



J. J. Keller
& Associates, Inc.[®]
Since 1953

FEDERAL Labor Laws

FLSA

United States Department of Labor
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 1.5 times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR
An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm job 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 hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT
Employers of "tipped" employees* who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers may tip employees based on a minimum wage of at least \$2.13 per hour if their tips combined with the employees' cash wage of at least \$2.13 per hour do not equal the minimum wage. 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.

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 protection; employers must comply with both.

Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's full-time minimum wage and overtime pay protections and correctly classified independent contractors are not.

Certain students, student apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

DEPARTMENT OF LABOR
UNITED STATES OF AMERICA
WHD
WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd



WH1088

REV. 07/2016

FMLA

The United States Department of Labor Wage and Hour Division
Employee Rights Under the Family and Medical Leave Act

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

- To care for the placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, parent, or other qualifying dependent who has a serious health condition;
- To care for the employee's own serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent;
- For the birth of a child (up to 12 months of leave for the service member with a serious injury or illness).

An employee does not need to use leave in block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on reduced schedule.

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

BENEFITS & PROTECTIONS

While employees on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, employees must continue health insurance coverage as if the employee had not been absent, except for employer terms and conditions.

An employee may not interfere with an individual's FMLA rights or retaliate against someone for trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

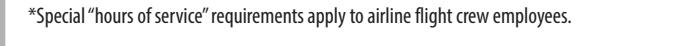
ELIGIBILITY REQUIREMENTS

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

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employee has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

For additional information or to file a complaint:
**1-866-4-SWAGE
(1-866-487-9243)
TTY: 1-877-889-5627
www.dol.gov/whd**



U.S. Department of Labor - Wage and Hour Division - WH1420

REV. 04/2016

EPPA

United States Department of Labor
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 rights to refuse the test.

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 (armed and guard), and of pharmaceuticals, distributors, and dispensers.

Employers may also bring their own court actions.

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

DEPARTMENT OF LABOR
UNITED STATES OF AMERICA
WHD
WAGE AND HOUR DIVISION
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WH1462

REV. 07/2016

USERRA

United States Department of Labor
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 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

If you have the right to reemployment in your civilian job if you leave that job to perform service in the enforcement service:

- You have the right to request your employer receives advance wages or verbal notice of your service;
- You have five years or less of cumulative service in the uniformed services while with that particular employer;
- You return to work or apply for reemployment in a timely manner after conclusion of service; and
- You have not been separated from service with a disqualifying discharge or under other honorable conditions.

If you are separated from service due to military service or injure your health and benefits would you have attained if you had not been absent due to military service, in some cases, a compensable injury.

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
- then an employer may not deny:

 - employment;
 - reemployment;
 - promotion;
 - retirement in employment;

because of your 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.

U.S. Department of Justice • 1-866-487-2365
Employer Support of the Guard and Reserve • 1-800-336-4590

Office of Special Counsel

REV. 05/2022

Discrimination

U.S. Equal Employment Opportunity Commission

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?

- Requesting or disclosing medical information of employees
- Requesting or disclosing genetic information of employees
- Conducts might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding.

What Can You Do If You Believe Discrimination is Happening?

Contact the EEOC promptly if you suspect discrimination.

The EEOC handles discrimination complaints under Title VII of the Civil Rights Act of 1964, which protects against discrimination in employment because there are strict time limits for filing a charge of discrimination or a complaint with the EEOC.

For more information about filing a charge of discrimination or a complaint with the EEOC, please visit www.eeoc.gov.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, Religion, Sex, Orientation, National Origin

The Office of Federal Contract Compliance Programs (OFCCP) enforces Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity for protected veterans and disabled individuals.

Acting About, Disclosing, or Discussing Pay

Executive Order 11246, as amended, prohibits employees from discussing compensation by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity for protected veterans and disabled individuals.

Employee Benefits

Executive Order 11246, as amended, prohibits employees from discriminating in hiring, promotion, or compensation, or terminating or harassing, or having a speech disability, please dial 1-101 to access telecommunications relay services. OFCCP may also be contacted by telephone at 1-800-395-6221 (TDD/TT) or 1-800-395-6222 (voice). OFCCP may also be contacted by fax at 1-800-395-6223 (TDD/TT) or 1-800-395-6224 (voice).

Employment Practices Requiring Disclosure

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Employee Training

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