



Compliance Code: FL-1023-F04 • Check Compliance By Scanning Here ▶

## **EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL**

lawsuit, investigation, or proceeding

All aspects of employment, including:

• Pay (unequal wages or compensation)

· Harassment (including unwelcome verbal or

• Failure to provide reasonable accommodation for

condition; or a sincerely-held religious belief,

a disability; pregnancy, childbirth, or related medical

· Discharge, firing, or lay-off

physical conduct)

Hiring or promotion

observance or practice

Benefits

Referral

Job training

Classification

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? • Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination

Know Your Rights: Workplace Discrimination is Illegal

• 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)

 Staffing agencies What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of: Race

Color Religion National origin Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)

Age (40 and older) Genetic information (including employer requests for,

services, or family medical history)

of employment, including the executive level.

 Obtaining or disclosing genetic information of employees Requesting or disclosing medical information or purchase, use, or disclosure of genetic tests, genetic of employees **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** 

• 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 Interference, coercion, or threats related to exercising with someone exercising their rights, or someone rights regarding disability discrimination or pregnancy assisting or encouraging someone else to exercise What Employment Practices can be Challenged as rights, regarding disability discrimination (including accommodation) or pregnancy accommodation What can You Do if You Believe Discrimination has

Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: **Submit** an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx **Call** 1–800–669–4000 (toll free) 1-800-669-6820 (TTY) 1-844-234-5122 (ASL video phone) Visit an EEOC field office (information at

www.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

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 active duty), active duty wartime or campaign badge veterans, or Armed Forces Retaliation Retaliation is prohibited against a person who files a complaint

of discrimination, participates in an OFCCP 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 The Office of Federal Contract Compliance Programs (OFCCP)

U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free)

f you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access relecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <a href="https://ofccphelpdesk.dol.gov/s/">https://ofccphelpdesk.dol.gov/s/</a>, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

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

Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP)

doing business with the Federal Government. If you are applying for a job with, or are

an employee of, a company with a Federal contract or subcontract, you are protected

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

Executive Order 11246, as amended, prohibits employment discrimination by Federal

national origin, and requires affirmative action to ensure equality of opportunity in all

contractors based on race, color, religion, sex, sexual orientation, gender identity, or

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

protects applicants and employees of Federal contractors from discrimination based on

isability Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified

inquiring about, disclosing, or discussing their compensation or the compensation of

ndividuals with disabilities from discrimination in hiring, promotion, discharge, pay,

ringe benefits, job training, classification, referral, and other aspects of employment

accommodation to the known physical or mental limitations of an otherwise qualified

ndividual with a disability who is an applicant or employee, barring undue hardship to

the employer. Section 503 also requires that Federal contractors take affirmative action

to employ and advance in employment qualified individuals with disabilities at all levels

by Federal contractors. Disability discrimination includes not making reasonable

enforces the nondiscrimination and affirmative action commitments of companies

under Federal law from discrimination on the following bases:

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 receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

(Revised 6/27/2023)

### FLORIDA MINIMUM WAGE



## MINIMUM WAGE IN FLORIDA **Notice to Employees**

Effective September 30, 2023, the Florida minimum wage will be \$12.00 per hour, with a minimum wage of at least \$8.98 per hour for tipped employees, in addition to tips, through September 29, 2024.

On November 3, 2020, Florida voters approved a state constitutional amendment to gradually increase the state's minimum wage each year until reaching \$15.00 per hour on September 30, 2026. On September 30, 2023, Florida's minimum wage will increase to \$12.00 per hour. Each year thereafter, Florida's minimum wage will increase by \$1.00 until the minimum wage reaches \$15.00 per hour on September 30, 2026. Resuming in 2027, the minimum wage will be adjusted annually for inflation.

