Know Your Rights: Workplace Discrimination is Illegal

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

**Discriminatory?** All aspects of employment, including:

• Failure to provide reasonable accommodation for a

disability; pregnancy, childbirth, or related medical

condition; or a sincerely-held religious belief,

· Harassment (including unwelcome verbal or

· Discharge, firing, or lay-off

observance or practice

physical conduct)

Hiring or promotion

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 Who is Protected • Employees (current and former), including managers discrimination, or participating in a discrimination and temporary employees lawsuit, investigation, or proceeding Job applicants • Interference, coercion, or threats related to exercising rights regarding disability discrimination or • Union members and applicants for membership in a union What Organizations are Covered? pregnancy accommodation What Employment Practices can be Challenged as Most private 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 • Pay (unequal wages or compensation) bases of: Race Color

State and local governments (as employers)

 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, or purchase, use, or disclosure of genetic tests, genetic

Federal law from discrimination on the following bases:

services, or family medical history)

other applicants or employees

of employment, including the executive level.

 Job training Classification Referral • Obtaining or disclosing genetic information of employees • Requesting or disclosing medical information • 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 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 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)

1–800–669–6820 (111) 1–844–234–5122 (ASL video phone) an EEOC field office (information at 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.

**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 equires 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 medal veterans. Order 11246, as amended, prohibits employment discrimination by Federal contractors Retaliation Retaliation is prohibited against a person who files a complaint of

based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination requires affirmative action to ensure equality of opportunity in all aspects of employment. by Federal contractors under these Federal laws. Any person who believes a contractor Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, has violated its nondiscrimination or affirmative action obligations under OFCCP's protects applicants and employees of Federal contractors from discrimination based on authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

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. employment discrimination on the basis of sex in educational programs or activities providing such assistance. which receive Federal financial assistance.

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

**Disability** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified 200 Constitution Avenue, N.W. individuals with disabilities from discrimination in hiring, promotion, discharge, pay, Washington, D.C. 20210 fringe benefits, job training, classification, referral, and other aspects of employment 1-800-397-6251 (toll-free) by Federal contractors. Disability discrimination includes not making reasonable If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access accommodation to the known physical or mental limitations of an otherwise qualified telecommunications relay services. OFCCP may also be contacted by submitting a individual with a disability who is an applicant or employee, barring undue hardship to question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling the employer. Section 503 also requires that Federal contractors take affirmative action an OFCCP regional or district office, listed in most telephone directories under U.S. to employ and advance in employment qualified individuals with disabilities at all levels Government, Department of Labor and on OFCCP's "Contact Us" webpage at

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 prohibits discrimination on the basis of race, color or national origin in programs or activity which receives Federal financial assistance. Discrimination is prohibited in activities receiving Federal financial assistance. Employment discrimination is covered by all aspects of employment against persons with disabilities who, with or without Title VI if the primary objective of the financial assistance is provision of employment, reasonable accommodation, can perform the essential functions of the job. If you or where employment discrimination causes or may cause discrimination in providing believe you have been discriminated against in a program of any institution which services under such programs. Title IX of the Education Amendments of 1972 prohibits receives Federal financial assistance, you should immediately contact the Federal agency

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

FEDERAL MINIMUM WAGE

**EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT** 

OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked over 40 penalties may be assessed for each child labor violation that results in the death or serious CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.

ADDITIONAL INFORMATION

Youths 14 and 15 years old may work outside school hours in various non-manufacturing. non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment. 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 bathroom, that is shielded from view and free from intrusion 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

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. be assessed for violations of the FLSA's child labor provisions. Heightened civil money injury of any minor employee, and such assessments may be doubled when the violations

> discharging workers who file a complaint or participate in any proceeding under the FLSA. • Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements. Northern Mariana Islands, and the Commonwealth of Puerto Rico.

are determined to be willful or repeated. The law also prohibits retaliating against or

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 minimum wage and overtime pay protections and correctly classified independent contractors are not. 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



**VICTIMS OF DOMESTIC AND SEXUAL VIOLENCE LEAVE TIME ALLOWED** 

Department of Labor.

