



IDAHO & FEDERAL LABOR LAW POSTER

EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment.

Who is Protected? Employees with certain (and former), including managers and temporary employees. What Organizations are Covered? Most private employers, State and local governments (as employers), Educational institutions (as employers), Unions, Staffing agencies.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

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 employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin.

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee.

For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

EQUAL OPPORTUNITY IS THE LAW

IT IS AGAINST THE LAW FOR THIS RECIPIENT OF FEDERAL FINANCIAL ASSISTANCE TO DISCRIMINATE ON THE FOLLOWING BASIS:

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.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

- 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; Making employment decisions in the administration of, or in connection with, such program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

- The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or The 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 Web site at www.dol.gov/crc.

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 give you a written Notice of Final Action within 90 days of the day on which you filed your 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 Notice of Final Action.

To file a complaint with IDOL's Equal Opportunity Officer, contact: Danilo Cabrera WIOA Equal Opportunity Officer (208) 332-3570 x 3656 Danilo.Cabrera@labor.idaho.gov

Idaho Department of Labor is an equal opportunity employer and service provider. Auxiliary aids and services are available upon request to individuals with disabilities. Dial 711 for Idaho Relay Service.

UNEMPLOYMENT INSURANCE

NOTICE ALL EMPLOYEES IDAHO DEPT. OF LABOR

UNEMPLOYMENT INSURANCE BENEFITS

This firm is subject to the Employment Security Law of the State of Idaho. All employees, except those specifically exempt, are insured for compensation during periods of involuntary unemployment.

Unemployment Insurance

is what the name implies — an INSURANCE paid from the Employment Security Trust Fund, a fund derived from taxation against the company or employer.

NO PORTION OF THE COST OF THIS PROGRAM IS DEDUCTIBLE FROM YOUR EARNINGS.

Claims for Unemployment Insurance must be filed online at labor.idaho.gov/claimantportal. Don't delay or you could lose your benefits. Claims should be filed immediately after separation.

Idaho Department of Labor 317 W. Main St. Boise, Idaho 83735-0910 (208) 332-8942 Website: labor.idaho.gov

Idaho's unemployment insurance programs are 100% funded by U.S. Department of Labor Employment and Training Administration grants totaling \$40,761,255.

Idaho Department of Labor labor.idaho.gov A proud partner of the American Job Center network.

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it. OVERTIME PAY At least 1 1/2 times your regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least 16 years old to work in hazardous non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.

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

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.

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations.

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243 www.dol.gov/agencies/wHD

FMLA - FAMILY AND MEDICAL LEAVE ACT

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons.

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for: The birth, adoption or foster placement of a child with you, or your serious mental or physical health condition that makes you unable to work.

To care for your spouse, child or parent with a serious mental or physical health condition, and Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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.

Am I eligible to take FMLA leave? You are an eligible employee if all of the following apply: You work for a covered employer, You have worked for your employer at least 12 months, You have at least 1,250 hours of service for your employer during the 12 months before your leave, and Your employer has at least 50 employees within 75 miles of your work location.

How do I request FMLA leave? Generally, to request FMLA leave you must: Follow your employer's normal policies for requesting leave, Give notice at least 30 days before your need for FMLA leave, or If advance notice is not possible, give notice as soon as possible.

What does my employer need to do? If you are eligible for FMLA leave, your employer must: Allow you to take job-protected time off work for a qualifying reason, Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

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 file a private lawsuit against your employer in court.

SCAN ME WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR WH1420 REV 04/23

WORKERS' COMPENSATION

TO THE EMPLOYER: THIS NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE UPON YOUR PREMISES.

NOTICE REGARDING WORKERS' COMPENSATION INSURANCE

ALL WORKERS EMPLOYED BY THE UNDERSIGNED ARE HEREBY NOTIFIED THAT THE EMPLOYER HAS COMPLIED WITH THE LAW AS TO SECURING THE PAYMENT OF COMPENSATION TO EMPLOYEES AND THEIR DEPENDENTS, IN ACCORDANCE WITH THE PROVISIONS OF THE WORKERS' COMPENSATION LAW.

Date: Employer:

By: Employer's Authorized Agent:

An employee receiving an injury by accident must immediately notify his/her supervisor, superintendent, or the undersigned, who will provide medical attendance.

Claim for compensation must be made in writing and given to the employer.

Forms for giving notice of injury and making claim for compensation will be furnished by the employer; by the surety, or upon application, by the Industrial Commission in Boise, Idaho.

DISCRIMINATION

IDAHO LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT

based on religion, race, color, sex, age (40+), disability and national origin. The laws also prohibits retaliation against individuals who exercise their rights under Idaho's antidiscrimination laws.

The Commission also offers educational programs for businesses, human resource organizations and other agencies free of charge.

