



EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL
Know Your Rights: Workplace Discrimination is Illegal
The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment...

WORKERS' COMPENSATION
MISSISSIPPI WORKERS' COMPENSATION NOTICE OF COVERAGE
I. Please take notice that your Employer is in compliance with the requirements of the Mississippi Workers' Compensation Law...

WORKERS' COMPENSATION SENATE BILL 2576
The following is a summary of the changes made to the Workers' Compensation Law by Senate Bill 2576. The changes themselves are underlined for easy reference.

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

PAYDAY NOTICE
Regular Paydays for Employees of
(Company Name)
Should be as follows:
Weekly Bi-Weekly Monthly Other

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...

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE
Race, Color, National Origin, Sex
In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance...

WITHHOLDING STATUS
YOU MAY NEED TO CHECK YOUR WITHHOLDING
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"...

REEMPLOYMENT RIGHTS
If 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;
You have five years or less of cumulative service in the uniformed services while with that particular employer;
You return to work or apply for reemployment in a timely manner after conclusion of service; and
You have not been separated from service with a disqualifying discharge or under other than honorable conditions...

UNEMPLOYMENT COMPENSATION
Unemployment Insurance for Employees
IMPORTANT
This employer is registered with the Mississippi Department of Employment Security, and the employees are covered by Unemployment Insurance.
This insurance is carried to protect you in case you become unemployed through no fault of your own.
Nothing is deducted from your pay to cover its cost.
MDES
MISSISSIPPI DEPARTMENT OF EMPLOYMENT SECURITY

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 test or for exercising other rights under the Act.
EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph 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, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt 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 and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.
THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

HEALTH INSURANCE PROTECTION
If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.
ENFORCEMENT
The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/usaera
If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.
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FMLA - FAMILY AND MEDICAL LEAVE ACT
Your Employee Rights Under the Family and Medical Leave Act
What is FMLA leave? The Family and Medical Leave Act (FMLA) is a Federal law that provides eligible employees with the right to take up to 12 workweeks of FMLA leave in a 12-month period for:
The birth, adoption or foster placement of a child with you.
Your serious mental or physical health condition that makes you unable to work.
To care for your spouse, child or parent with a serious mental or physical health condition, and
Certain qualifying reasons related to the foreign deployment of your spouse, child or parent in military service.
An 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 use any employer-provided paid leave or your employer's paid leave policy covers the reason for which you need FMLA leave.
Are you eligible to take FMLA leave? You are an eligible employee if all of the following apply:
You work for a covered employer.
You have worked for your employer at least 12 months.
You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
Your employer has at least 50 employees within 75 miles of your work location.
Airline flight crew employees have different "hours of service" requirements.
You work for a covered employer if one of the following applies:
You have worked 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, as administered by the Office of Personnel Management.
How do I request FMLA leave? Generally, to request FMLA leave you must:
Follow your employer's normal policies for requesting leave,
Give notice at least 30 days before your need for FMLA leave, or
If advance notice is not possible, give notice as soon as possible.

DISCRIMINATION
EQUAL OPPORTUNITY IS THE LAW
It is against the law for this recipient of Federal financial assistance to discriminate on the following basis:
Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted programs or activity.
The recipient must not discriminate in any of the following areas:
Deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity.
Providing opportunities in, or treating any person with regard to, such a program or activity; or
Making employment decisions in the administration of, or in connection with, such a program or activity.
What to Do If You Believe You Have Experienced Discrimination
If you think you have been subjected to discrimination under a WIA Title I-financially assisted program or Activity, you may file a complaint within 180 days from the date of the alleged violation with either:
State - Workforce Investment Act Equal Opportunity Officer
Dovie Reed
Phone: 601-321-6024
Email: dreed@mdes.ms.gov
Assistant Equal Opportunity Officer
Randy Langley
Phone: 601-321-6504
Email: rlangley@mdes.ms.gov
Mississippi Department of Employment Security
P.O. Box 1699
Jackson, MS 39215-1699
Fax: 601-321-6037
TDD: 800-582-2233
If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center.
The Director
Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue, NW, Room N-4123
Washington, D.C. 20210
Voice: 202-693-6502 - TTY: 202-693-6516
If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).
If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT
Job Safety and Health IT'S THE LAW!
All workers have the right to:
A safe workplace.
Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
Receive information and training on job hazards, including all hazardous substances in your workplace.
Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
See any OSHA citations issued to your employer.
Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.
Employers must:
Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
Comply with all applicable OSHA standards.
Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
Provide required training to all workers in a language and vocabulary they can understand.
Prominently display this poster in the workplace.
Post OSHA citations at or near the place of the alleged violations.
On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

ANTI-DISCRIMINATION NOTICE
It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which documents(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.

FEDERAL MINIMUM WAGE
EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT
FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009
The law requires employers to display this poster where employees can readily see it.
OVERTIME PAY At least 1 1/2 times your regular rate of pay for all hours worked over 40 in a workweek.
CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 in hazardous jobs. The Secretary of Labor, Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.
TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers 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 that had at least one break during the previous year 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 FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.
ADDITIONAL INFORMATION
Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
Some state laws provide greater employer protections; employers must comply with both.
Some employees 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 Department of Labor.

WIN Job Center
Helping Mississippians Get Jobs
MDES
MISSISSIPPI DEPARTMENT OF EMPLOYMENT SECURITY
Equal Opportunity Employer Program
Auxiliary aids and services available upon request to individuals with disabilities.
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