FED

of your service:

some cases, a comparable job.

while with that particular employer;

or under other than honorable conditions.

conclusion of service: and

are a past or present member

have applied for membership

in the uniformed service; or

retention in employment;

then an employer may not deny you:

initial employment:

reemployment:

because of this status.

of the uniformed service;

FED

LEAVE ENTITLEMENTS

normal paid leave policies.

under or related to the FMLA.

DEPARTMENT OF LABOR

FED

UNITED STATES OF AMERICA

ELIGIBILITY REQUIREMENTS

BENEFITS & PROTECTIONS

a 12-month period for the following reasons:

perform the employee's job;

employee's spouse, child, or parent.

employees may take leave intermittently or on a reduced schedule.

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

Have worked for the employer for at least 12 months;

and employees from discrimination in hiring, promotion, discharge, pay,

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

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

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

employment. Disability discrimination includes not making reasonable

accommodation to the known physical or mental limitations of an

The Age Discrimination in Employment Act of 1967, as amended,

protects applicants and employees 40 years of age or older from

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

INDIVIDUALS WITH DISABILITIES

RACE, COLOR, NATIONAL ORIGIN, SEX

FED

PROHIBITIONS

Executive Order 11246, as amended, prohibits job discrimination on

the basis of race, color, religion, sex or national origin, and requires

affirmative action to ensure equality of opportunity in all aspects of

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

qualified individuals from discrimination on the basis of disability

in hiring, promotion, discharge, pay, fringe benefits, job training,

classification, referral, and other aspects of employment. Disability

discrimination includes not making reasonable accommodation to

the known physical or mental limitations of an otherwise qualified

individual with a disability who is an applicant or employee, barring

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

financial assistance is provision of employment, or where employment

discrimination causes or may cause discrimination in providing services

tests either for pre-employment screening or during the course of employment.

employee for refusing to take a test or for exercising other rights under the Act.

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

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

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to

restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of

EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

or activities receiving Federal financial assistance. Employment

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

employee, barring undue hardship.

otherwise qualified individual with a disability who is an applicant or

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

To bond with a child (leave must be taken within 1 year of the child's birth or placement);

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

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up

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

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

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

an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's

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

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it

to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave.

Have at least 1,250 hours of service in the 12 months before taking leave;* and

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

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.

CHILD LABOR

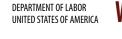
At least 1½ times the regular rate of pay for all hours worked over 40 in a

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 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.

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.

NURSING MOTHERS 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 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.



city or parish superintendent of schools.

work except as provided in RS 23:151

LA



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

No minor under the age of 14 years may be employed, permitted, or suffered to

manufacturing, non-mining, non-hazardous jobs under the following conditions,

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

No minor under the age of 18 years may be employed, permitted, or suffered to

such period for meals. Such interval shall not be included as part of the working

There are no time standards for minors 16 and 17 years of age regarding the

work for any five hour period without one interval of at least thirty minutes within

eight hour rest break at the end of each work day, before the commencement of the

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

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

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

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

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

Minors (except those indentured as apprentices in accordance with Chapter 4 of

In or about places where stone cutting or polishing is done;

Revised Statutes, Title 23) shall not be employed, permitted, or suffered to work in

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

In or about any plant manufacturing explosives or articles containing

explosive components, or in the use or transportation of the same;

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

smelters, foundries, forging shops, hot rolling mills, or in any other place

In the operation of machinery used in the cold rolling of heavy metals, or

will be that designated as such by the local school superintendent for the

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

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

time the permissible hours are extended to 9:00 p.m.

Youths 14 and 15 years old may work outside school hours in various non-

3 hours on a school day or 18 hours in a school week;

through Labor Day, when evening hours are extended to 9 p.m.

school district in which the minor resides

Prohibited Employmen

the following occupations:

to pulleys;

In or about any mine or quarry;

bending, or planing metals;

In or about sawmills or cooperage stock mills;



WAGE AND HOUR DIVISION

Minor Labor Law Placard

from circular saws:

In logging operations:

Specific Violations: Penalty

Continuing Violations: Penalty

R.S. 23:241

Any Person Who:

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
- Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know
- 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.

the difference between the two because employees (unless exempt) are

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

In the operation of power-driven woodworking machines, or off-bearing

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,

restrictions. (For an explanation of these restrictions contact the

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

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

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

a musician performing in a band on the premises under written contract

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

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

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

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

minor's employment does not involve the sale, mixing, dispensing, or

of alcoholic beverage does not constitute the main husiness of the

serving of alcoholic beverages for consumption on the premises.