An employer may not retaliate against an employee for exercising his or her right to receive the minimum wage. Rights protected by the State of Florida Constitution include the right to:

- File a complaint about an employer's alleged noncompliance with lawful minimum wage requirements.
- Inform any person about an employer's alleged noncompliance with lawful minimum wage requirements.
- Inform any person of his or her potential rights under Section 24, Article X of the State Constitution and to assist the individual in asserting such rights.

An employee who has not received the lawful minimum wage after notifying his or her employer and giving the employer 15 days to resolve any claims for unpaid wages may bring a civil action in a court of law against an employer to recover back wages plus damages and attorney's fees.

An employer found liable for intentionally violating minimum wage requirements is subject to a fine of \$1,000 per violation, payable to the State. The Attorney General, or other official designated by the Legislature, may bring a civil action to enforce the minimum wage.

For additional details, see Section 24, Article X of the State of Florida Constitution, and section 448.110, Florida Statutes.

## DISCRIMINATION

FLORIDA LAW PROHIBITS DISCRIMINATION BASED ON: RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, AGE, PREGNANCY OR MARITAL STATUS WHAT IS COVERED UNDER THE LAW: FMPI OYMENT • PUBLIC ACCOMMODATIONS • RETALIATION AFTER FILING A CLAIM • STATE EMPLOYEE WHISTLE-BLOWER RETALIATION If you feel that you have been discriminated against, visit our web site or call us: FLORIDA COMMISSION ON HUMAN RELATIONS 4075 Esplanade Way Suite 110,

Tallahassee, Florida 32399 | http://FCHR.state.fl.us

RAZA, COLOR, RELIGIÓN, SEXO, ORIGEN NACIONAL, INCAPACIDAD, EDAD, EMBARAZO, O ESTADO CIVIL. LO QUE ESTÁ CUBIERTO BAJO LA LEY: • EMPLEO • LUGARES DE ACOMODO PÚBLICO • ACCIÓN VENGATIVE DESPUES UNA QUEJA BAJO LALEY DE "SOPLAÓN" (WHISTLE-BLOWER) iente que ha sido discriminado, visite nuestra página web o llámenos. LA COMISIÓN DE RELACIONES HUMANAS DE LA FLORIDA 4075 Esplanade Way Suite 110, Tallahassee, Florida 32399 | http://FCHR.state.fl.us

LA LEY DE LA FLORIDA PROHIBE DISCRIMINACIÓN BASADA EN:

## CHILD LABOR LAWS



## **CHILD LABOR LAWS**

The State of Florida and the Federal Fair Labor Standards Act (FLSA) Protecting the Health, Education and Welfare of Minors in the Workplace. This chart summarizes the child labor laws of the State of Florida and the Federal Fair Labor Standards Act (FSLA).

The stricter provisions must be observed and are denoted by bold lettering. The Federal law in italics. Minors 14 & 15 - Under 14 years old MAY NOT WORK Florida: May NOT work during school hours Florida & FLSA: May not work during school hours (some exceptions apply).

follow, until 9 p.m.

SCHOOL **ATTENDANCE** unless they meet a criterion of the Hour Restrictions listed below, FLSA: No limitations PERMITS TO HOURS OF WORK, | Florida: May work up to 30 hours per week. WHEN SCHOOL IS Not before 6:30 a.m. or later than 11 p.m.

no hour restrictions.

school is scheduled the following day. On

days when school does not follow, there are

Florida & FLSA: Not required, except the FLSA requires the employer to maintain date of birth information for all employees under 19 years old. Florida: May work up to 15 hours per week. Not before 7 a.m. or after 7 p.m. and for no more than 3 hours a day on school days, when a school day follows. May work up to 8 and for no more than 8 hours a day when hours on Friday, Saturday, Sunday, and on non-school days, when school days do not

FLSA: No limitations. allows this age group to work up to 8 hours on Saturday, Sunday and non-school days, when school days do not follow, until 7 p.m. HOURS OF WORK, | Florida: No Limitations Florida: May work up to 8 hrs. per day and up to 40 hrs. per week; may not work before WHEN SCHOOL IS | FLSA: No limitations **7 a.m. or** after 9 p.m

FLSA: May work up to 8 hrs. per day and up to 40 hrs. per week. Work must be performed between 7 a.m. and 7 p.m.; from June 1 to Labor Day may work until 9 p.m.

