provide such information, individually, to an employee upon separation from employment. o report suspected fraud, waste or abuse of the program call 800-252-3642.

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with your employer If you can answer "YES"... did vou... To any of these questions or you owed extra tax Poster so that your employees will see it. Please · Marry or divorce? · Gain or lose a dependent? when you filed your last return, you may need to file indicate where they can get forms and informatic

a new form W-4. See your employer for a copy of on this subject. Change your name? Were there major changes to... Form W-4 or call the IRSat 1-800-829-3676. Your nonwage income (interest, dividends, capital Now is the time to check your withholding. For more gains, etc.)? • Your family wage income (you or your details, get Publication 919, How Do I Adjust My Tax spouse started or ended a job)? • Your itemized deductions? • Your tax credits? www.irs.gov/individuals on the IRS web site

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 You do not have to share a medical diagnosis but must provide enough

that provides eligible employees with job-protected leave for qualifying family information to your employer so they can determine whether the leave (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you unable To care for your spouse, child or parent with a serious mental or physical health 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 cemember 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 #28M(c) 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 for which you need FMLA leave.

Am I eligible to take FMLA leave? You are an eligible employee if all of the 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 eligible for FMLA leave. If your employer determines that you are eligible, your Your employer has at least 50 employees within 75 miles of your work location.
 Airline flight crew employees have different "hours of service" requirements. ou 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 low 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

and medical reasons. The U.S. Department of Labor's Wage and Hour Division qualifies for FMLA protection. You must also inform your employer if FMLA **leave was previously taken** or approved for the same reason when requesting 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. tate 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 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

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Employer: Please post or publish this Bulletin Board

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 vour 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 <u>must</u> confirm whether you are eligible** or not employer <u>must</u> 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? **SCAN ME** Call **1-866-487-9243** or visit **dol.** gov/fmla to learn more. If you pelieve your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your

mployer in court. **Scan the** WAGE AND HOUR OR code to learn about our WHD complaint process. UNITED STATES DEPARTMENT OF LABOR WH1420 REV 04/2

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.

perform service in the uniformed service and: • you ensure that your employer eceives 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 nployer: • 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 disqualifying discharge or under other than honorable conditions If you are eligible to be reemployed, you must be restored to the job and benefits If you: • are a past or present member of the uniformed service; • have applied embership in the uniformed service; or • are obligated to serve in the uniformed service; then an emplover may not deny you; • initial employment reemployment; • retention in employment; • promotion; or • any benefit of 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 • You may also bypass the VETS process and bring a civil action against a

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 meet this requirement by displaying the text of this notice where they customarily place notices for employees.

HEALTH INSURANCE PROTECTION elect to continue your existing employer-based health plan covera 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, yo have the right to be reinstated in your employer's health plan when you ar reemployed, generally without any waiting periods or exclusions (e.g., preyou would have attained if you had not been absent due to military service or, 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 VETS at **1-866-4-USA-DOL** or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Adviso 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 ma equest that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.

Employer Support Of The Guard And Reserve 1-800-336-4590

NOTIFICATION OF THE OMBUDSMAN PROGRAM

OIEC is the state agency that assists unrepresented injured employees with their claim in the workers' compensation system. You can contact OIEC by calling its

toll-free telephone number: 1-866-393-6432. More information about OIEC and its Ombudsman Program is available at the agency's website (www.oiec.texas.g What Is An Ombudsman? An Ombudsman is an employee of OIEC who can assist you if you have a dispute with your employer's insurance carrier. An udsman's assistance is free of charge. Each Ombudśman has completed a comprehensive training program designed specifically to assist you with your lispute. An Ombudsman can help you identify and develop the disputed issues in your case and attempt to resolve them. If the issues cannot be resolved, the imbudsman can help you request a dispute resolution proceeding at the Texas Department of Insurance, Division of Workers' Compensation

Once a proceeding is scheduled an Ombudsman can: Help you prepare for the proceeding (Benefit Review Conference and/or Contested Case Hearing); Assist you with an appeal or a response to an insurance carrier's appeal, if necessary

