LOUISIANA & FEDERAL LABOR LAW POSTER

EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL Know Your Rights: Workplace Discrimination is Illegal

 Employees (current and former), including managers and temporary employees Union members and applicants for membership in a union Vhat Organizations are Covered? Most private employers State and local governments (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: Color

Educational institutions (as employers)

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

ederal law from discrimination on the following bases:

of employment, including the executive level.

Genetic information (including employer requests for. or purchase, use, or disclosure of genetic tests, genetic services, or family medical history

aspects of employment. **Asking About, Disclosing, or Discussing Pay** Executive Order 11246, as amended,

protects applicants and employees of Federal contractors from discrimination based on

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

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

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

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

by Federal contractors. Disability discrimination includes not making reasonable

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

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. · Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy What Employment Practices can be Challenged as **Discriminatory?** All aspects of employment, including: Discharge, firing, or lay-off

physical conduct) Hiring or promotion Pay (unequal wages or compensation)
Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice

 Job training Classification · Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees

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 an requires affirmative action to recruit, employ, and advance in employment, disabled employee of, a company with a Federal contract or subcontract, you are protected under 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 service Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal Retaliation Retaliation is prohibited against a person who files a complaint of contractors based on race, color, religion, sex, sexual orientation, gender identity, or discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination national origin, and requires affirmative action to ensure equality of opportunity in all by Federal contractors under these Federal laws. Any person who believes a contractor

E-Mail info@eeoc.gov

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 (180 or 300)

Submit an inquiry through the EEOC's public portal:

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

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

the EEOC in any of the following ways:

-800-669-6820 (TTY)

www.eeoc.gov/field-office)

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

Call 1–800–669–4000 (toll free)

discrimination. Do not delay, because there are strict time

days, depending on where you live/work). You can reach

Conduct that coerces, intimidates, threatens, or interferes

participating in an investigation or proceeding

has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor

at https://www.dol.gov/agencies/ofccp/contact.

200 Constitution Avenue, N.W. Washington, D.C. 20210 If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting ndividual with a disability who is an applicant or employee, barring undue hardship to a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

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 under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, 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 ederal financial assistance. Employment discrimination is covered by Title VI if the primary of employment against persons with disabilities who, with or without reasonable objective of the financial assistance is provision of employment, or where employment accommodation, can perform the essential functions of the job. If you believe you have 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.

(Revised 6/27/202

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

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

PROHIBITIONS Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a law does not apply to tests given by the Federal Government to certain private ndividuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions. to certain prospective employees of security service firms (armored 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, mbezzlement, etc.) that resulted in economic loss to the employer. The law does not

mpt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons. **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations **EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, the and assess civil penalties against violators. Employees or job applicants may also bring THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

1-866-487-9243

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.

NO SMOKING NOTICE

NO SMOKING

Smoking is PROHIBITED in accordance with the Louisiana Smoke-Free Air Act (Act 815).

 $^{\odot}$ The Louisiana Campaign for Tobacco-Free Living. For more information visit myTFL.org or call 1-866-I-AM-4-TFL

INDEPENDENT CONTRACTOR OR EMPLOYEE

ATTENTION ALL EMPLOYEES, EMPLOYERS, INDEPENDENT CONTRACTORS AND SUBCONTRACTORS:

The law says that you are an employee unless: You are free from direction and control in performing your job, AND You perform work that is not part of the usual work done by the business that hired you OR is not performed on the business's premises, AND You are customarily engaged in an independently established trade, occupation, Your employer cannot consider you to be an independent contractor unless all hree of these facts apply to your work. IT IS AGAINST THE LAW FOR AN EMPLOYER TO MISCLASSIFY EMPLOYEES AS NDEPENDENT CONTRACTORS OR PAY EMPLOYEES OFF THE BOOKS

Unemployment benefits, if unemployed through no fault of your own, able to work, and meet other eligibility requirements. Workers' Compensation benefits for on-the-job injuries.

Employee Rights:

It is a violation of this law for employers to retaliate against anyone who asserts their ights under the law. Retaliation subjects an employer to civil penalties, a lawsuit or both.

If you have questions about whether you are an employee or independent contractor, or you want to file a complaint, call the Louisiana Workforce Commission Fraud Hotline at 1-(866)-783-5567 or email UITaxfraud@lwc.la.gov. **Independent Contractors:** If you are an independent contractor, you must pay all taxes required by Louisiana and **Employer Consequences:** Pursuant to Louisiana Employment Security Law R.S. 23:1711 (G): Penalties for misclassifying a worker as an independent contractor include:

f you are an employee, you are entitled to:

 Fines of up to \$2500 per misclassified worker per instance. Imprisonment for up to 90 days. Prohibited from contracting with any state agency or political subdivision of the state for three years.