Minors 14 and 15 may not work in these occupations

all power mowers and cutters

Operating motor vehicles

Working in freezers or meat coolers

manufactured, mined, or processed

Working in public messenger services

\*\* Handling certain dangerous animals

Loading and unloading trucks

· Cooking (some exceptions apply) & baking

• Operating any power-driven machinery other than office machines, including

• Operating, setting up, adjusting, or cleaning power-driven meat or vegetable

Communications, and Construction (except clerical); boiler or engine rooms

\*\* Conducting door-to-door sales of products as employment (some exceptions)

• Maintaining or repairing an establishment, machines, or equipment

slicers, grinders, food choppers, and cutters, and bakery-type mixers

• Manufacturing, mining, or processing occupations where goods are

• Working in occupations in Transportation, Warehouse & Storage,

FLSA: Daily maximum of 3 hrs. on school days, 8 hours non-school days; weekly maximum is 18 hours; not before 7 a.m. or after 7 p.m. Note: Application of both state and federal law

**DAYS PER WEEK** Florida: No more than 6 consecutive days in any one week. FLSA: No limitations. **BREAKS** Florida: Minors may work no more than 4 consecutive hours without a 30 minute uninterrupted break. FLSA: No limitations AGRICULTURE Florida: Minors participating in farm work, not on their parents or guardian's farm, must comply with the same restrictions as in other

(Exception: 12 and 13 year-olds may be employed with written parental consent or on a farm where the minor's parent is also employed; minors under 12 may be employed with written parental consent on farms where employees are exempt from the Federal minimum wage provisions.)

FLSA: No employment permitted during school hours. May work after school in occupations not declared hazardous in agriculture. See Child Labor Bulletin 102.

**RESTRICTED OCCUPATIONS** The State of Florida has incorporated the 17 Hazardous Occupations (HOs) of the FLSA into the Florida law and Child Labor Rule. For more info on HOs, contact the U.S. Department of Labor, Wage and Hour Division. This poster represents a combination of those laws with an \*\* annotating

Minors under the age of 18 may not work in below occupations: Working in or around explosives or radioactive substances Operating Motor vehicles

Logging or sawmilling Operating power-driven meat processing machines to include meat and vegetable slicers; slaughtering, meat packing, processing or rendering Working on any scaffolding, roofs or ladders above 6 feet; roofing Wrecking, demolition or excavation

Operating power-driven bakery; metal-forming, punching, and shearing machines; woodworking, paper products or hoisting machines

Manufacturing brick and tile products

Operating circular saws, band saws, & guillotine shears \* Working with compressed gases exceeding 40 p.s.i. \*\* Working in or around toxic substances, corrosives or pesticides

\* Working with electrical apparatus or wiring \* Operating or assisting to operate tractors over 20 PTO horsepower, forklifts, earthmoving equipment, any harvesting, planting, or plowing machinery or any moving machinery

Hour Restrictions – (from hour restrictions only; hazard restrictions still apply until Age Restrictions — (from age requirements; hazard restrictions still apply) Minors who hold waivers from a public school or Child Labor Compliance Minors who have been married

Minors who have either graduated from an accredited high school, or hold a high

 Minors who work for their parents in occupations not declared hazardous • Pages in the Florida legislature Newspaper delivery (10 years old) • Minors in the entertainment industry registered with Child Labor Compliance school equivalency diploma A court may authorize an exemption from age and hour restrictions. Minors who have served in the U.S. Armed Forces