Por Parte De La Oficina De Asesoría Pública Para El Empleado Lesionado ¿Se ha lesionado en el trabajo? Como empleado lesionado en Texas, usted tiene derecho a recibir asistencia gratuita por parte de la Oficina de Asesoría Pública para el Empleado Lesionado (Office of Injured Employee Counsel – OIEC, por su nombre y siglas en inglés). OIEC es la agencia estatal que asiste a los empleados lesionados que no cuentan con representación legal con su reclamación en el sistema de compensación para trabajadores. Usted puede comunicarse con OIEC

Aviso Para Los Empleados Sobre La Asistencia Disponible En El Sistema De Compensación Para Trabajadores

lamando a su número de teléfono gratuito: 1-866-393-6432. Más información sobre OIEC y sobre el Programa de Ombudsman se encuentra disponible en el sit ¿Qué es un Ombudsman? Un Ombudsman es un empleado de OIEC que le puede asistir si usted tiene una disputa con la aseguradora de su empleador. La encia por parte del Ombudsman es gratuita. Cada Ombudsman ha completado un extenso programa de capacitación, el cual ha sido diseñado

específicamente para asistirle a usted con su disputa. Un Ombudsman puede ayudarle a identificar y desarrollar los asuntos en disputa en su caso e intentar Seguros de Texas, División de Compensación para Trabajadores (Texas Department of Insurance, Division of Workers' Compensation, por su nombre en inglés) Una vez que el procedimiento ha sido programado, el Ombudsman puede:
- Ayudarle a prepararse para el procedimiento (Conferencia para Revisión de Beneficios [Benefit Review Conference, por su nombre en inglés] y/o Audiencia para isputar Beneficios [Contested Case Hearing, por su nombre en inglés]); Asistir al procedimiento con usted y hablar en su nombre; y Avudarlo a usted con una apelación o con una respuesta a la

Reporting Workplace Violence Employees can report instances of workplace violence or suspicious activity by contacting the Department of Public Safet

(DPS) through the iWatchTexas Community Reporting System at www.iwatchtx.org, or by calling 844-643-2251. Employees have the right to make a report to Reportando La Violencia en el Trabajo Los empleados pueden denunciar casos de violencia en el trabajo o actividades sospechosas comunicándose con e epartamento de Seguridad Pública (DPS) a través del Sistema de Informes Comunitarios iWatchTexas en www.iwatchtx.org, o llamando al 844-643-2251. Lo

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

employee needs to express breast milk. Employers

where employees can readily see it.

pay for all hours worked over 40 in a workweek. shielded from view and free from intrusion from **D LABOR** An employee must be at least 16 years coworkers and the public, which may be used by the old to work in most non-farm jobs and at least 18 to employee to express breast milk. **ENFORCEMENT** work in non-farm jobs declared hazardous by the The Department has authority to recover back wages Secretary of Labor. Youths 14 and 15 years old may and an equal amount in liquidated damages in school hours in various non- instances of minimum wage, overtime, and other nanufacturing, non-mining, non-hazardous jobs violations. The Department may litigate and/or with certain work hours restrictions. Different rules recommend criminal prosecution. Employers may be apply in agricultural employment. TIP CREDIT assessed civil money penalties for each willful or mployers of "tipped employees" who meet certain repeated violation of the minimum wage or overtime conditions may claim a partial wage credit based on pay provisions of the law. Civil money penalties may ips received by their employees. Employers must also be assessed for violations of the FLSA's child ay tipped employees a cash wage of at least \$2.13 labor provisions. Heightened civil money penalties per hour if they claim a tip credit against their may be assessed for each child labor violation that um wage obligation. If an employee's tips results in the death or serious injury of any minor combined with the employer's cash wage of at least employee, and such assessments may be doubled \$2.13 per hour do not equal the minimum hourly when the violations are determined to be willful or wage, the employer must make up the difference. repeated. The law also prohibits retaliating against or PUMP AT WORK The FLSA requires employers to discharging workers who file a complaint or provide reasonable break time for a nursing participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

(unless exempt) are entitled to the FLSA's mini classified independent contractors are not. Certain full-time students, student learn apprentices, and workers with disabilities may be paid less than the minimum wage under speci certificates issued by the Department of Labor.

exempt from the minimum wage, and/or overting

Islands, and the Commonwealth of Puerto Rico.

