EMPLOYMENT LAWS

FED

FEDERAL

In addition, an employer may not retaliate against anyone assisting in the

dependents for up to 24 months while in the military.

enforcement of USERRA rights, including testifying or making a statement in

connection with a proceeding under USERRA, even if that person has no service

• If you leave your job to perform military service, you have the right to elect to

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

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

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 http://www.dol.

gov/vets. An interactive online USERRA Advisor can be viewed at http://

If you file a complaint with VETS and VETS is unable to resolve it, you may

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

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:

http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires

of Special Counsel, as applicable, for representation.

request that your case be referred to the Department of Justice or the Office

(VETS) is authorized to investigate and resolve complaints of USERRA

continue your existing employer-based health plan coverage for you and your

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LEAVE ENTITLEMENTS

perform the employee's job;

employer's normal paid leave policies.

proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

leave. The employee must:

FED

BENEFITS & PROTECTIONS

employee's spouse, child, or parent.

The birth of a child or placement of a child for adoption or foster care;

To care for the employee's spouse, child, or parent who has a qualifying serious health condition;

For the employee's own qualifying serious health condition that makes the employee unable to

For qualifying exigencies related to the foreign deployment of a military member who is the

up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave.

An employee does not need to use leave in one block. When it is medically necessary or otherwise

If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the

While employees are on FMLA leave, employers must continue health insurance coverage as if the

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using

permitted, employees may take leave intermittently or on a reduced schedule

it with equivalent pay, benefits, and other employment terms and conditions.

Have worked for the employer for at least 12 months;

Title VII of the Civil Rights Act of 1964, as amended, protects applicants

as amended, protect qualified individuals from discrimination on

the basis of disability in hiring, promotion, discharge, pay, fringe

discrimination based on age in hiring, promotion, discharge, pay,

Title II of the Genetic Information Nondiscrimination Act of 2008

fringe benefits, job training, classification, referral, and other aspects of

LOUISIANA

FED

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.

At least 1½ times the 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 to work in non-farm jobs declared hazardous by the Secretary of Labor, Youths 14 and 15

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

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

\$2.13 per hour do not equal the minimum hourly wage, the employer must make up the

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

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LINITED STATES DEPARTMENT OF LABOR

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.

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 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 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

> 1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd



REV. 07/2016

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 has procured and has on file an employment certificate for such minor 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 10. except as provided in RS 23:151. Youths 14 and 15 years old may work outside school hours in various non-

manufacturing, 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

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 commencement of the next day of For purposes of the following items, a day during which school is in 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 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 school is in session. **Prohibited Employment**

Minors (except those indentured as apprentices in accordance with Chapter 4 of Revised Statutes, Title 23) shall not be employed, permitted, or suffered to work in the following occupations:

In oiling, cleaning, or wiping machinery or shafting, or in applying belts to

In or about any mine or quarry;

In or about places where stone cutting or polishing is done; In or about any plant manufacturing explosives or articles containing explosive components, or in the use or transportation of the same;

foundries, forging shops, hot rolling mills, or in any other place in which the heat treatment of metals is done: In the operation of machinery used in the cold rolling of heavy metals, or in operation of power-driven machinery for punching, shearing, stamping, bending, or planing metals;

In or about iron or steel manufacturing plants, ore reduction works, smelters,

In or about sawmills or cooperage stock mills; In the operation of power-driven woodworking machines, or off-bearing

from circular saws;

In logging operations; As a driver of any motor vehicle on a public road if they are 16 years of 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 under certain restrictions. (For an explanation of these restrictions contact the Louisiana Workforce Commission at 225-342-7824.)

11. In the operation of passenger or freight elevators or hoisting machines; 12. In spray painting or in occupations involving exposure to lead or its compounds, or to dangerous or poisonous dyes and chemicals;

13. 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 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

In any other place of employment or in any other occupation that the Director of Workforce Development shall, after public hearing thereon determine hazardous or injurious to the life, health, safety or welfare of such minors.