This notice must be posted in a conspicuous place, setting forth information to effectuate this purpose. R.S. 23:1711 September 2021 An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with

disabilities, 1-800-259-5154 (TDD)

i Workforcf COMMISSION

Rev. 05-08

NATIONAL GUARD RESERVE RIGHTS



In the national guard, reserves, or on active duty?

You have certain protected employment and re-employment rights, freedom from discrimination rights, and civil relief rights. Under state and federal law, if you feel that you have been discriminated against or denied such rights on account of your service in the uniformed services, contact the Employer Support of the Guard and Reserve Committee at 1-800-336-4590, or log on to www.ESGR.org, or e-mail questions to questions@LAESGR.com.







vour claim if:

your work.

ou mav also be disqualified



To file a new unemployment

claim, reopen an existing claim

Insurance online, visit us on

the Web at www.LAWORKS.net

Support your uniformed services, and place this poster in a conspicuous place as required by law.

An Equal Opportunity Employer/Program, Auxiliary aids and services are available upon request to individuals with disabilities, 1-800-259-5154 (TDD

UNEMPLOYMENT INSURANCE

UNEMPLOYMENT INSURANCE

Notice to Workers Your employer is subject to the Louisiana Employment Security Law and is required to post this notice in a 2 For any week with respect to which or a part of which you file for weekly unemployment have received or are seeking unemployment benefits under benefits, or to get answers conspicuous place. Your employer has contributed to the an unemployment insurance law of another state or the about your Unemployment Louisiana Trust Fund from which benefits are paid. No amount of contributions to the Trust Fund is deductible from your earnings. 3 For any week with respect to which or a part of which you are nent You may be eligible to receive unemployment receiving or have received other remuneration (i.e., Workers You are unemployed. 2 You have registered for work. notice, or severance pay)

Penalties If you make a false statement knowing it to be false or BYou are able to work, available for work, and actively conducting a search for work. intentionally fail to disclose an important fact in order to You have been paid wages by employers subject to the receive or increase a benefit amount, you shall be disqualified Louisiana Employment Security Law during your base period in an amount sufficient to qualify you under the law. Disqualification You may be disqualified from drawing benefits on entitled to further benefits until cash repayment has been This notice must be posted in made or the claim for repayment has prescribed. You have left work voluntarily without good cause attributable to a substantial change made to the employment by the employer. or representation to the Agency knowing it to be false, or place in the employer's place knowingly fails to disclose a material fact to obtain or increase of business. 2 You have been discharged for misconduct connected with any benefit or other payment under this Chapter, or under an You fail without good cause to: (a) apply for available suitable employment security law of any other State, or the Federal work, (b) accept suitable work when offered, or (c) return to Government, or of a foreign government, either for himself or your customary self-employment when directed.

for any other person, shall be guilty of a misdemeanor, and shall be fined not less than \$50 nor more than \$1,000 or imprisoned for not less than 30 days nor more than 90 days, or both, in the For any week with respect to which the Administrator finds discretion of the court. Each such false statement or

that your unemployment is due to a labor strike which is in representation or failure to disclose a material fact shall active progress at the factory, establishment or other premises constitute a separate offense.

Compensation, pensions, vacation pay, wages in lieu of If you do not have access to manage vour Unemployment Insurance claim by phone, call for not more than the 52 weeks which immediately follow the the Unemployment Insurance week in which such determination is made and shall not be Call Center at 1-866-783-5567 In addition, the law provides: Whoever makes a false statement a convenient and conspicuous



WH1088 REV 04/23

at which you are or were last employed, and in which you are An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

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

OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked over 40 and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules 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

You have been discharged for the use of illegal drugs

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 provide a place, other than a bathroom, that is shielded from view and free from • Certain full-time students, student learners, apprentices, and workers with disabilities ntrusion from coworkers and the public, which may be used by the employee to express breast milk ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other

violations. The Department may litigate and/or recommend criminal prosecution.