Minors who are enrolled in high school work programs PARTIAL WAIVERS The Florida Child Labor law is designed to serve and protect minors and encourage them to remain in school. At times, some minors may feel that the law conflicts with their best interest or their life circumstances; therefore, they have the right to request an exemption from the law. If a minor is attending the K-12 public school, a waiver may be obtained and granted by the local school district. All other minors may request an application by contacting the Department of Business and Professional Child Labor Program. Waiver applications are reviewed and granted on a case by case basis. To qualify, applicants must demonstrate that

PENALTIES Florida: Employment of minors in violation of Florida Child Labor laws may result in fines up to \$2,500 per offense and/or be guilty of a second degree misdemeanor. FLSA: Maximum fines up to \$11,000 per minor / per violation. WORKERS' COMPENSATION Florida: If an injured minor is employed in violation of any provisions of the Child Labor Laws of Florida, an employer may be subject to up to double the compensation otherwise payable under Florida Workers' Compensation law. POSTING REQUIREMENTS Florida: All employers of minors must post in a conspicuous place on the property or place of employment, where it may be easily

ead, a poster notifying minors of the Child Labor laws.

For information on Florida laws contact: Florida Department of Business and Professional Regulation • Child Labor Program 2601 Blair Stone Road • Tallahassee, FL 32399-2212 • Telephone 850.488.3131; Toll-Free 1.800.226.2536 • www.myfloridalicense.com

certain requirements of Florida law need to be waived. Employers must keep a copy of partial waivers of employed minors.

For information on Federal laws contact: U.S. Department of Labor, Wage & Hour Division, listed in the telephone directory under U.S. Government; www.dol.gov/elaws/flsa.htm.

Florida Department of Business and Professional Regulation and the United States Department of Labor "Working Together for Florida's Workforce"

2016 May 16

## FMLA - FAMILY AND MEDICAL LEAVE ACT

### **Your Employee Rights Under the Family and Medical Leave Act**

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,

To care for your spouse, child or parent with a serious mental or physical or collective bargaining agreement that provides greater family or medical 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 by the law but are subject to the jurisdiction of the U.S. Office of covered servicemember with a serious injury or illness **may take up to** Personnel Management or Congress 26 workweeks of FMLA leave in a single 12-month period to care for What does my employer need to do? If you are eligible for FMLA leave, the servicemember. You have the right to use FMLA leave in **one block** your **employer** must: 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 employerprovided 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 following apply: 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

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 learn about our WHD 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.

What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal You do not have to share a medical diagnosis but must provide enough law that provides eligible employees with job-protected leave for qualifying information to your employer so they can determine whether the leave family and medical reasons. The U.S. Department of Labor's Wage and Hour qualifies for FMLA protection. You must also inform your employer if Division (WHD) enforces the FMLA for most employees. Eligible employees 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 Your serious mental or physical health condition that makes you unable certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law

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

• 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 of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated. you may file a complaint with WHD or SCAN ME file a private lawsuit against your

employer in court. Scan the OR code to





## 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 **HEALTH INSURANCE PROTECTION** 

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: vou 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

· vou have not been separated from service with a disqualifying discharge or under other than honorable conditions. f 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; • reemployment; • retention in employment; • promotion; or • any benefit of employment,

USERRA, even if that person has no service connection.

• 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 • Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

Service (VETS) is authorized to investigate and resolve complaints • 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/userra

• The U.S. Department of Labor, Veterans Employment and Training

• 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 In addition, an employer may not retaliate against anyone or the Office of Special Counsel, as applicable, for representation. assisting in the enforcement of USERRA rights, including testifying You may also bypass the VETS process and bring a civil action or making a statement in connection with a proceeding under against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



PAYDAY NOTICE

## **Regular Paydays for Employees of**

Bi-Weekl

## UNEMPLOYMENT COMPENSATION - REEMPLOYMENT ASSISTANCE

To Employees: Your Employer is registered with the Florida Department of Revenue as an employer who is liable under the Florida

Weekl

employer did you...

capital gains, etc.)?

Your family wage income

started or ended a job)?