Specific Violations: Penalty Any Person Who:

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

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 representatives in the performance of their duties; or

Hides or causes any minor to escape or gives him warning of the approach of any officer charged with the enforcement of the provision of this Part; or Violates any other provisions of this Part for which a penalty is not otherwise provided, shall be fined not less than one hundred dollars (\$100) nor more than five hundred (\$500), or imprisoned for not less than thirty (30) days nor

more than six months, or both. 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.

Continuing Violations: Penalty Each day during which any violation of these provisions continues shall constitute **a**

separate offense and the employment of any minor in violation of these provisions shall, with respect to such minor, constitute a separate offense. **Louisiana Workforce Commission**

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

Age Discrimination

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:

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against any individual with respect to his compensation, or his terms, conditions, or privileges of employment because of the individual's age. 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 of the individual's age.

Fail or refuse to hire, or to discharge, any individual or otherwise discriminate

Reduce the wage rate of any employee in order to comply with the It is unlawful for an employment agency to fail or refuse to refer for employment, or otherwise to discriminate against, any individual because of the individual's

age, or to classify or refer for employment any individual on the basis of the individual's age. It is unlawful for a labor organization to engage in any of the following practices:

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 employment opportunities or otherwise adversely affect his status as an employee or as an applicant for employment, because of the individual's age.

Cause or attempt to cause an employer to discriminate against an individual in violation of the provisions herein. It is unlawful for an employer to discriminate against any of his employees or applicants for employment, for an employment agency to discriminate against any individual, or for a labor organization to discriminate against any

member thereof or applicant for membership because the individual, member,

or applicant 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. E. 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 operation of the particular business, or where the differentiation is based on reasonable factors other than age.

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

If you believe you have been discriminated against, please contact the Louisiana Commission on Human Rights at 1-888-248-0859 or visit us at www.gov.state.la.us/ HumanRights/humanrightshome.htm. Every employer, employment agency, and labor organization shall post and keep

posted in conspicuous places upon its premises, setting forth information to effectuate this purpose. R.S. 23:311, 312 **Louisiana Workforce Commission**

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

Genetics in the Workplace Louisiana law forbids genetic discrimination and limits genetic testing in the

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Definitions Key terms are used to establish specific genetic discrimination and privacy protections. They are as follows

"Genetic monitoring" is the periodic examination of employees to evaluate changes to their genetic material that may have developed in the course of employment due to exposure to toxic substances in the workplace. "Genetic services" are defined as the health services provided to obtain,

assess, or interpret genetic information for diagnostic or therapeutic purposes, or for genetic education or counseling. "Genetic test" means the analysis of human DNA, RNA, chromosomes, and those proteins and metabolites used to detect heritable or some somatic disease-related genotypes or karyotypes for clinical purposes. It must be

generally accepted in the scientific and medical communities to qualify under "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 disease, or medical condition or disorder in family members of the individual. Louisiana law also provides that an employer, labor organization or employment

agency shall not discriminate on the basis of protected genetic information, and

Genetic Discrimination

an employer, labor organization or joint labor management committee controlling apprenticeship, on-the-job training or other training program shall not discriminate on the basis of protected genetic information. Exceptions

An employer, labor organization or employment agency may request protected genetic information with an offer of employment. They may request, collect or purchase protected genetic information if there is a request for, or receipt of, genetic services and the effect of genetic monitoring of toxic substance shall be permitted in

If you believe you have been discriminated against, please contact the Louisiana Commission 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)

This notice must be posted in a conspicuous place, setting forth information to effectuate this purpose. R.S. 23:302; R.S. 23:368 and 369 **Louisiana Workforce Commission**

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

LA Prohibition of sickle cell trait discrimination; exceptions

It is unlawful for an employer to engage in any of the following practices: . 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 . Reduce the wage rate of any employee in order to comply with the provisions

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: 1. Exclude or expel from its membership, or otherwise discriminate against, any