# **VICTIMS OF DOMESTIC** OR SEXUAL VIOLENCE

LEAVE TIME ALLOWED —

See Section <u>285.630, RSMo.</u>, and refer to <u>Sections 285.625 to 285.670 RSMo.</u> for definitions.

household member who is a victim of domestic or sexual violence, may take unpaid leave from work to address such violence by:

EMPLOYEES who are victims of domestic or sexual violence, or have a family or

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by such
- Obtaining services from a victim services organization.
- Obtaining psychological or other counseling.
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or employee's family or household.
- Seeking legal assistance or remedies to ensure health and safety.

In the case of domestic or sexual violence as defined by statute, an individual who works for a business with 50 or more employees is entitled to up to two workweeks of unpaid leave within any 12-month period to address the related matters above. An individual who works for a business employing 20 to 49 employees is entitled to up to one workweek of unpaid leave within any 12-month period to address such matters.

Leave may be taken intermittently or on a reduced work schedule. The employee shall provide to the employer 48 hours notice unless such notice is not practicable.

## **EMPLOYER:**

- May request certification that the employee or member of family or household is a victim as described
- Must restore the employee to the position of employment held prior to the reporting of domestic or sexual violence or an equivalent position.
- Must maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided had the employee continued in the employment previously held.
- · May, under many circumstances, recover from the employee the premium paid for maintaining coverage if the employee fails to return from leave after the leave period has expired.

LS -112 (01-23) AI

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program.





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.
- Reguest 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

## **Employers must:**

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.
- On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHAsupported consultation programs in every state.



EMPLOYEE POLYGRAPH PROTECTION ACT

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

The Employee Polygraph Protection Act prohibits most private employers does not preempt any provision of any State or local law or any collective from using lie detector tests either for pre-employment screening or during bargaining agreement which is more restrictive with respect to lie detector PROHIBITIONS Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, Examinees have a number of specific rights, including the right to a written disciplining, or discriminating against an employee or prospective employee for notice before testing, the right to refuse or discontinue a test, and the right not refusing to take a test or for exercising other rights under the Act. to have test results disclosed to unauthorized persons. **EXEMPTIONS** Federal, State and local governments are not affected by the **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain law. Also, the law does not apply to tests given by the Federal Government to violations and assess civil penalties against violators. Employees or job applicants certain private individuals engaged in national security-related activities. The may also bring their own court actions. Act permits polygraph (a kind of lie detector) tests to be administered in the

private sector, subject to restrictions, to certain prospective employees of THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE security service firms (armored car, alarm, and quard), and of pharmaceutical EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. manufacturers, distributors and dispensers. The Act also permits polygraph TATES DEPARTMENT OF LABOR
1-866-487-9243 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. The law

**UNEMPLOYMENT INSURANCE** 

UNEMPLOYMENT INSURANCE BENEFITS NOTICE TO WORKERS Your employer is subject to the Missouri Employment Security Law and pays tax contributions to cover unemployment insurance (UI) benefits in case you become unemployed through no fault of your own.

Nothing is deducted from your pay to cover its cost. WHEN TO APPLY FOR UI BENEFITS • If you are unemployed, laid off or working less than full If you lose your job through no fault of your own or quit for a valid reason related to the work or the employer; and • If you are able to work, available for work and actively

seeking employment HOW TO APPLY FOR UI BENEFITS • To apply, visit uinteract.labor.mo.gov to create a new user account and file your initial claim; or If you do not have Internet access, call a Regional Claims Center during normal business hours, Monday through Friday from 8 a.m. to 5 p.m.

If you believe someone is fraudulently collecting unemployment benefits, email ReportUlFraud@labor. mo.gov or call 573-751-0057, option 5. **PROPER WORKER CLASSIFICATION** Missouri law defines who is considered an employee or an independent contractor. Businesses that improperly

treat workers as independent contractors have an unfair competitive advantage. Improperly classified workers miss out on unemployment benefits, workers' compensation coverage and employer tax contributions. If you think you may be improperly classified or suspect a business of improperly classifying workers, visit labor. mo.gov/offthebooks or call 573-751-1099.

Othe

.... 573-751-9040 Springfield ....... ..... 417-895-6851 Kansas City ...... ... 314-340-4950 Outside Local Calling Area ..