Some state laws provide greater emplo

Some employers incorrectly classify workers

"independent contractors" when they are actu

employees under the FLSA. It is important to kr

apply to the pump at work requirements. Special provisions apply to workers in America

EMPLOYEE POLYGRAPH PROTECTION ACT **EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT**

ciplining, or discriminating against an employee or prospective employee for using to take a test or for exercising other rights under the Act. graph (a kind of lie detector) tests to be administered in the private sector, THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS ject to restrictions, to certain prospective employees of security service firms nored car, alarm, and guard), and of pharmaceutical manufacturers, ributors and dispensers. The Act also permits polygraph testing, subject to estrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted

COBERTURA: [Name of employer]

Notice 5 (01/13)

ENFORCEMENT The Secretary of Labor may bring court actions to restrai so, the law does not apply to tests given by the Federal Government to certain ivate individuals engaged in national security-related activities. The Act permits may also bring their own court actions.

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because of race, color, national origin, religion, sex, age, or disability. The Sex Protected Class includes Sexual Harassment, Gender Stereotyping, Pregnancy

101 E. 15th Street, RM. 154; Austin, TX 78778 (512) 463-2642 Toll Free (within Texas) 1-888-452-4778 TTY (512) 371-7473 Equal Opportunity Employer / Program Iqualdad de Oportunidad de Empleo / Program

WORKERS' COMPENSATION NOTICE 5

NOTICE TO EMPLOYEES CONCERNING **WORKERS' COMPENSATION IN TEXAS**

COVERAGE: [Name of employer] workers' compensation insurance coverage. As an employee of a non-covered employer, you are not eligible to receive workers' compensation benefits under the Texas Workers' Compensation Act. However, a non-covered (non-subscribing) employer can and may provide other benefits to injured employees. You should contact your employer regarding the availability of other benefits for a workrelated injury or occupational disease. In addition, you may have rights under the common law of Texas should you have an on the job injury or occupational disease. Your employer is required to provide you with coverage information, in writing, when you are hired or whenever the employer becomes, or ceases to be, covered by workers' compensation insurance.

SAFETY VIOLATIONS HOTLINE: The Division has a 24 hour toll-free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he or she in good faith reports an alleged occupational health or safety violation. Contact the Division at 1-800-452-9595. TEXAS DEPARTMENT OF INSURANCE, DIVISION OF WORKERS' COMPENSATION

AVISO A LOS EMPLEADOS SOBRE LA COMPENSACION PARA TRABAJADORES EN TEXAS

con una cobertura de seguro de compensación para trabajadores. Como empleado de un empleador que no cuenta con una cobertura, usted no es elegible para recibir beneficios de compensación para trabajadores bajo la Ley de Compensación para Trabajadores de Texas. Sin embargo, un empleador no cubierto (no suscriptor) puede y debe proporcionar otros beneficios a los empleados lesionados. Usted debe comunicarse con su empleador para obtener información sobre la disponibilidad de otros beneficios por una lesión o enfermedad ocupacional relacionada con el trabajo. Además, usted podría tener derechos bajo la ley de "Derecho Común de Texas" (Common Law of Texas, por su nombre en inglés), en caso de que usted llegara a sufrir una lesión o enfermedad ocupacional relacionada con el trabajo. Su empleador tiene la obligación de proporcionarle a usted información por escrito sobre la cobertura cuando usted es contratado o cuando su empleador adquiere o deja de tener una cobertura de seguro de compensación para trabajadores.

LÍNEA DIRECTA PARA REPORTAR VIOLACIONES DE SEGURIDAD: La División cuenta con una línea gratuita telefónica que está en servicio las 24 horas del día para reportar condiciones inseguras en el área de trabajo que podrían violar las leyes ocupacionales de salud y seguridad. La ley prohíbe que los empleadores suspéndan, despidan o discriminén en contra de cualquier empleado porque él o ella de buena fe reporta una alegada violación ocupacional de salud o seguridad. Comuníquese con la División al teléfono 1-800-452-9595.