Employers may be assessed civil money penalties for each willful or repeated violation

of the minimum wage or overtime pay provisions of the law. Civil money penalties may

also be assessed for violations of the FLSA's child labor provisions. Heightened civil

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 under the FLSA. ADDITIONAL INFORMATION Certain occupations and establishments are exempt from the minimum wage, and/or

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply 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 mum wage and overtime pay protections and correctly classified independent

may be paid less than the minimum wage under special certificates issued by the Department of Labor. WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243

www.dol.gov/agencies/whd

WORKERS' COMPENSATION

Reporting Injury You should report to your employer any occupational disease or personal injury that is work-related. even if you claim it to be minor. Occupational Disease or Death In case of an occupational disease, all claims are barred unless the employee files a claim with his/her employer within one year of the date that:

. The disease manifests itself. 2. The employee is disabled as a result of the disease. . The employee knows or has reasonable the employer was in fact misled to his grounds to believe that the disease is detriment thereby. Failure to give notice occupationally related. In case of death arising from occupational disease, all claims are barred unless the dependent(s) file a claim with the deceased employee's employer within one year of: The date of death.

2. The date the claimant has reasonable grounds to believe that the death resulted from occupational disease. **filing Notice** In case of injury or death caused by a work-related accident, an injured employee or any person claiming claimant or as a representative of a person claiming to be entitled to compensation. must give notice to the employer within 30 days of the injury. If notice is not given within 30 days, no payments will be made the last payment of benefits. for such injury or death. In addition, any **Information** If you desire any information

fraudulent action by the employer, employee, or any other person for the purpose of obtaining or defeating any benefit or payment of workers' compensation shall subject such person to criminal as well as civil liabilities. The above mentioned notice should be filled with the employer at the address shown to the right. A notice so given shall not be held invalid because of any inaccuracy in stating the time, place, nature or cause of injury, or otherwise, unless it is shown that

may not harm the employee if the employer knew of the accident or if the employer was not prejudiced by the delay or failure to give notice. Physicians In the event you are injured you are entitled to select a physician of your choice for treatment. The employer may choose another physician and arrange an examination which you would be required to attend. Formal Claim In order to preserve your

right to benefits under the Louisiana to be entitled to compensation either as a Workers' Compensation Law, you must file a formal claim with the Office of Workers' Compensation Administration within one year after the accident if payments have not been made or within one year after

regarding your rights and entitlement to benefits as prescribed by law, you may call or write to the Office of Workers' Compensation Administration, Post Office Box 94040, Baton Rouge, Louisiana 70804-9040 or telephone (225) 342-7555. Name and Address of Insurance

Notice shall be given by delivering it or sending it by certified mail or return receipt requested to: Employer Representative

R.S 23:1302 states that this notice should be posted in a convenient and conspicuous place in the employer's place of business. Revised May 2003

SICKLE CELL DISCRIMINATION

An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to Individuals with disabilities. 1-800-259-5154 (TDD)

the provisions herein.

Prohibition of sickle cell trait discrimination; exceptions A. It is unlawful for an employer to engage in any of the following practices: 1) Fail or refuse to hire, or to discharge, any individual or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because

such individual has sickle cell trait. (2) Limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities, or otherwise adversely affect his status as an employee, because such individual has sickle cell trait. (3) Reduce the wage rate of any employee in order to comply with the provisions herein.

3. It is unlawful for an employment agency to fail to refer or refuse to refer for employment, or otherwise to discriminate against, any individual because such individual has sickle cell trait, or to classify or refer for employment any individual on the basis that such individual has sickle cell trait. . It is unlawful for a labor organization to engage in any of the following practices:) Exclude or expel from its membership, or otherwise

discriminate against, any individual because of (2) Limit, segregate, or classify its membership, or

classify or fail to refer or refuse to refer for employment any individual in any way which would deprive or tend to deprive any individual of

employment opportunities, or limit such If you believe you have employment opportunities, or otherwise adversely been discriminated affect his status as an employee or as an applicant against, please contact for employment, solely because such individual has the Louisiana sickle cell trait. (3) Cause or attempt to cause an employer to discriminate against an individual in violation of

D. It is unlawful for an employer to discriminate LSA-R.S. 51:2231(c) against any of his employees or applicants for employment, for an employment agency to Every employer discriminate against any individual, or for a labor employment agency, organization to discriminate against any member and labor organization thereof or applicant for membership because such shall post and keep individual, member, or applicant for membership has posted in conspicuous participated in any manner in an investigation, proceeding, or litigation under the provisions herein.

relating to employment by such employer or membership in or any classification or referral for employment by such a labor organization, or relating to any classification or referral for employment by such employment agency indicating any preference, limitation, specification, or discrimination based on sickle cell trait. Acts 1997, No. 1409, §1 An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Commission on Human Rights at 1-888-248-0859 or visit us at www.gov. state.la.us/HumanRights/ humanrightshome.htm.