It is unlawful for an employment agency to fail to refer or refuse to refer for

individual because of sickle cell trait 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

employment opportunities, or otherwise adversely affect his status as an employee or as an applicant for employment, solely because such individual has sickle cell trait

in violation of the provisions herein. It is unlawful for an employer to discriminate against any of his employees or applicants for employment, for an employment agency to discriminate against

3. Cause or attempt to cause an employer to discriminate against an individual

Sickle Cell Trait Discrimination

any individual, or for a labor organization to discriminate against any member thereof or applicant for membership because such individual, member, or applicant for membership has opposed any practice made unlawful by this Section, or because the individual, member, or applicant for membership has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or litigation under the provisions herein.

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 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

If you believe you have been discriminated against, please contact the Louisiana Commission 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 a notice, to be prepared by the Louisiana Workforce Commission, setting forth information as the department deems appropriate to effectuate the purposes of this Part. R.S. 23:352, 354 **Louisiana Workforce Commission**

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REV. 04/2010

REV. 07/2004

Out-of-State Motor Vehicles

Duties of employees and employers

A. Any person who is a resident of a state which requires 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. Each employer in this state shall notify each person employed by that employer of the requirement of Subsection A of this Section. The notice shall be by direct communication at the time of employment and by posting a notice in a prominent location at the place of employment.

C. The provisions of this Section shall not be applicable to members actively serving in the armed forces of the United States. Acts 1993, No. 765, §1.

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This notice must be posted in a conspicuous place, setting forth information to effectuate this purpose. R.S. 47:501.1

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

HEALTH INSURANCE PROTECTION

www.dol.gov/elaws/userra.htm.

employer for violations of USERRA.

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

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

you ensure that your employer receives advance written or verbal notice of

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

you have not been separated from service with a disqualifying discharge or under other than honorable conditions If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some

cases, a comparable job. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

conclusion of service; and

because of this status.

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are a past or present member of • are obligated to serve in the the uniformed service; have applied for membership in the uniformed service; or

then an employer may not deny you: initial employment; promotion; or reemployment; any benefit of employment retention in employment;

ATTENTION ALL EMPLOYEES, EMPLOYERS, INDEPENDENT

CONTRACTORS AND SUBCONTRACTORS:

You are free from direction and control in performing your job, AND

hired you **OR** is not performed on the business's premises, **AND**

You are customarily engaged in an independently established trade,

Your employer cannot consider you to be an independent contractor unless

IT IS AGAINST THE LAW FOR AN EMPLOYER TO MISCLASSIFY

EMPLOYEES AS INDEPENDENT CONTRACTORS OR PAY EMPLOYEES OFF

It is a violation of this law for employers to retaliate against anyone who asserts their

rights under the law. Retaliation subjects an employer to civil penalties, a lawsuit

Unemployment benefits, if unemployed through no fault of your own, able to

The law says that you are an employee unless:

occupation, profession or business.

all three of these facts apply to your work.

If you are an employee, you are entitled to:

work, and meet other eligibility requirements

Workers' Compensation benefits for on-the-job injuries.

employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees. U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel

Employer Support of the Guard and Reserve • 1-800-336-4590

REV. 04/2017 **Independent Contractor or Employee?** or both. If you have questions about whether you are an employee or independent

Imprisonment for up to 90 days

the state for three years.

contractor, or you want to file a complaint, call the **Louisiana Workforce** Commission Fraud Hotline at 1-(800)-201-3362. **Independent Contractors:** If you are an independent contractor, you must pay all taxes required by Louisiana and Federal Law. You perform work that is not part of the usual work done by the business that

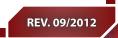
Employer Consequences: Pursuant to Louisiana Employment Security Law R.S. 23:1711 (G): Penalties for misclassifying a worker as an independent contractor Fines of up to \$500 per worker per instance

effectuate this purpose. R.S. 23:1711 **Louisiana Workforce Commission** www.laworks.net

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upon request to individuals with disabilities. 1-800-259-5154 (TDD)