St. Louis .. Fax: 573-751-9730 P.O. Box 59 Jefferson City, MO 65104-0059 labor.mo.gov/claimant-form

I FARN MORE AT LABOR.MO.GOV/UNEMPLOYED-WORKERS

IMPORTANT: If needed, call 573-751-9040 for assistance in the translation and understanding of the information in this document. IMPORTANTE!: Si es necesario, llame el 573-751-9040 para asistencia en la traducción y entendimiento de la información en este documento. puri Division of Employment Security is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 800-735-2966 Relay Missouri: 711 MODES-B-2 (11-20) Al Benefits

### PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name Shall be as follows

Bi-Weekly Monthl

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.

MINIMUM WAGE

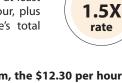
# MISSOURI MINIMUM WAGE IN EFFECT FOR PRIVATE EMPLOYERS FOR 2024

Beginning January 1, 2024 the minimum wage rate for all private and non-excempt businesses will be based annually on the increase or decrease in the cost of living pursuant to the Consumer Price Index. Missouri Minimum Wage law does not apply to public employers, nor does it allow the state's minimum wage rate to be lower than the federal minimum wage rate.



at least Employers are required to pay tipped employees at least \$6.15 50 percent of the minimum wage, \$6.15 per hour, plus any amount necessary to bring the employee's total compensation to a minimum of \$12.30 per hour. All businesses are required to pay, at minimum, the \$12.30 per hour rate, except retail and service businesses whose

**TIPPED EMPLOYEES** 



**OVERTIME COMPENSATION** Overtime compensation must also be paid at a rate of at least one and one-half times a covered employee's regular rate for all hours worked over 40 in a workweek.

The law does not apply to certain exempt employees/employers defined in Section 290.500(3), RSMo, and employees/ employers pertaining to agriculture in Section 290.507, RSMo, nor does it supersede more favorable laws or interfere with collective bargaining agreement rights. **EMPLOYEE RIGHTS** An employee not being paid the correct wages can file a minimum wage complaint at labor.mo.gov/DLS/MinimumWage



Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program TDD/TTY: 800-735-2966 Relay Missouri: 711

LS-52 (11-23) AI

**COMPENSACIÓN DE LAS HORAS EXTRAS** 

PARA OBTENER MÁS INFORMACIÓN, VISITE

Las horas extras también deberán pagarse a una tarifa

LEARN MORE AT

LABOR.MO.GOV/DLS/MINIMUMWAGE

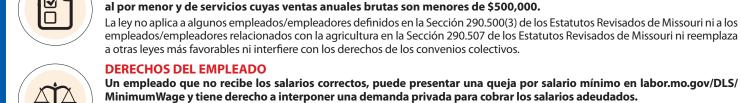
A partir del 1 de enero del 2024, la tasa del salario mínimo de todas las empresas privadas y no exentas se basará en el aumento o la disminución anual del costo de vida de acuerdo con el Índice de Precios al Consumidor. La ley del Salario Mínimo de Missouri no se aplica a los empleadores públicos, ni permite que la tasa del salario mínimo estatal sea inferior a la tasa del salario mínimo federal.

> **EMPLEADOS QUE RECIBEN PROPINAS** Los empleadores tienen que pagar a los empleados

> > 421 East Dunklin Street

que reciben propinas por lo menos el 50 por ciento del de por lo menos tiempo y medio de la tarifa regular 1.5 VECES salario mínimo, \$6.15 por hora, además de cualquier de un empleado cubierto por todas las horas extras cantidad necesaria para llevar la compensación total trabajadas en exceso de las 40 horas regulares en una del empleado al salario mínimo de \$12.30 por hora. semana laboral. odos los negocios tienen que pagar como mínimo la tarifa de \$12.30 por hora, con excepción de los negocios de ventas

**SALARIO MÍNIMO DE MISSOURI** 



\$6.15

Un empleado que no recibe los salarios correctos, puede presentar una queja por salario mínimo en labor.mo.gov/DLS/ MinimumWage y tiene derecho a interponer una demanda privada para cobrar los salarios adeudados. Un empleador que paga ilegalmente un salario por debajo del mínimo será responsable por la cantidad total de los salarios adeudados (más el doble de la cantidad no pagada por daños y perjuicios) menos cualquier cantidad realmente pagada. El empleador también es responsable de los costos y honorarios razonables de los abogados según lo permita el tribunal o un jurado.



applicants to the uniformed services.