opposed any practice made unlawful by this Section, places upon its premises or because the individual, member, or applicant for a notice, to be prepared membership has made a charge, testified, assisted, or by the Louisiana Workforce Commission setting forth information as the department . It is unlawful for an employer, labor organization, or deems appropriate to employment agency to print or publish, or cause to effectuate the purposes be printed or published, any notice or advertisement of this Part. R.S. 23:352, 354

Revised April 2010 LOUISIANA Wi WORKFORCE COMMISSION www.laworks.net 1-800-259-5154 (TDD)

PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name) Shall be as follows:

WORKERS' COMPENSATION FRAUD

IS SOMEONE YOU KNOW CHEATING THE SYSTEM? **Nationwide Toll-free Fraud Hotline LOUISIANA WORKS™**

1-800-201-3362 Office 225.342.7558 • Fax 225.342.1880 Email WCFraud@ldol.state.la.us An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

YOU MAY NEED TO CHECK YOUR WITHHOLDING Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding

the price for

Workers'

Compensation

Fraud

Publication 213

Cat. No. 11047P

(Rev. 8-2009)

July 2004

Louisiana Equal Opportunity

1001 North 23rd Street

Phone (225) 342-3075

Or you may file at this office

Director of the Civil Rights

Since you last filed form W-4 with your employer did you...

WITHHOLDING STATUS

Marry or divorce? Gain or lose a dependent? www.irs.gov/individuals on the IRS web site. Were there major changes to.. Employer: Please post or publish this Bulletin Board Poster so that your

our nonwage income (interest, dividends, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)?
Your itemized deductions? If you can answer "YES"... To any of these questions or you owed extra tax when you filed your last eturn, you may need to file a new form W-4.

registration of the motor vehicle or motor vehicles of a

person who is employed in that state within thirty days

of such employment, and who is employed in and

maintains a residence in Louisiana and who operates

one or more vehicles on the public streets and roads in

Louisiana shall apply for a certificate of registration for each of those vehicles within thirty days of the date on

which the person was employed in Louisiana.

Duties of employees and employers

Department of the Treasury See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Internal Revenue Service www.irs.gov OUT-OF-STATE MOTOR VEHICLE B. Each employer in this state shall notify each An Equal Opportunity Program. person employed by that employer of the Auxiliary aids and services are A. Any person who is a resident of a state which requires

information on this subject.

requirement of Subsection A of this Section. The available upon request to notice shall be by direct communication at the individual with disabilities. 1-800-259-5154 (TDD) This notice time of employment and by posting a notice in a must be posted in a conspicuous prominent location at the place of employment. place, setting forth information **C.** The provisions of this Section shall not be to effectuate this purpose. applicable to members actively serving in the

armed forces of the United States. Acts 1993, No.

activity, you may file a complaint within 180 days from the Post Office Box 94094

Opportunity (EO) Officer or with this office, you must wait Fax (225) 342-7961

until the recipient issues a decision or until 90 days have TDD 1-800-250-515

TIMELY PAYMENT OF WAGES

PAYMENT OF WAGES ACT

four employer has a duty to inform you at the time of your hire what your wage rate will be, how often you will be paid and how you will be paid, and of

any subsequent changes thereto. If your employer should, for reasons within his control, fail to pay you according to that agreement, you must lodge a complaint with him. If no action is taken to resolve your complaint, you may report the violation to the Louisiana Workforce Commission. This notice must be posted in a conspicuous place, setting forth information to effectuate this purpose WORKFORCE COMMISSION An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD) R.S. 23:633(D) Revised January 2016

DISCRIMINATION

date of the alleged violation.

EQUAL OPPORTUNITY FOR ALL

Equal opportunity is the law. It is against the law for If you think that you have been subjected to discrimination Director, Louisiana Workforce recipients of Federal financial assistance to discriminate under a WIOA Title I financially assisted program or Commission on the basis of the following: . Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, If you elect to file your complaint with the State Equal Baton Rouge, LA 70804-9094 disability, political affiliation or belief; and passed, whichever is sooner, before filing with Civil Rights assisted under Title I of the Workforce Innovation & Opportunity Act (WIOA) on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant If the state EO Officer or this office has not provided you authorized to work in the United States, or on the basis with a written decision within 90 days of the filing of the U. S. Department of Labor of his/her participation in any Louisiana Workforce complaint, you need not wait for a decision to be issued, 200 Constitution Avenue NW Commission (LWC) program or activity.