In any other place of employment or in any other occupation that the

Director of Workforce Development shall, after public hearing thereon

determine hazardous or injurious to the life, health, safety or welfare of

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

representatives admission to the premises where minors are employed,

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;

Refuses to the Director of Workforce Development or authorized

or otherwise obstructs the Director of Workforce Development 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

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

representatives in the performance of their duties; or

thirty (30) days nor more than six months, or both.

hundred dollars (\$500) for each violation which occurs.

Each day during which any violation of these provisions continues shall constitute

Louisiana Workforce Commission

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a separate offense and the employment of any minor in violation of these

provisions shall, with respect to such minor, constitute a separate offense

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

compounds, or to dangerous or poisonous dves and chemicals:

or suffered to work as a driver of a motor vehicle only under certain

Louisiana Workforce Commission at 225-342-7824.)



REV. 07/2016

The law says that you are an employee unless

You are free from direction and control in performing your job, AND You perform work that is not part of the usual work done by the business that hired you OR is not performed on the business's premises, AND

occupation, profession or business. Your employer cannot consider you to be an independent contractor unless all three of these facts apply to your work.

IT IS AGAINST THE LAW FOR AN EMPLOYER TO MISCLASSIFY **EMPLOYEES AS INDEPENDENT CONTRACTORS OR PAY EMPLOYEES** OFF THE BOOKS.

Employee Rights: If you are an employee, you are entitled to: Unemployment benefits, if unemployed through no fault of your own,

able to work, and meet other eligibility requirements. Workers' Compensation benefits for on-the-job injuries It is a violation of this law for emplovers to retaliate against anyone who asserts their rights under the law. Retaliation subjects an employer to civil penalties, a lawsuit or both. If you have questions about whether you are an

employee or independent contractor, or you want to file a complaint, call the

UITaxfraud@lwc.la.gov.

of the state for three years.

and Federal Law. **Employer Consequences:** Pursuant to Louisiana Employment Security Law R.S. 23:1711 (G): Penalties for

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

effectuate this purpose. R.S. 23:1711

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

REV. 04/2017

LA

Earned Income Credit *EIC 2022*

are reductions in federal income tax liability for which you may be eligible if you meet certain requirements. Additional information and forms for these programs can be obtained from your employer or the Internal Revenue Service. * Earned Income and adjusted gross income (AGI) must each be less than:

\$53,057 (\$59,187 married filing jointly) with three or more qualifying children \$49,399 (\$55,529 married filing jointly) with two qualifying children \$43,492 (\$49,622 married filing jointly) with one qualifying child

You may claim the Earned Income Credit on Form 1040 and add Schedule EIC if you have children.

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.

R.S. 23:15, 23:1018.2

The Department of Labor www.laworks.net

Unemployment Insurance

Workers' Compensation

Out-of-State Motor Vehicles

Duties of employees and employers

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

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Age Discrimination

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.

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

communication at the time of employment and by posting a notice in a prominent location at the place of employment.

The provisions of this Section shall not be applicable to members actively serving in the armed forces of the United States.

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

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

Formal Claim

You may be eligible to receive unemployment insurance benefits provided:

You are able to work, available for work, and actively conducting a search

You have been paid wages by employers subject to the Louisiana

You have left work voluntarily without good cause attributable to a

You have been discharged for misconduct connected with your work.

You fail without good cause to: (a) apply for available suitable work,

(b) accept suitable work when offered, or (c) return to your customary

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

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

For any week with respect to which or a part of which you have received or

are seeking unemployment benefits under an unemployment insurance

You should report to your employer any occupational disease or personal injury that

In case of an occupational disease, all claims are barred unless the employee files a

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

In case of injury or death caused by a work-related accident, an injured employe

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

fraudulent action by the employer, employee, or any other person for the purpose

of obtaining or defeating any benefit or payment of workers' compensation shall

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

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 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

The prohibitions herein listed shall be limited to individuals who are at

A. It is unlawful for an employer to engage in any of the following practices:

1. Fail or refuse to hire, or to discharge, any individual or otherwise

2. Limit, segregate, or classify his employees in any way which would

discriminate against any individual with respect to his compensation,

or his terms, conditions, or privileges of employment because of the

deprive or tend to deprive any individual of employment opportunities

or otherwise adversely affect his status as an employee because of the

Reduce the wage rate of any employee in order to comply with the

employment, or otherwise to discriminate against, any individual because of

the individual's age, or to classify or refer for employment any individual on

It is unlawful for a labor organization to engage in any of the following $% \left\{ \mathbf{r}_{i}^{\mathbf{r}_{i}}\right\} =\mathbf{r}_{i}^{\mathbf{r}_{i}}$

1. Exclude or expel from its membership, or otherwise to discriminate

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

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

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

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

investigation, proceeding, or litigation pursuant to the listed herein provisions

individual in violation of the provisions herein.

status as an employee or as an applicant for employment, because of the

against any individual because of his age.