TEXAS DEPARTMENT OF INSURANCE, DIVISION OF WORKERS' COMPENSATION

Notice 10 (01/13) Rule 110.101(e)(4)

CHILD LABOR LAWS

Texas Workforce Commission | Wage and Hour Department, Child Labor Enforcement **U.S. Department of Labor** | Wage and Hour Division or further information about Texas' child labor laws, call: 800-832-9243 (TDD 800-735-2989) (2) operating or assisting in operating power-driven machinery or hoisting apparatus This poster provides some quidelines to the Texas child labor laws, but it is not complete. other than typical office machines, , Texas Labor Code, governs the employment of children under Texas state (3) work as a ride attendant or ride operator at an amusement park or a "dispatcher" at the law. MINIMUM AGE FOR EMPLOYMENT IS 14; however, state and federal laws provide for

top of elevated water slides, certain exceptions. Please call TWC's Wage and Hour Department concerning questions (4) driving a motor vehicle or helping a driver about labor law. The Fair Labor Standards Act (FLSA) governs federal laws and guidelines pertaining to child labor. For information concerning federal child labor laws, consult your pipeline, or other means. ocal office of the U.S. Department of Labor, Wage and Hour Division or call 866-487-9243. (6) youth peddling, sign waving, or door-to-door sales 7) poultry catching or cooping, The following are prohibited occupations for 14- through 17-year-old children:

Prohibited occupations are the same for both federal and state law. The hazardous (8) lifequarding at a natural environment such as a lake, river, ocean beach, quarry, pond occupations designated by an asterisk (*) have provisions for employment of persons (vouth must be at least 15 years of age and properly certified to be a lifeguard at a traditional swimming pool or water amusement park). of eighteen (18), provided applicable apprentice or student-learner certification has been obtained. Persons desiring specific information about these (9) public messenger jobs,

exceptions should contact the nearest office of the United States Department of Labor. (10) communications and public utilities jobs construction including demolition and repair, work performed in or about boiler or pations declared particularly hazardous or detrimental to the health or well-being engine rooms or in connection with the maintenance or repair of the establishment. 1) in or about plants or establishments other than retail establishments which machines, or equipment, manufacture or store explosives or articles containing explosive components other (12) outside window washing that involves working from window sills, and all work requiring the use of ladders, scaffolds or their substitutes (13) cooking, except with gas or electric grills that do not involve cooking over an open flame and with deep fat fryers that utilize devices that automatically lower and raise the baskets from the hot grease or oil, (14) baking and all activities involved in baking

(15) occupations which involve operating, setting up, adjusting, cleaning, oiling, or

repairing power-driven food slicers and grinders, food choppers and cutters, and

bakery-type mixers,) in logging and sawmill occupations and occupations involving firefighting and timber (16) freezers or meat coolers work, except minors may occasionally enter a freezer for short period of time to retrieve items. (17) meat processing and work in areas where meat is processed (18) loading and unloading goods to and from trucks, railroad cars or conveyors, and) in operating or assist to operate power-driven hoisting apparatus such as elevators, (19) all occupations in warehouses and storage except office and clerical work. Work times for 14- and 15-year-old children: State Law — A person commits an 3) * in operating or assisting to operate power-driven metal forming, punching, and offense if that person permits a child 14 or 15 years of age who is employed by that

person to work: (1) more than 8 hours in one day or more than 48 hours in one week, 2) between the hours of 10 p.m. and 5 a.m. on a day that is followed by a school day or 0) * in operating or assisting to operate power-driven meat processing machines, and between the hours of midnight and 5 a.m. on a day that is not followed by a school day if the child is enrolled in school, or 2) * involved in the operation of power-driven paper-products machines, balers and (3) between the hours of midnight and 5 a.m. on any day during the time school is recessed for the summer if the child is not enrolled in summer school

Federal Law — The FLSA further regulates hours of employment. 14 and 15 year old 4) * in operating or assisting to operate power-driven circular saws, bandsaws and guillotine (1) during school hours. (2) more than eight hours on a non-school day or 40 hours during a non-school week, (3) more than three hours on a school day or 18 hours during a school week, and (4) between 7 p.m. and 7 a.m. during the school year, or between 9 p.m. and 7 a.m. from