The recipient must not discriminate in any of the . Deciding who will be admitted or who will have access to any LWC financially assisted program or activity, . Providing opportunities in, or treating any person with regard to, such a program or activity,

and privacy protections. They are as follows:

ourposes, or for genetic education or counseling.

Center (CRC) (see address to the right). but may file a complaint with CRC within 30 days of the Room N-4123 expiration of the 90 day period. (In other words, within Washington, DC 20210. the 120 days after the day on which you filed your This notice must be posted in a complaint with the recipient.)

and make a reasonable effort to schedule the leave so as not to unduly disrupt by most physicians or independent licensed practitioners within the

If the State EO Officer or this office does give you a purpose. Written Notice of Final Action on your complaint, but you are dissatisfied with the recipient's resolution of 👧 🖂 your complaint, you may file a complaint with CRC.

3. Making employment decisions in the administration Such complaints must be filed within 30 days of the of, or in connection with, such a program or activity. date you received the Written Notice of Final Action. n Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

GENETIC DISCRIMINATION Genetics in the Workplace Louisiana law forbids genetic discrimination and terms, or conditions of employment, or other mutual aid or protection in limits genetic testing in the workforce. Employers also must grant one day's leave of absence from work to obtain genetic testing or preventative cancer 5. "Medically necessary" means those healthcare services that are in creening. Employees must provide at least 15 days notice prior to the leave accordance with evidence-based medical standards or that are considered

the employer's operations. An employee shall not be required to share the community to be the standard of care. results of genetic testing or a preventative cancer screening with the employer. 6. "Preventative cancer screening" means healthcare services necessar The employer is not required to provide paid time off for the leave, but shall for the detection of cancer in an individual, including but not limited to permit the employee to use any accrued vacation or other appropriate leave. magnetic resonance imaging, ultrasound, or some combination of tests. finitions Key terms are used to establish specific genetic discrimination 7. "Protected genetic information" is information about the genetic tests of an individual or that of an individual's family members, or the occurrence of a "Genetic monitoring" is the periodic examination of employees to disease, or medical condition or disorder in family members of the individual. valuate changes to their genetic material that may have developed in the course of employment due to exposure to toxic substances in the workplace. organization or employment agency shall not discriminate on the basis of 2. "Genetic services" are defined as the health services provided to obtain, protected genetic information, and an employer, labor organization or joint assess, or interpret genetic information for diagnostic or therapeutic abor management committee controlling apprenticeship, on-the-job training, or other training program shall not discriminate on the basis o 3. "Genetic test" means the analysis of human DNA, RNA, chromosomes,

protected genetic information. and those proteins and metabolites used to detect heritable or some ceptions An employer, labor organization or employment agency may somatic disease related genotypes or karyotypes for clinical purposes. It request protected genetic information with an offer of employment in limited must be generally accepted in the scientific and medical communities to information under limited circumstances if there is a request for, or receipt of, 4. "Labor organization" means any organization which exists for the genetic services, and the effect of genetic monitoring of purpose of collective bargaining with employers concerning grievances, toxic substance shall be permitted in the workplace. If you believe you have been discriminated against, please contact the Louisiana Commission on Human Rights at {225} 342-6969, or visit us at www.gov. louisiana.gov/page/lchr. LSA-R.S. Sl:2231(c) This notice must be posted in a conspicuous place, setting forth information to effectuate this purpose. R.S. 23:302; R.S. 23:368, 369, and 370 Revised August 2023

10. As a driver of any motor vehicle on a public road if they are 16 years of

the Louisiana Workforce Commission at 225-219-2989.)

age or younger. Minors 17 years of age or older may be employed,

permitted, or suffered to work as a driver of a motor vehicle only unde

11. In the operation of passenger or freight elevators or hoisting machines;

In any place or establishment in which the sale of alcoholic beverages, as

defined in R.S. 26:241, constitutes its main business, unless the minor is a

musician performing in a band on the premises under written contract

with the holder of the alcoholic beverage permit for a specified time

period and is under direct supervision of his parent or legal guardian

during such time. Any place or establishment holding a duly issued retail

dealer's alcoholic beverage permit or license, for which the sale of

alcoholic beverage does not constitute the main business of the

12. In spray painting or in occupations involving exposure to lead or its

compounds, or to dangerous or poisonous dyes and chemicals;

certain restrictions. (For an explanation of these restrictions contact

CHILD LABOR LAWS

Louisiana Minor Labor Law Placard Title 23, Chapter 3 of Revised Statutes of 1950 as Amended No minor under the age of 18 years shall be employed until the employer 7. In or about sawmills or cooperage stock mills;

from circular saws;

of this part; or

An Equal Opportunity Employer Program. | Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