If you can answer "YES"...

need to file a new form W-4.

Gain or lose a dependent? Change your name?

Your non-wage income (interest, dividends

To any of these questions or you owed extra

tax when you filed your last return, you may

Marry or divorce?

are covered by the Reemployment Assistance Program, formerly known as Unemployment Compensation Program. Reemployment assistance taxes finance the benefits paid to eligible unemployed workers. Those taxes are paid by your employer and, by law, cannot be deducted from employee's wages. You may be eligible to receive reemployment assistance benefits

if you meet the following requirements: You must be totally or partially unemployed through no fault You must apply for benefits at https://connect.myflorida.com 3. You must register for work at www.employflorida.com. 4. You must have a history of sufficient employment and wages. You must be Able to work and Available for work. · You may file a claim for partial unemployment for any week you work less than full time due to lack of work if your wages during

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old

TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a

cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage

obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time

the employee needs to express breast milk. Employers must provide a place, other than a

proom, that is shielded from view and free from intrusion from coworkers and the public, which

FORCEMENT The Department has authority to recover back wages and an equal amount in

 $iquidated\ damages\ in\ instances\ of\ minimum\ wage, over time, and\ other\ violations. The\ Department$ 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 provision

of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor

rovisions. Heightened civil money penalties may be assessed for each child labor violation that

esults in the death or serious injury of any 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

Certain occupations and establishments are exempt from the minimum wage, and/or overtime

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

mployees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay

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.

**EQUAL OPPORTUNITY IS THE LAW** 

**EQUAL OPPORTUNITY IS THE LAW** 

It is against the law for this recipient of Federal financial assistance to discriminate on

the following bases: against any individual in the United States, on the basis of race,

color, religion, sex (including pregnancy, childbirth, and related medical conditions,

sex stereotyping, transgender status, and gender identity), national origin (including

limited English proficiency), age, disability, or political affiliation or belief, or, against

any beneficiary of, applicant to, or participant in programs financially assisted under

Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's

citizenship status or participation in any WIOA Title I-financially assisted program

The recipient must not discriminate in any of the following areas: deciding who will be

admitted, or have access, to any WIOA Title I-financially assisted program or activity;

providing opportunities in, or treating any person with regard to, such a program or

activity; or making employment decisions in the administration of, or in connection

Recipients of federal financial assistance must take reasonable steps to ensure that

communications with individuals with disabilities are as effective as communications

with others. This means that, upon request and at no cost to the individual, recipients

are required to provide appropriate auxiliary aids and services to qualified individuals

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I-

financially assisted program or activity, you may file a complaint within 180 days from

the date of the alleged violation with either: the recipient's Equal Opportunity Officer

If you file your complaint with the recipient, you must wait either until the recipient

issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner),

before filing with the Civil Rights Center (see address above). If the recipient does not

complaint, you may file a complaint with CRC before receiving that Notice. However,

you must file your CRC complaint within 30 days of the 90-day deadline (in other words,

within 120 days after the day on which you filed your complaint with the recipient). If

the recipient does give you a written Notice of Final Action on your complaint, but you

are dissatisfied with the decision or resolution, you may file a complaint with CRC. You

must file your CRC complaint within 30 days of the date on which you received the

(or the person whom the recipient has designated for this purpose);

Julisa Nnorom, Equal Opportunity Officer Office for Civil Rights (OCR)

Department of Economic Opportunity Caldwell Building - MSC 150

Director, Civil Rights Center (CRC), U.S. Department of Labor

200 Constitution Avenue NW, Room N-4123, Washington, DC 20210

or electronically as directed on the CRC website at www.dol.gov/crc.

107 East Madison Street Tallahassee, Florida 32399-4129

Notice of Final Action.

WAGE AND HOUR DIVISION

1-866-487-9243

TED STATES DEPARTMENT OF LABOR

pay provisions. Certain narrow exemptions also apply to the pump at work requirements pecial provisions apply to workers in American Samoa, the Commonwealth of the Northern

Some state laws provide greater employee protections; employers must comply with both.