June 1 and Labor Day.) Occupations involved in sales and solicitation by a child under 18 years of age. Consult Child Actors- state law Child actor definition - a child under the age of 14 who is to be employed as an actor or other performer <u>Child actor extra definition</u> – a child under the age of 14 who is employed as an extra without any speaking, singing, or dancing Additional prohibited occupations that apply only to 14- and 15-year-old children: roles, usually in the background of the performance Every person applying for child actor Occupations declared particularly hazardous or detrimental to the health or well-being authorization must submit an application for authorization on a form provided by the Texas Workforce Commission. Special authorization for child actors to be employed as) mining, manufacturing, or processing occupations, including duties in workrooms or extras is granted without the need for filing an application if the employer meets the Texas Workforce Commission's requirements. Contact 1-800-832-9243 for instruction.

PENALTIES: State of Texas — An offense under Chapter 51, Texas Labor Code, is a Class B misdemeanor, except for the offense of employing a child under 14 to sell or olicit, which is a Class A misdemeanor. If the Commission determines that a person who employs a child has violated this Act, or a rule adopted under this Act, the Commission may assess an administrative penalty against that person in an amount not to exceed \$10,000 for each violation. The attorney general may seek injunctive relief in district court against an employer who repeatedly violates the requirements established by this Act relating to the employment of children. Federal — The FLSA rescribes a maximum administrative penalty of \$11,000 per violation and/or criminal prosecution and fines 101 E. 15th Street • Austin, Texas 78778-0001 • (512) 463-2222

Relay Texas: 800-735-2989 (TDD) 800-735-2988 (Voice) • www.texasworkforce.org • Equal Opportunity Employer / Services

of all children 14 through 17 years of age include occupations:

) involving the driving of motor vehicles and outside helpers

considered a hazardous occupation under state or federal law,

B. in or about any place where logging or sawmill operations are in progress, or

5) *in operating or assisting to operate power-driven woodworking machines,

occupations including slaughtering, meat packing, processing, or rendering,

shears, abrasive cutting discs, reciprocating saws, chain saws and wood-chippers,

) Occupations in sexually oriented businesses by a child under 21 years of age.

places where goods are manufactured, mined, or otherwise processed,

involving exposure to radioactive substances and to ionizing radiations,

1) in operating or assisting to operate power-driven bakery machines.

Inder certain conditions, driving a motor vehicle for a commercial purpose is NOT

than retail establishments.

(3) connected with coal mining,

C. in excavations.

shearing machines,

compactors,

A. on any public road or highway,

cranes, derricks, hoists, high-lift trucks,

9) in connection with mining, other than coal,

13) in manufacturing brick, tile, and kindred products,

15) in wrecking, demolition, and ship-breaking operations.

dditional prohibited occupations that apply under state law:

51.0145 Texas Labor Code for exceptions and requirements.

i) * in roofing operations and on or about a roof, and

7) * in connection with excavation operations

of 14- and 15-year-old children include:

WORKERS' COMPENSATION NOTICE 7

[name of employer] has been certified by the Texas Department of Insurance, Division of Workers' Compensation (Division) as a self-insured employer providing workers' compensation insurance in the event of work-related injury or occupational disease.

Claims for injuries or occupational diseases which occur on or after that date will be handled by [name of third party administrator] person acting on the employee's behalf, must notify the employer of an injury or occupational disease not later than the 30th day after the date on which the injury occurs or the date the employee knew or should have known of an occupational disease, unless the Division determines that good cause existed for failure to provide timely notice. Your employer is

EMPLOYEE ASSISTANCE: The Division provides free information about how to file a workers' compensation claim. Division staff will answer any questions you may have about workers' compensation and process any requests for dispute resolution of a claim. You can obtain this assistance by contacting your local Division field office or by calling 1-800-252-7031. The Office of Injured Employee Counsel (OIEC) also provides free assistance to injured employees and will explain your rights and responsibilities under the Workers' Compensation Act. You can obtain OIEC's assistance by contacting an OIEC customer service representative in your local Division

for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he or she in good faith reports an alleged occupational health or safety violation. Contact the Division at 1-800-452-9595.