9. In logging operations;

has procured and has on file an employment certificate for such minor 8. In the operation of power-driven woodworking machines, or off-bearing

issued by the city or parish superintendent of schools. No minor under the age of 14 years may be employed, permitted, or suffered to work except as provided in RS 23:151. Youths 14 and 15 years old may work outside school hours in various nonmanufacturing, non-mining, non-hazardous jobs under the following conditions, if no more than 3 hours on a school day or 18 hours in a school week

· 8 hours on a non-school day or 40 hours in a non-school week. Also, work may not begin before 7 a.m. or end after 7 p.m., except from June 1 through Labor Day, when evening hours are extended to 9 p.m. No minor under the age of 18 years may be employed, permitted, or suffered to work for any five hour period without one interval of at least thirty minutes within such period for meals. Such interval shall not be included as part of the working hours of the day. There are no time standards for minors 16 and 17 years of age regarding the numbers of hours worked per day or per week, however, minors shall receive an eight hour rest break at the end of each work day, before the

session will be that designated as such by the local school superintendent for the school district in which the minor resides. . No minor 16 years of age who has not graduated from high school shall be employed, or permitted, or suffered to work between the hours of 11:00 p.m. and 5:00 a.m. prior to the start of any school day. No minor 17 years of age who has not graduated from high school shall be employed, or permitted, or suffered to work between the hours of

12:00 a.m. and 5:00 a.m. prior to the start of any school day.

For purposes of the following items, a day during which school is in

No minor under 16 years of age who has not graduated from high school shall be employed, or permitted, or suffered to work between the hours of 7:00 p.m. and 7:00 a.m., except from June 1 through Labor Day, at which time the permissible hours are extended to 9:00 p.m. . No minor under the age of 16 years shall be employed, permitted, or suffered to work more than three hours each day on any day when school is in session, nor more than eighteen hours in any week when 3. Hides or causes any minor to escape or gives him warning of the Minors (except those indentured as apprentices in accordance with Chapter

to work in the following occupations In oiling, cleaning, or wiping machinery or shafting, or in applying belts 2. In or about any mine or quarry; . In or about places where stone cutting or polishing is done; I. In or about any plant manufacturing explosives or articles containing Continuing Violations: Penalty explosive components, or in the use or transportation of the same;

in which the heat treatment of metals is done;

bending, or planing metals;

establishment may employ anyone under the age of 18 provided the minor's employment does not involve the sale, mixing, dispensing, or serving of alcoholic beverages for consumption on the premises. In any other place of employment or in any other occupation that the Director of Workforce Development shall, after public hearing thereor ermine hazardous or injurious to the life, health, safety or welfare of Specific Violations: Penalty Any Person Who:

. Employs, permits or suffers a minor to work in violation of the provision

2. Refuses to the Director of Workforce Development or authorized

representatives admission to the premises where minors are employed, or

otherwise obstructs the Director of Workforce Development or

approach of any officer charged with the enforcement of the provision of this Part: or 4. Violates any other provisions of this Part for which a penalty is not otherwise provided, shall be fined not less than one hundred dollars 4 of Revised Statutes, Title 23) shall not be employed, permitted, or suffered (\$100) nor more than five hundred (\$500), or imprisoned for not less than thirty (30) days nor more than six months, or both. 5. Any person who violates these provisions shall, in addition to the criminal penalty provided above, be liable for a civil penalty not to exceed five hundred dollars (\$500) for each violation which occurs.

representatives in the performance of their duties; or

Each day during which any violation of these provisions continues shall In or about iron or steel manufacturing plants, ore reduction works, constitute a separate offense and the employment of any minor in smelters, foundries, forging shops, hot rolling mills, or in any other place violation of these provisions shall, with respect to such minor, constitute a . In the operation of machinery used in the cold rolling of heavy metals, or in operation of power-driven machinery for punching, shearing, stamping, Revised September 27, 2022

What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that You do not have to share a medical diagnosis but must provide enough information

medical leave rights.