Fax: 573-751-3721 LABOR.MO.GOV/DLS/MINIMUMWAGE LS-52-S (11-23) AI

# El Departamento del Trabajo y Relaciones Industriales de Missouri es un empleador/programa con igualdad de oportunidades TDD/TTY: 800-735-2966 Relay Missouri: 711

### 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 You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. provides eligible employees with **job-protected leave** for qualifying family and medical You must also inform your employer if FMLA leave was previously taken or asons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the approved for the same reason when requesting additional leave. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for: Your **employer** may request certification from a health care provider to verify medical

leave and may request certification of a qualifying exigency. Your serious mental or physical health condition that makes you unable to work. The FMLA does not affect any federal or state law prohibiting discrimination or To care for your spouse, child or parent with a serious mental or physical health supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. condition, and Certain qualifying reasons related to the foreign deployment of your spouse, child or 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 parent who is a military servicemember. in eligible employee who is the spouse, child, parent or next of kin of a covered congressional employees are also covered by the law but are subject to the jurisdiction servicemember with a serious injury or illness may take up to 26 workweeks of FMLA 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 leave in a single 12-month period to care for the servicemembe You have the right to use FMLA leave in **one block of time.** When it is medically employer must: Allow you to take job-protected time off work for a qualifying reason necessary or otherwise permitted, you may take FMLA leave intermittently in separate Continue your group health plan coverage while you are on leave on the same basis

blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave. Am I eligible to take FMLA leave? You are an eligible employee if <u>all</u> 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. Airline flight crew employees have different "hours of service" requirements.

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. ow 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

need to file a new form W-4.

COMMISSION ON

Since you last filed form W-4 with your employer did you.. Marry or divorce? Gain or lose a dependent? • Change your name? Were 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"...

WAGE AND HOUR DIVISION

time to check your withholding.

See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at 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 information on this subject.



DISCRIMINATION

TAKE ACTION FILE A COMPLAINT If you believe you have been discriminated against in regard to employment, you may contact us about filing a complaint of

discrimination using the information below. Note: complaints must be filed within 180 days of the alleged discrimination. **CONTACT US** 

MISSOURI COMMISSION ON HUMAN RIGHTS

Email: mchr@labor.mo.gov

**421 East Dunklin Street** P.O. Box 1129 Jefferson City, MO 65102-1129 573-751-3325

**Toll-free Discrimination Complaint Hotline: 877-781-4236** 

TDD/TTY: 800-735-2966 Relay Missouri: 711 The statutory purpose of the Missouri Commission on Human Rights is to prevent and eliminate discrimination based on protected categories under the Missouri Human Rights Act (Act) in employment, housing, and places of public accommodations through education and the

enforcement of the Act.

subject to the Missouri Human Rights Act.

Missouri Commission on Human Rights is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

State regulation 8 CSR 60-3.010 requires this notice be posted in all places of business or establishments which are

DISCRIMINATION

### COMMISSION ON **HUMAN RIGHTS** IN PLACES OF PUBLIC ACCOMMODATION IS PROHIBITED

DISCRIMINATION IN PUBLIC ACCOMMODATIONS

Retail

**ILE A COMPLAINT** If you believe you have been discriminated against in regard to

employment, you may contact us about filing a complaint of discrimination using the information below. Note: complaints must be filed within 180 days of the alleged discrimination.

**CONTACT US** 

**MISSOURI COMMISSION ON HUMAN RIGHTS** 

Email: mchr@labor.mo.gov **421 East Dunklin Street** P.O. Box 1129

Jefferson City, MO 65102-1129 573-751-3325 **Toll-free Discrimination Complaint Hotline: 877-781-4236** TDD/TTY: 800-735-2966

Relay Missouri: 711 The statutory purpose of the Missouri Commission on Human Rights is to prevent and eliminate discrimination based on protected categories under the Missouri Human Rights Act (Act) in employment, housing, and places of public accommodations through education and the enforcement of the Act.

Missouri Commission on Human Rights is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

State regulation 8 CSR 60-3.010 requires this notice be posted in all places of business or establishments which are subject to the Missouri Human Rights Act.