Prohibited from contracting with any state agency or political subdivision of



Rev. 03/2021

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Earned Income Credit *EIC 2021*

Notice to Employees of Federal Earned Income Tax Credit (EIC) If you make \$51,000* 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 eliqible if you meet certain requirements. Additional information and forms for these programs can be obtained from your employer

* Earned Income and adjusted gross income (AGI) must each be less than: \$51,464 (\$57,414 married filing jointly) with three or more qualifying children \$47,915 (\$53,865 married filing jointly) with two qualifying children

\$42,158 (\$48,108 married filing jointly) with one qualifying child \$15,980 (\$21,920 married filing jointly) with no qualifying children The tax provisions of the American Rescue Plan Act of 2021, signed into law on March 11, 2021, are under review and may affect the EITC 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.

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 Director.

LOUISIANA WORKFORCE COMMISSION THE DEPARTMENT OF LABOR www.laworks.net

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Additional EITC resources are also available at the IRS EITC Home page: https://www.irs.gov/credits-deductions/individuals/earnedincome-tax-credit-eitc

Your employer is subject to the Louisiana Employment Security Law and is required to post this notice in a conspicuous place. Your employer has contributed to the Louisiana Trust Fund from which benefits are paid. No amount of contributions to the **Penalties** Trust Fund is deductible from your earnings. You may be eligible to receive unemployment insurance benefits provided:

You have registered for work. You are able to work, available for work, and actively conducting a search for You have been paid wages by employers subject to the Louisiana Employment Security Law during your base period in an amount sufficient to

Notice to Workers

qualify you under the law. Disgualification You may be disqualified from drawing benefits on your claim if: You have left work voluntarily without good cause attributable to a substantial change made to the employment by the employer.

You are unemployed.

You fail without good cause to: (a) apply for available suitable work, (b) accept suitable work when offered, or (c) return to your customary self-employment when directed. You have been discharged for the use of illegal drugs. You may also be disqualified:

You have been discharged for misconduct connected with your work.

unemployment is due to a labor strike which is in active progress at the factory, establishment or other premises at which you are or were last employed, and in which you are participating, or in which you are interested. For any week with respect to which or a part of which you have received or are seeking unemployment benefits under an unemployment insurance law

of another state or the United States.

the disease manifests itself.

delay or failure to give notice.

the employee is disabled as a result of the disease.

For any week with respect to which the Administrator finds that your

Unemployment Insurance

Workers' Compensation

In case of death arising from an occupational disease, all claims are barred unless the dependent(s) file a claim with the deceased employee's employer within one year of:

In case of injury or death caused by a work-related accident, an injured employee or any person claiming to be entitled to compensation either as a 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 for such injury or death. In addition, any fraudulent action by the employer, employee, or any other person for the purpose of obtaining or defeating

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 the employer was

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

Louisiana Workforce Commission

www.laworks.net

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

Honoring your service.

EMPLOYER SUPPORT OF THE GUARD AND RESERVE

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

Louisiana Workforce Commission

Timely Payment of Wages

Louisiana Workforce Commission

www.laworks.net

This poster is in compliance with federal and state posting requirements.

Your 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

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.

An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

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

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

In order to preserve your right to benefits under the Louisiana Workers' Compensation Law, you must file a formal claim with the Office of Workers' Compensation

If you desire any information regarding your rights and entitlement to benefits as prescribed by law, you may call or write to the Office of Workers' Compensation

Administration within one year after the accident if payments have not been made or within one year after the last payment of weekly benefits.

in fact misled to his detriment thereby. Failure to give notice may not harm the employee if the employer knew of the accident or if the employer was not prejudiced by the

You should report to your employer any occupational disease or personal injury that is work-related, even if you deem it to be minor.

the employee knows or has reasonable grounds to believe that the disease is occupationally related.

any benefit or payment of workers' compensation shall subject such person to criminal as well as civil liabilities.