Your Employee Rights Under the Family and Medical Leave Act

FMLA - FAMILY AND MEDICAL LEAVE ACT

provides eligible employees with **job-protected leave** for qualifying family and medical to your employer so they can determine whether the leave qualifies for FMLA protection. reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month Your **employer** <u>may</u> request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. The birth, adoption or foster placement of a child with you The FMLA does not affect any federal or state law prohibiting discrimination or supersede Your serious mental or physical health condition that makes you unable to work, any state or local law or collective bargaining agreement that provides greater family or

Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember. In eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate **blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information. FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to

To care for your spouse, child or parent with a serious mental or physical health

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 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 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

You work for an elementary or public or private secondary school, or

20 workweeks in the current or previous calendar year,

ou 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. w 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

f advance notice is not possible, give notice as soon as possible

 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 file a private lawsuit against vour emplover in court.

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT OF LABOR

Scan the QR code to learn

The prohibitions herein listed shall be limited to individuals who are at least forty years of age.

A. It is unlawful for an employer to engage in any of the following practices: or privileges of employment because of the individual's age. adversely affect his status as an employee because of the individual's age. B. It is unlawful for an employment agency to fail or refuse to refer for employment,

. It is unlawful for a labor organization to engage in any of the following practices: 1. Exclude or expel from its membership, or otherwise to discriminate against any individual because of his age. 2. Limit, segregate, or classify its membership, or to classify or fail or refuse to refer for employment any individual, in any way which would deprive or tend to deprive any individual of employment opportunities, or would limit such

individual's age.

D. It is unlawful for an employer to discriminate against any of his employees or applicants for employment, for an employment agency to discriminate against An Equal Opportunity Employer Program. Auxiliary aids and any individual, or for a labor organization to discriminate against any member services are available upon request to individuals with disabilities. thereof or applicant for membership because the individual, member, or applicant 1-800-259-5154 (TDD)

for membership has opposed any practice made unlawful by this Section, or because such individual, member or applicant for membership has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or litigation pursuant to the listed herein provisions. . It is unlawful for an employer, labor organization, or employment agency to print or publish, or cause to be printed or published, any notice or advertisement relating to employment by the employer or membership in or any classification or referral for employment by such an employment agency indicating any preference, limitation, specification, or discrimination based on age . It is not unlawful for an employer, employment agency, or labor organization to engage in any of the following practices: 1. Take any action otherwise prohibited under Subsection A, B, C, or E, where age is a bona fide occupational qualification reasonably necessary for the normal or otherwise to discriminate against, any individual because of the individual's operation of the particular business, or where the differentiation is based on age, or to classify or refer for employment any individual on the basis of the

reasonable factors other than age.

the terms of a bona fide employee benefit plan, such as retirement, pension, or insurance plan, which is not a subterfuge to evade the purpose herein except that no such employee benefit plan shall excuse the failure to hire any individual. 3. Discharge or otherwise discipline an individual for good cause. Acts 1997, No. 1409 If you believe you have been discriminated against, please employment opportunities or otherwise adversely affect his status as an contact the Louisiana Cómmission on Human Rights at 1-888-248-0859 or visit us at www.gov.state.la.us/HumanRights/humanrightshome.htm. LSA-R.S. 51:2231(c) Every employer, employment agency, and labor organization shall post and keep posted in conspicuous places upon its premises, setting forth

2. Take any action otherwise prohibited under Subsection A, B, C, or E to observe

information to effectuate this purpose. R.S. 23:311, 312 Revised April 2010 PREGNANCY RIGHTS OF EMPLOYEES

• Refuse to select her for a training program leading to promotion, provided

she is able to complete the training program at least three months prior to

Discharge her from employment or from a training program leading reasonably accommodate an employee's physical limitations caused by her to promotion: pregnancy, unless the employer can demonstrate the accommodation would Discriminate against her in compensation or in terms, conditions, or pose an undue hardship on the operation of its business. "Reasonable privileges of employment; · Deny the same benefits and privileges of employment given other non-Making existing facilities readily accessible to and usable by an applicant or pregnant persons, including the taking of disability or sick leave made available to temporarily disabled employees;

related medical condition, Louisiana employers may not:

the anticipated date of departure for her pregnancy leave;

Deny leave to her for a reasonable amount of time; Refuse to transfer her to a less strenuous or hazardous position, if so requested and if a policy, practice, or collective bargaining agreement is in place authorizing such a transfer.