**WORKERS' COMPENSATION** 

Party Administrator, Service Company, or

Phone:

relating to an injured employee's entitlement to benefits. Steps to Take When Injured on the Job . Notify your employer immediately (written notice must be provided within 30 days of the accident/or 30 days after the diagnosis of any occupational disease or repetitive trauma) by contacting

\*Failure to do so may jeopardize your ability to receive benefits

and charges unless you choose to treat with another doctor at your own expense without your employer/insurer's approval).

Visit www.labor.mo.gov/DWC or call 800-775-COMP. **Benefits for Injured Employees Medical Care:** The employer or insurer is required to provide medical treatment and care that is reasonably required to cure and relieve the effects of the injury. This includes all costs for authorized medical treatment, prescriptions, and medical devices. There is no deductible, and all costs are paid by the employer or its workers' compensation

healthcare provider or treating physician. You may select a different healthcare provider or treating physician, but if you do so, it may be at your own expense. **Payment for Lost Wages:** • If a doctor says you are unable to work due to your injuries or recovery from a surgery, you may be entitled to temporary total disability (TTD) benefits. If a doctor says that you can perform light or modified duty work and your employer offers you such work, you may not be eligible for TTD benefits. TTD benefits

should be continued until the doctor says you can return to work, or when your treatment is concluded because your condition has reached "maximum medical" improvement," whichever occurs first. • If you return to light or modified duty at less than full pay, you may be entitled to temporary partial disability benefits.

If a work-related injury causes an employee's death, the surviving dependents may receive weekly death benefits paid at 66 2/3% of the deceased employee's average weekly wage along with funeral expenses up to \$5,000 from the employer/insurer. For additional information relating to survivor's benefits, including

For Information relating to additional benefits available, please refer to the Division's website at www.labor.mo.gov/DWC/Injured Workers/benefits available.

for more information. If you are not redirected, you may need to update your smartphone's operating system or download a QR Code reader app.

**EMPLOYER INFORMATION** 

available to employers and insurers free of charge by contacting the Division at 800-775-Comp. **Steps to Take When an Injury Occurs** 1. Be sure first aid is administered and the employee is taken to a physician or hospital for further medical care, if necessary. 2. Report the injury to the insurance company or Third Party Administrator (TPA) within five days of the date of injury or within five days of the date on which the

3. Pay medical bills related to the work injury to cure and relieve the employee of the effects of the injury. This includes all costs for authorized medical treatment,

Developing and implementing a comprehensive safety and health program can reduce occupational injuries and help lower workers' compensation costs. Insurance carriers in the state of Missouri must provide safety assistance at the request of the insured employer. The Missouri Department of Labor evaluates these services and provides additional assistance through its Missouri Workers' Safety Program.

Employee Fraud – knowingly making a claim for workers' compensation benefits to which an employee knows he/she is not entitled or knowingly presenting multiple claims for the same occurrence with intent to defraud is a class E felony, punishable by a fine of up to \$10,000, or double the value of the fraud, whichever

violation is a class E felony. An employer who knowingly makes a false or fraudulent statement regarding an employee's entitlement to benefits to discourage the worker from making a legitimate claim or who knowingly makes a false or fraudulent material statement or material representation to deny benefits to a worker is quilty of a class A misdemeanor punishable by a fine of up to \$10,000. A subsequent violation is a class D felony. **Insurer Fraud** – knowingly and intentionally refusing to comply with workers' compensation obligations to which an insurance company or self-insurer knows an employee is entitled is a class E felony, punishable by a fine of up to \$10,000 or double the value of the fraud, whichever is greater. A subsequent violation is a class D felony.

employer who willfully fails to post the notice of workers' compensation at the workplace is guilty of a class A misdemeanor punishable by a fine of \$50 to \$1,000 or by imprisonment or both fine and imprisonment. Missouri Division of Workers' Compensation is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 800-735-2966 Relay Missouri: 711

Cat. No. 11047P

**DISCRIMINATION** The Missouri Human Rights Act makes it illegal to discriminate in any

> THE MISSOURI HUMAN RIGHTS ACT APPLIES TO: Private employers with six or more employees. All employment agencies

All apprenticeship or training programs.