. Administration, Post Office Box 94040, Baton Rouge, Louisiana 70804-9040 or telephone (225) 342-7555

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

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

lotice shall be given by delivering it or sending it by certified mail or return receipt requested to:

The above mentioned notice should be filed with the employer at the address shown.

Name and Address of Insurance Company

EMPLOYER REPRESENTATIVE

1-800-259-5154 (TDD)

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the date the claimant has reasonable grounds to believe that the death resulted from occupational disease.

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:

For any week with respect to which or a part of which you are receiving or have received other remuneration (i.e., Workers' Compensation, pensions, vacation pay, wages in lieu of notice, or severance pay).

If you make a false statement knowing it to be false or intentionally fail to disclose an important fact in order to receive or increase a benefit amount, you shall be disqualified for not more than the 52 weeks which immediately follow the week in which such determination is made and shall not be entitled to further benefits until cash repayment has been made or the claim for repayment has prescribed. In addition, the law provides: Whoever makes a false statement or representation to the Agency knowing it to be false, or knowingly fails to disclose a material fact to obtain or increase any benefit or other payment under this Chapter, or under an employment security law of any other State, or the Federal Government, or of a foreign government, either for himself or 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 discretion

of the court. Each such false statement or representation or failure to disclose a material fact shall constitute a separate offense. To file a new unemployment claim, reopen an existing claim, file for weekly unemployment benefits, or to get answers about your Unemployment Insurance online, visit us on the Web at www.laworks.net.

If you do not have access to the internet, or prefer to manage your Unemployment Insurance claim by phone, call the Unemployment Insurance Call Center at 1-866-783-5567. This notice must be posted in a convenient and conspicuous place in the employer's place of business, R.S. 23:1621

Louisiana Workforce Commission www.laworks.net

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

REV. 01/2009

REV. 05/2003

REV. 01/2016

the Federal Government to certain private individuals engaged in national security-related activities.

pharmaceutical manufacturers, distributors and dispensers.

economic loss to the employer.

DEPARTMENT OF LABOR

UNITED STATES OF AMERICA

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

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT OF LABOR

reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in

Job Safety and Health

- your employer or OSHA, or report a work-
- retaliated against. Receive information and training on job
- 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
- participate) in an OSHA inspection and speak in private to the inspector
- (by phone, online or by mail) if you have been retaliated against for using your rights. See any OSHA citations issued to your

that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

employer.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION Have at least 1,250 hours of service in the 12 months before taking leave;* and

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected Work at a location where the employer has at least 50 employees within 75 miles of the leave in a 12-month period for the following reasons:

*Special "hours of service" requirements apply to airline flight crew employees. To bond with a child (leave must be taken within 1 year of the child's birth or placement);

REQUESTING LEAVE Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the

employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which

> FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring

a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state of An employee who works for a covered employer must meet three criteria in order to be eliqible for FMLA

local law or collective bargaining agreement that provides greater family or medical leave rights.

REV. 04/2016

Equal Employment Opportunity is THE LAW

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor • Wage and Hour Division • WH1420

about EEOC, including information about charge filing, is available at

affirmative action to ensure equality of opportunity in all aspects of

affirmative action to employ and advance in employment qualified

INDIVIDUALS WITH DISABILITIES

(family medical history); and requests for or receipt of genetic services Private Employers, State and Local Governments, by applicants, employees, or their family members. **Educational Institutions, Employment Agencies and** RETALIATION

Labor Organizations All of these Federal laws prohibit covered entities from retaliating Applicants to and employees of most private employers, state and local against a person who files a charge of discrimination, participates governments, educational institutions, employment agencies and labor in a discrimination proceeding, or otherwise opposes an unlawful organizations are protected under Federal law from discrimination on WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