PARA TRABAJADORES EN TEXAS

Workers' Compensation – TDI-DWC, por su nombre y siglas en inglés) (División) como empleador auto asegurado (self-insured employer, por su nombre en inglés), para proporcionar un seguro de compensación para trabajadores para protegerle en caso de una lesión o enfermedad ocupacional relacionada con el trabajo. Las reclamaciones por lesiones o enfermedades ocupacionales que ocurran en o después de esta fecha serán manejadas por [name of third Un empleado o una persona que actúe en nombre del empleado, debe notificar al empleador sobre una lesión o una enfermedad ocupacional a no más tardar de treinta (30) días, a partir de la fecha en que ocurrió la lesión o en la fecha en la que el empleado se enteró o debería de haberse enterado de la enfermedad ocupacional, al menos que la División determine que existió una buena causa para que no se haya notificado al empleador dentro del tiempo señalado. Su empleador tiene

de compensación para trabajadores. ASISTENCIA AL EMPLEADO: La División proporciona información gratuita sobre cómo presentar una reclamación de compensación para trabajadores. El personal de la División contestará cualquier pregunta que usted pueda tener sobre la compensación para trabajadores y procesará cualquier solicitud de resolución de disputas relacionada con una reclamación. Ústed puede obtener este tipo de asistencia comunicándose con su oficina local de la División o llamando al teléfono 1-800-252-7031. La Oficina de Asesoría Pública para el Empleado Lesionado (Office of Injured Employee Counsel – OIEC, por su nombre y siglas en inglés) también ofrece asistencia gratuita a los empleados lesionados y ellos le explicarán cuáles son sus derechos y responsabilidades bajo la Ley de Compensación para Trabajadores. Usted puede obtener la asistencia de OIEC comunicándose con un representante de servicio al cliente de OIEC en su

oficina local de la División o llamando al 1-866-EZE-OIEC (1-866-393-6432). LÍNEA DIRECTA PARA REPORTAR VIOLACIONES DE SEGURIDAD: La División cuenta con una línea gratuita telefónica que está en servicio las 24 horas del día para reportar condiciones inseguras en el área de trabajo que podrían violar las leyes ocupacionales de salud y seguridad. La ley prohíbe que los empleadores suspendan, despidan o discriminen en contra de cualquier empleado porque él o ella de buena fe reporta una alegada violación ocupacional de salud o seguridad. Comuníquese con la División al teléfono 1-800-452-9595.

WORKERS' COMPENSATION NOTICE 10 NOTICE TO EMPLOYEES CONCERNING

WORKERS' COMPENSATION IN TEXAS [name of employer] **COVERAGE:** Effective on [effective date of certificate]

provides workers' compensation insurance coverage as a

member of a self-insurance group under Labor Code Chapter 407A in the event of work-related injury or occupational disease. Claims for injuries or occupational diseases which occur on or after that date will be handled by [name of third party administrator] An employee or a person acting on the employee's behalf, must notify the employer of an injury

or occupational disease not later than the 30th day after the date on which the injury occurs or the date the employee knew or should have known of an occupational disease, unless the Texas Department of Insurance, Division of Workers' Compensation (Division) determines that good cause existed for failure to provide timely notice. Your employer is required to provide you with coverage information, in writing, when you are hired or whenever the employer becomes, or ceases to be, covered by workers' compensation insurance.

EMPLOYEE ASSISTANCE: The Division provides free information about how to file a workers' compensation claim. Division staff will answer any questions you may have about workers' compensation and process any requests for dispute resolution of a claim. You can obtain this assistance by contacting your local Division field office or by calling 1-800-252-7031. The Office of Injured Employee Counsel (OIEC) also provides free assistance to injured employees and will explain your rights and responsibilities under the Workers' Compensation Act. You can obtain OIEC's assistance by contacting an OIEC customer service representative in your local Division

field office or by calling 1-866-EZE-OIEC (1-866-393-6432). SAFETY VIOLATIONS HOTLINE: The Division has a 24 hour toll-free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he or she in good faith reports an alleged occupational health or safety

violation. Contact the Division at 1-800-452-9595.