All state and local government agencies

All labor organization.

conditions of employment

**RIGHTS ACT INCLUDE:** transfer, promotion, layoff, or recall; job advertisements, recruitment, testing, use of company facilities, training, and apprenticeship programs;

· Harassment on the basis of race, color, religion, national origin, ancestry, sex, disability, or age.

fringe benefits, pay, retirement plans, or disability leave; or other terms and

• Discriminating in any aspect or employment against an individual because of the individual's association with a person in one of the protected

MCHR-9 (10-21) AI

or accommodations for the peace, comfort, health, welfare, and safety of the general public or such public places providing food, shelter, recreation, and

City Facilities

Setting different terms or conditions for services or facilities. Failing to reasonably accommodate an individual's disability to allow the

• If parking is provided, failing to provide adequate accessible parking spaces. · If a public restroom is provided, failing to provide an accessible public

MCHR-7 (10-21) AI

· State, County, or

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

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

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained

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

if you had not been absent due to military service or, in some cases, a comparable job.

n 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

employer-based health plan coverage for you and your dependents for up to 24 months while in the military.

reinstated in your employer's health plan when you are reemployed, generally without any waiting period

Even if you don't elect to continue coverage during your military service, you have the right to be

You may also bypass the VETS process and bring a civil action against an employer for violations

nvestigate and resolve complaints of USERRA violations For assistance in filing a complaint, or for any other information on USERRA, contact VETS at I-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/ An interactive online JSERRA 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

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

MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

**REQUIRED POSTER:** STANDARDS EMPLOYERS EMPLOYING WORKERS UNDER THE AGE OF 16 YOUTH EMPLOYMENT LIST Name of Worker School Term Shift Non-School Shift (7 a.m. and 9 p.m.)

CHILD LABOR LAWS

Work certificates are required for youth 14 to 15 years of age before they start employment at any job (other than in the entertainment industry) during the school year. No child under the age of 14 may be employed in any capacity (other than in the entertainment industry or in newspaper delivery, babysitting, occasional vard or farm work with parental consent, or some youth sporting events). Work certificates are issued by school officials or their designees (or a parent of a home schooled child) only upon application requested in person by the child with the written consent of his/her parent, legal custodian or guardian or, if deemed necessary, by the issuing officer, the child shall be accompanied by his parent, guardian or custodian. The school officials has the right to deny a certificate if deemed not in the best interest of the youth. School official should keep

copies of certificates issued, and cancellation notices

sleeping accommodations

<u>Door-to-door sales</u> (excluding churches, schools, scouts)

Unacceptable Types of Work and Workplaces for All Youth Under 16

unless 50 percent of the workplace sales are generated from other goods

Any job dangerous to the life, limb, health, or morals of youth

ceptable Work Hours for 14 and 15 year olds

• Between 7 a.m. and 7 p.m. during the school term

 Handling/maintaining power-driven machinery (with the exception of lawn/garden machinery
in a domestic setting) (RSMo 294.011(7)(c), and RSMo 294.040(1)) Mining, quarrying, or stone cutting/polishing (except in jewelry stores) Transporting or handling Type A and B explosives or ammunition Operation of any motor vehicle Metal-producing industries including stamping, punching, cold rolling, shearing, Saw mills or cooperage stock (barrel) mills or where woodworking machinery is used Jobs involving ionizing or non-ionizing radiation or radioactive substances · Jobs in hotels, motels, or resorts unless the work performed is physically separated from the

· Jobs in any establishment in which alcoholic beverages are sold, manufactured, bottled or stored

Between 7 a.m. and 9 p.m. during non-school term No more than three hours a day on school days No more than eight hours a day on non-school days No more than six days or 40 hours in a week Please contact the Missouri Division of Labor Standards at (573) 751-3403, or e-mail us at YouthEmployment@labor.mo.gov or go to www.labor.mo.gov/DLS if you have questions or need additional copies of this list.

- EMPLOYEE INFORMATION



**Designated Individual If** arising out of and in the course of employment. The Division's Administrative Law Judges have the authority to approve settlements or issue awards after a hearing

2. Ask your employer to provide medical treatment (your employer/insurer is responsible for providing medical treatment and paying the medical fees 3. Get more information about the benefits available under the Workers' Compensation Program or about the steps you may take to get the benefits you need.

college scholarship opportunities for surviving children, please visit www.labor.mo.gov/DWC.