There are strict time limits for filing charges of employment and employees from discrimination in hiring, promotion, discharge, pay, discrimination. To preserve the ability of EEOC to act on your behalf and fringe benefits, job training, classification, referral, and other aspects to protect your right to file a private lawsuit, should you ultimately need of employment, on the basis of race, color, religion, sex (including to, you should contact EEOC promptly when discrimination is suspected: pregnancy), or national origin. Religious discrimination includes failing The U.S. Equal Employment Opportunity Commission (EEOC), to reasonably accommodate an employee's religious practices where the 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for accommodation does not impose undue hardship. individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Title I and Title V of the Americans with Disabilities Act of 1990, Government or Federal Government section. Additional information

benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable **Employers Holding Federal Contracts or Subcontracts** accommodation to the known physical or mental limitations of an Applicants to and employees of companies with a Federal government otherwise qualified individual with a disability who is an applicant or contract or subcontract are protected under Federal law from employee, barring undue hardship. discrimination on the following bases: RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN The Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, prohibits job discrimination on protects applicants and employees 40 years of age or older from the basis of race, color, religion, sex or national origin, and requires

SEX (WAGES) Section 503 of the Rehabilitation Act of 1973, as amended, protects In addition to sex discrimination prohibited by Title VII of the Civil Rights qualified individuals from discrimination on the basis of disability Act, as amended, the Equal Pay Act of 1963, as amended, prohibits in hiring, promotion, discharge, pay, fringe benefits, job training, sex discrimination in the payment of wages to women and men classification, referral, and other aspects of employment. Disability performing substantially equal work, in jobs that require equal skill, discrimination includes not making reasonable accommodation to effort, and responsibility, under similar working conditions, in the same the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring

individuals with disabilities at all levels of employment, including the protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND also restricts employers' acquisition of genetic information and strictly ARMED FORCES SERVICE MEDAL VETERANS limits disclosure of genetic information. Genetic information includes The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as information about genetic tests of applicants, employees, or their family amended, 38 U.S.C. 4212, prohibits job discrimination and requires members; the manifestation of diseases or disorders in family members affirmative action to employ and advance in employment disabled

RETALIATION Retaliation is prohibited against a person who files a complaint (

discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should The Office of Federal Contract Compliance Programs (OFCCP), U.S.

veterans, recently separated veterans (within three years of discharge or

badge has been authorized), and Armed Forces service medal veterans

during a war or in a campaign or expedition for which a campaign

(veterans who, while on active duty, participated in a U.S. military

operation for which an Armed Forces service medal was awarded).

release from active duty), other protected veterans (veterans who served

Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor. **Programs or Activities Receiving Federal Financial**

Assistance

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment

discrimination is covered by Title VI if the primary objective of the

financial assistance is provision of employment, or where employment

RACE, COLOR, NATIONAL ORIGIN, SEX

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. **INDIVIDUALS WITH DISABILITIES** Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is

who, with or without reasonable accommodation, can perform the undue hardship. Section 503 also requires that Federal contractors take essential functions of the job If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance. EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

prohibited in all aspects of employment against persons with disabilities

REV. 11/2009

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private employers from using lie detector The law does not preempt any provision of any State or local law or any collective bargaining agreement which tests either for pre-employment screening or during the course of employment. is more restrictive with respect to lie detector tests.

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.

EXAMINEE RIGHTS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by **ENFORCEMENT**

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

EEOC-P/E-1

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.

www.dol.gov/whd

1-866-487-9243 TTY: 1-877-889-5627

REV. 07/2016



IT'S THE LAW!

- All workers have the right to: A safe workplace. Raise a safety or health concern with
- related injury or illness, without being hazards, including all hazardous substances
- OSHA on your behalf. Participate (or have your representative)
- File a complaint with OSHA within 30 days
- Request copies of your medical records, tests

Contact OSHA. We can help.

Employers must:

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

Provide employees a workplace free from

- 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.



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

TWO ways to verify poster **SCAN** compliance! JJKeller.com/LLPverify Enter: 45550-042021

To update your employment law posters contact J. J. Keller & Associates, Inc. JJKeller.com/employmentlaw 800-327-6868



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. R.S. 23:633(D)