IDAHO HUMAN RIGHTS COMMISSION 317 W. Main St. Boise, ID 83755 t: 208.334.2873 f: 208.334.2664 Rev. 5/2018

An Equal Opportunity Employer and Service Provider. Reasonable accommodations are available upon request. Dial 711 for TTY Idaho Relay Service.

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

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

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR WH1420 REV 04/23

PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name) Shall be as follows: Weekly Bi-Weekly Monthly Other

By: Title:

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer did you... Married or divorced? Gain or lose a dependent? Change your name?

Where there major changes to... Your nonwage income (interest, dividends, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your itemized deductions? Your tax credits?

If you can answer "YES"... To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4.

Department of the Treasury Internal Revenue Service www.irs.gov

IDAHO MINIMUM WAGE

STATE OF IDAHO Idaho Department of Labor 317 W. Main St. Boise, Idaho 83735-0910

IDAHO MINIMUM WAGE LAW

SECTION 44-1502, IDAHO CODE: Except as hereinafter otherwise provided, no employer shall pay to any of his employees any wages computed at a rate of less than: \$7.25 PER HOUR AS OF JULY 24, 2009

TIPPED EMPLOYEES: Any employee engaged in an occupation in which he customarily and regularly receives more than thirty dollars (\$30.00) a month in tips will be paid a minimum of \$3.35 per hour.

OPPORTUNITY WAGE: Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.

SECTION 44-1504, IDAHO CODE, EXEMPTIONS FROM MINIMUM WAGE: The provisions of this act shall not apply to any employee employed in a bona fide executive, administrative, or professional capacity; to anyone engaged in domestic service; to any individual employed as an outside salesperson; to seasonal employees of a non-profit camping program; or to any child under the age of sixteen (16) years working part-time or at odd jobs not exceeding a total of four (4) hours per day with any one (1) employer; or any individual employed in agriculture if; such employee is the parent, spouse, child or other member of his employer's immediate family; or such employee is older than sixteen (16) years of age and is employed as a harvest laborer and is paid on a piece-rate basis in an operation which has been, and is customarily and generally recognized as having been paid on a piece-rate basis in the region of employment, and commutes daily from his permanent residence to the farm on which he is so employed, and has been employed in agriculture less than thirteen (13) weeks during the preceding calendar year; or such employee is sixteen (16) years of age or under and; is employed as a harvest laborer; is paid on a piece-rate basis in an operation which has been, and is customarily and generally recognized as having been paid on a piece-rate basis in the region of employment, and is employed on the same farm as his parent or person standing in the place of his parent, and is paid at the same piece-rate basis as employees over the age of sixteen (16) years are paid on the same farm; or such employee is principally engaged in the range production of livestock.

SECTION 45-606, IDAHO CODE: All wages due a separated employee must be paid the earlier of the next regularly scheduled payday or within 10 days of separation, weekends and holidays excluded. If the separated employee makes a written request for earlier payment, all wages then due must be paid within 48 hours, weekends and holidays excluded.

The Wage and Hour Section of the Idaho Department of Labor is responsible for the administration of the Idaho Minimum Wage and the Wage Payment Act.

For further information, "A Guide to Idaho Labor Laws" is available at any Idaho Department of Labor office in the state and online at labor.idaho.gov/pdf/wagehour.pdf (English) and labor.idaho.gov/pdf/wagehourspan.pdf (Spanish) or call Kootenai County (208) 457-8789; Boise (208) 332-3570; Pocatello (208) 236-6710, ext. 3659; or Burley (208) 678-5518, ext. 3128. Dial 800-377-3529 for Idaho Relay Service.

NOTICE TO EMPLOYERS: THIS OFFICIAL NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE, IN OR ABOUT THE PREMISES WHERE ANY PERSON SUBJECT TO THE ACT IS EMPLOYED, OR IN A PLACE ACCESSIBLE TO EMPLOYEES (SECTION 44-1507, IDAHO CODE).

EMPLOYMENT OF WORKERS WITH DISABILITIES OR APPRENTICES MUST BE IN CONFORMANCE WITH SECTION 44-1505 AND 44-1506, IDAHO CODE.

FOR ADDITIONAL POSTERS OR INFORMATION, PLEASE CONTACT THE ADDRESS STATED ON THIS BULLETIN OR ACCESS OUR WEBSITE AT http://labor.idaho.gov

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 work-related 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 rights.

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

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed services and: you ensure that your employer receives advance written or verbal notice of your service; you have five years or less of cumulative service in the uniformed services while with that particular employer; you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

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, because of this status. In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illness or injuries.

ENFORCEMENT The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra

If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. You may also bypass the VETS process and bring a civil action 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.

U.S. Department of Labor 1-866-487-2365 U.S. Department of Justice Office of Special Counsel ESGR Employee Support Of The Guard And Reserve 1-800-336-5590

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

OSHA Occupational Safety and Health Administration U.S. Department of Labor

All workers have the right to: A safe workplace. Raise a safety or health concern with your employer or OSHA, or report a work-related 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 rights.

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

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