Mariana Islands, and the Commonwealth of Puerto Rico.

tections and correctly classified independent contractors are not.

certain work hours restrictions. Different rules apply in agricultural employment.

FEDERAL MINIMUM WAGE \$7.25

call the IRS at 1-800-829-3676.

Nithholding Calculator at

Now is the time to check your withholding.

For more details, get Publication 919, How Do

I Adjust My Tax Withholding?, or use the

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

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

that week are less than your weekly benefit amount.

in disqualification with a penalty period AND remain in effect until a set amount of wages have been earned with new employment. Voluntarily quitting a job without good cause attributable to the employer may result in disqualification until a set amount of wages have been earned with new employment. If you have any questions regarding reemployment assistance benefits, contact the Florida Department of Commerce, Reemployment Assistance Program at:

> **Division of Workforce Services Reemployment Assistance Program** 1-800-204-2418 www.floridajobs.org This notice must be posted in accordance with Section 443.151(1) Florida Statutes,

### • You must report all earnings while claiming benefits. Failure to do so is a third-degree felony with a maximum penalty of 5 years imprisonment and a \$5,000 fine. Discharges related to misconduct connected with work may result Reemployment Assistance Law. This means that **You**, as employees,

(armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. Florida Department of Commerce

# he Florida Reemployment Assistance Program Law. R. 08/23

### 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

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 OSHA-



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

## EMPLOYEE POLYGRAPH PROTECTION ACT

### **EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT** The Employee Polygraph Protection Act prohibits most private The law does not preempt any provision of any State or local law or any

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

and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising 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

subject to numerous strict standards concerning the conduct and requesting any employee or job applicant to take a lie detector test, 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 not to have test results **ENFORCEMENT** The Secretary of Labor may bring court actions to or job applicants may also bring their own court actions.

to lie detector tests.

restrain violations and assess civil penalties against violators. Employees THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE **EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.** 

collective bargaining agreement which is more restrictive with respect

**EXAMINEE RIGHTS** Where polygraph tests are permitted, they are

## 1-866-487-9243

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.

ANTI-DISCRIMINATION NOTICE

**WORKERS' COMPENSATION** 

## **WORKERS' COMP WORKS FOR YOU**

properly filed.



# If you are injured on the job:

the name of an approved physician. Workers'

comp insurance may not pay the medical bills

if you don't report your injury promptly to

your employer. 2. Notify the doctor and medical staff that you were injured on the job so that bills may be

3. If you have any problems with your claim or suffer excessive delays in treatment, contact the State of Florida's Division of Workers' Compensation at 1-800-342-1741.

Workers' Compensation pays for all authorized medically necessary care and treatment related to your injury or illness.

If you are unable to work or your earnings are lower because of a work related injury or illness, and you have been disabled for more than seven calendar days, you may be eligible for some wage replacement benefits.

This notice of Compliance must be posted by the employer and maintained conspicuously in and about the employer's place or places of employment. State of Florida Division of Workers' Compensation.

**PLACE** 

**INSURER INFORMATION STICKER HERE** 

FL-1023-F04

# 1. Notify your employer immediately to get

Rewards of up to \$25,000 may be paid to persons providing information to the Department of Financial Services leading to the arrest and conviction of persons committing insurance fraud, including employers who illegally fail to obtain

department at 1-800-378-0445 or online at https://first.fldfs.com

Persons may report suspected fraud to the

such information, if such person acts without malice, fraud or bad faith.

69L-6.007, F.A.C. Compensation Notice DFS-F4-1548 Revised March 2010 (Fraud reporting link updated May 2021)

## \$25,000 REWARD

**ANTI-FRAUD REWARD PROGRAM** 

workers' compensation coverage.

A person is not subject to civil liability for furnishing