AVISO A LOS EMPLEADOS SOBRE LA COMPENSACIÓN

PARA TRABAJADORES EN TEXAS **COBERTURA:** A partir de [effective date of certificate] proporciona cobertura de seguro de compensación

para trabajadores como miembro de un grupo auto asegurado bajo el Código Laboral Capítulo 407A para protegerle en caso de una lesión o enfermedad ocupacional relacionada con el trabajo. Las reclamaciones por lesiones o enfermedades ocupacionales que ocurran en o después de esta fecha serán manejadas por [name of third party administrator] Un empleado o una persona que actúe en nombre del empleado debe notificar al empleador sobre una lesión o una enfermedad ocupacional a no más tardar de treinta (30) días, a partir

de la fecha en que ocurrió la lesión o en la fecha en la que el empleado se enteró o debería de haberse enterado de la enfermedad ocupacional, al menos que el Departamento de Seguros de Texas, División de Compensación para Trabajadores (Texas Department of Insurance, Division of Workers' Compensation – TDI-DWC, por su nombre y siglas en inglés) (División) determine que existió una buena causa para que no se haya notificado al empleador dentro del tiempo señalado. Su empleador tiene la obligación de proporcionarle a usted información por escrito sobre la cobertura cuando usted es contratado o cuando su empleador adquiere o deja de tener una cobertura de seguro de compensación para trabajadores. ASISTENCIA AL EMPLEADO: La División proporciona información gratuita sobre cómo

presentar una reclamación de compensación para trabajadores. El personal de la División contestará cualquier pregunta que usted pueda tener sobre la compensación para trabajadores y procesará cualquier solicitud de resolución de disputas relacionada con una reclamación. Usted puede obtener este tipo de asistencia comunicándose con su oficina local de la División o llamando al teléfono 1-800-252-7031. La Oficina de Asesoría Pública para el Empleado Lesionado (Office of Injured Employee Counsel – OIEC, por su nombre y siglas en inglés) también ofrece asistencia gratuita a los empleados lesionados y ellos le explicarán cuáles son sus derechos y responsabilidades bajo la Ley de Compensación para Trabajadores. Usted puede obtener la asistencia de OIEC comunicándose con un representante de servicio al cliente de OIEC en su oficina local de la División o llamando al 1-866-EZE-OIEC (1-866-393-6432).

LÍNEA DIRECTA PARA REPORTAR VIOLACIONES DE SEGURIDAD: La División cuenta con una línea gratuita telefónica que está en servicio las 24 horas del día para reportar condiciones inseguras en el área de trabajo que podrían violar las leyes ocupacionales de salud y seguridad. La ley prohíbe que los empléadores suspendan, despidan o discriminen en contra de cualquier empleado porque él o ella de buena fe reporta una alegada violación ocupacional de salud o seguridad. Comuníquese con la División al teléfono 1-800-452-9595.

TEXAS DEPARTMENT OF INSURANCE, DIVISION OF WORKERS' COMPENSATION

Rule 110.101(e)(3) TX-0124-F04

NOTICE TO EMPLOYEES CONCERNING **WORKERS' COMPENSATION IN TEXAS COVERAGE:** Effective on [effective date of certificate]

required to provide you with coverage information, in writing, when you are hired or whenever the employer becomes, or ceases to be, covered by workers' compensation insurance.

field office or by calling 1-866-EZE-OIEC (1-866-393-6432). **SAFETY VIOLATIONS HOTLINE:** The Division has a 24 hour toll-free telephone number

AVISO A LOS EMPLEADOS SOBRE LA COMPENSACIÓN

COBERTURA: A partir de [effective date of certificate] [name of employer] ha sido certificado por el Departamento de Seguros de Texas, División de Compensación para Trabajadores (Texas Department of Insurance, Division of

party administrator] la obligación de proporcionarle a usted información por escrito sobre la cobertura cuando usted es contratado o cuando su empleador adquiere o deja de tener una cobertura de seguro