The provisions of law detailed herein may be found in La. R.S. 23:341 and 23:342. Complaints arising from these provisions of law may be made to the Louisiana Commission on Human Rights (LCHR). To learn more or to file a complaint online please visit the following site: https://gov.louisiana.gov/page/lchr. La. R.S. 23:342 states that this notice shall be posted in a ilii Workforce conspicuous place in an area that is accessible to employees in an

Earned Income Credit *EIC* 2023

Notice to Employees of Federal Earned Income Tax Credit (EIC) If you make \$57,000* or less, your employer should notify you at the time of hiring of the potential availability of Earned Income Tax Credits. Earned Income Tax Credits are reductions in federal income tax liability for which you may be eligible if you meet certain requirements. Additional information and forms for these programs can be obtained from your employer or the Internal *Earned Income and adjusted gross income (AGI) must each be less than:

credit-eitc • \$56,838 (\$63,698 married filing jointly) with three or more qualifying children • \$52,918 (\$59,478 married filing jointly) with two qualifying children • \$46,560 (\$53,120 married filing jointly) with one qualifying child

You may claim the Earned Income Credit on Form 1040 and add Schedule EIC if you have children. If you need more information regarding the EITC or to check on updates, you should contact the IRS at 1-800-829-1040 or visit the IRS Website at www.irs.gov. Additional EITC resources are also available at the IRS EITC Home page:

https://www.irs.gov/credits-deductions/individuals/earned-income-tax-Visit the IRS on the Web at www.irs.gov or call toll-free at 1-800-829-1040. Every employer shall keep conspicuously posted in or about the premises wherein any worker is employed, a printed copy or abstract of those labor laws which the Executive Director may designate, in a form to be furnished by the Executive

• \$17,640 (\$24,210 married filing jointly) with no qualifying children Revised May 2023 An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

YOUR RIGHTS UNDER USERRA

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of your service; ou have five years or less of cumulative service in the uniformed services while with that particular employe you return to work or apply for reemployment in a timely manner after conclusion of

you have not been separated from service with a disqualifying discharge or under other 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, RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you: • are a past or present member of the uniformed service: • have applied for nembership in the uniformed service; or • are obligated to serve in the uniformed service;

An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra then an employer may not deny you: • initial employment; • reemployment; • retention in applicable, for representation

mployment: • promotion: or • any benefit of employment, because of this status. addition, an employer may not retaliate against anyone assisting in the enforcement • You may also bypass the VETS process and bring a civil action against an employer for of USERRA rights, including testifying or making a statement in connection with a violations of USERRA. proceeding under USERRA, even if that person has no service connection. Publication Date — May 2022 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.



Job Safety and Health IT'S THE LAW!

A safe workplace.

 Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being

Receive information and training on job hazards, including all hazardous substances in your workplace.

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

Request a confidential OSHA inspection

File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your

speak in private to the inspector.

 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:

workplace.

 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.

understand. Prominently display this poster in the

Provide required training to all workers

in a language and vocabulary they can

 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 state.



LA-0823-F04

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. What does my employer need to do? If you are eligible for FMLA leave, your employer 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 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 must confirm whether you are eligible** or not eligible for FMLA

leave. If your employer determines that you are eligible, your **employer** <u>must</u> notify you



AGE DISCRIMINATION

1. Fail or refuse to hire, or to discharge, any individual or otherwise discriminate against any individual with respect to his compensation, or his terms, conditions, 2. Limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise . Reduce the wage rate of any employee in order to comply with the requirements

employee or as an applicant for employment, because of the individual's age. 3. Cause or attempt to cause an employer to discriminate against an individual in

violation of the provisions herein.

Non-Discrimination Louisiana employers who employ more than twenty-five **Employer Obligations** In addressing an employee's pregnancy, childbirth, or employees for each working day in each of twenty or more calendar weeks in the current or preceding calendar year are prohibited from discriminating against an • Refuse to promote her; applicant for employment or an employee with medical needs causing limitations arising from pregnancy, childbirth, and related medical conditions. Reasonable Accommodations Louisiana employers have a general duty to

employee with covered limitations; Providing scheduled and more frequent or longer compensated break periods; Providing more frequent bathroom breaks; Providing a private place, other than a bathroom stall, for the purpose of expressing breast milk; Modifying food or drink policy; Providing seating or allowing the employee to sit more frequently if the job

accommodation" may include but is not limited to:

essential job functions; or

Modifying work schedules.

requires the employee to stand; Assistance with manual labor and limits on lifting: Temporarily transferring the employee to a less strenuous or hazardous vacant position, if qualified; Providing job restructuring or light duty, if available; Acquiring or modifying equipment or devices necessary for performing

employer's place of business. An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities www.laworks.net November 2021 EARNED INCOME CREDIT

Director, R.S. 23:15, 23:1018.2

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. **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

exclusions) except for service-connected illnesses or injuries.

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/. 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

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

All workers have the right to:

retaliated against.

employer.

See any OSHA citations issued to your

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

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

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