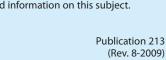
injury was reported to the employer by the employee, whichever is later. The insurer, TPA, or Division approved self-insurer is responsible for filing a First Report of Injury with the Division of Workers' Compensation within 30 days of knowledge of the injury.

**Employer Fraud** – knowingly misrepresenting an employee's job classification to obtain insurance at less than the proper rate is a class A misdemeanor. A subsequent

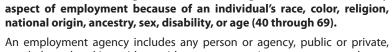
times the annual premium the employer would have paid had it beeninsured or up to \$50,000, whichever is greater. A subsequent violation is a class E felony. An

WH1420 REV 04/23 Publication 213

### WITHHOLDING STATUS YOU MAY NEED TO CHECK YOUR WITHHOLDING



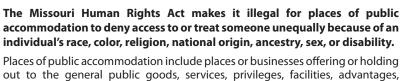




regularly undertaking with or without compensation to procure employees for an employer or to procure for employees opportunities to work for an

DISCRIMINATORY PRACTICES PROHIBITED BY THE MISSOURI HUMAN · Hiring and firing; compensation, assignment, or classification of employees;

· Retailiating against an individual for filing a complaint of discrimination, participating in a discrimination investigation or hearing, or opposing discriminatory practices.



PLACES OF PUBLIC ACCOMMODATIONS INCLUDE BUT ARE NOT LIMITED TO: Restaurants Movies Theaters Sports Stadiums Bars Gas Stations Hotels/Motels

Schools

amusement. - Section 213.010(15), RSMo.

DISCRIMINATORY PRACTICES PROHIBITED BY THE MISSOURI HUMAN RIGHTS

 Refusing to provide service Being inaccesible to a person with a disability.

individual to use and enjoy the place of public accommodation.

· Failing to provide an accessible entrance.

**Missouri Division of Workers' Compensation** P.O. Box 58, Jefferson City, MO 65102 573-751-4231 **Insurance Company, Third** Name:

The Missouri Division of Workers' Compensation (DWC) administers programs for workers who have been injured on the job or exposed to an occupational disease

insurance company. If you receive a bill, contact your employer or the insurance company immediately. The employer/insurer has the right to choose the

**Permanent Disability Benefits:** If the injury or illness results in a permanent disability, you may be entitled to receive either permanent partial or permanent total disability benefits.

> **Workers' Compensation Law** Roles and Responsibilities for Employers and Employees

**Employer Noncompliance** – knowingly failing to insure workers' compensation liability under the law is a class A misdemeanor punishable by a fine of up to three

Additional Benefits for Occupational Diseases Due to Toxic Exposure - Permanent Total Disability and/or Death:



WC-106 (07-19) AI MO-1223-F04

prescriptions, and medical devices. The employer has the right to choose the healthcare provider or treating physician. (The employee may select a different healthcare provider or treating physician, but if the employee does so, it may be at his/her own expense.) 4. For more liability and insurance information relating to the Workers' Compensation Program, visit www.labor.mo.gov/ DWC or call 800-775-COMP. **Workplace Safety** Operating hazardous equipment: ladders, scaffolding, freight elevators, cranes, hoisting Visit www.labor.mo.gov/MWSP or call 573-751-4231 for more information about these programs or for a registry of independent consultants who are certified in the state of Missouri to provide safety assistance. is greater. A subsequent violation is a class D felony.

Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program TDD/TTY: 800-735-2966 Relay Missouri: 711 LS-43 (05-16) AI

EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test.

FMLA for most employees. The birth, adoption or foster placement of a child with you.

You work for a **covered employer** if **one** of the following applies:

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 FMI A rights and responsibilities, and Where can I find more information Call 1-866-487-9243 or visit dol.gov/fmla to learn more

as if you had not taken leave, and

vour leave.

about our WHD

complaint process.

Your **employer** <u>cannot</u> interfere with your FMLA rights or threaten or punish you for

**SCAN ME** 

· How much of your requested leave, if any, will be FMLA-protected leave. 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 employer in court. Scan the OR code to learn

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

OF LABOR