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

30 days, no payments will be made for such injury or death. In addition, any

the date the claimant has reasonable grounds to believe that the death

the employee knows or has reasonable grounds to believe that the disease

substantial change made to the employment by the employer.

You have been discharged for the use of illegal drugs.

Total Unemployment

You are unemployed.

You have registered for work.

to qualify you under the law.

self-employment when directed.

law of another state or the United States.

is work-related, even if you deem it to be minor. Occupational Disease or Death

the disease manifests itself

resulted from occupational disease.

subject such person to criminal as well as civil liabilities.

prejudiced by the delay or failure to give notice.

claim with his/her employer within one year of the date that:

the employee is disabled as a result of the disease.

You may also be disqualified:

LA

Filing Notice

LA

least forty years of age.

the basis of the individual's age.

individual's age.

You may be disqualified from drawing benefits on your claim if:

An Equal Opportunity Employer Program. | Auxiliary aids and services are available in operation of power-driven machinery for punching, shearing, stamping, upon request to individuals with disabilities. 1-800-259-5154 (TDD)

LA **Genetic Discrimination**

Louisiana law forbids genetic discrimination and limits genetic testing in the

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

purposes, or for genetic education or counseling.

"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

"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 this definition

"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

Nondiscrimination Louisiana law also provides that an employer, labor organization or employment

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

Genetics in the Workplace 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.

> An employer, labor organization or employment agency may request protected genetic information with an offer of employment. They may request, collect or

LSA-R.S. 51:2231(c)

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 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.

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)

REV. 04/2010

REV. 08/18/2011

LA **Sickle Cell Trait Discrimination** Prohibition of sickle cell trait discrimination; exceptions

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

deprive or tend to deprive any individual of employment opportunities, or otherwise adversely affect his status as an employee, because such 3. Reduce the wage rate of any employee in order to comply with the

B. It is unlawful for an employment agency to fail to refer or refuse to refer for employment, or otherwise to discriminate against, any individual because such individual has sickle cell trait, or to classify or refer for employment any individual on the basis that such individual has sickle cell trait.

It is unlawful for a labor organization to engage in any of the following 1. Exclude or expel from its membership, or otherwise discriminate against,

any 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 train

3. Cause or attempt to cause an employer to discriminate against an individual in violation of the provisions herein. D. It is unlawful for an employer to discriminate against any of his employees or

applicants for employment, for an employment agency to discriminate against

Louisiana employers who employ more than twenty-five employees for each

calendar year are prohibited from discriminating against an applicant for

Louisiana employers have a general duty to reasonably accommodate an

pregnancy, childbirth, and related medical conditions.

or employee with covered limitations:

Providing more frequent bathroom breaks;

Reasonable Accommodations

expressing breast milk;

Modifying food or drink policy;

vacant position, if qualified;

subsequent changes thereto.

Louisiana Workforce Commission

LA

job requires the employee to stand;

Assistance with manual labor and limits on lifting:

Providing job restructuring or light duty, if available;

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

Your employer has a duty to inform you at the time of your hire what your wage

If your employer should, for reasons within his control, fail to pay you according to

rate will be, how often you will be paid and how you will be paid, and of any

that agreement, you must first lodge a complaint with him.

working day in each of twenty or more calendar weeks in the current or preceding

employment or an employee with medical needs causing limitations arising from

employee's physical limitations caused by her pregnancy, unless the employer can

demonstrate the accommodation would pose an undue hardship on the operation

Making existing facilities readily accessible to and usable by an applicant

 $Providing \ scheduled \ and \ more \ frequent \ or \ longer \ compensated \ break$

Providing a private place, other than a bathroom stall, for the purpose of

Providing seating or allowing the employee to sit more frequently if the

Temporarily transferring the employee to a less strenuous or hazardous

of its business. "Reasonable accommodation" may include but is not limited to:

LA

Non-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. 2. Limit, segregate, or classify his employees in any way which would 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

any classification or referral for employment by such a labor organization, or relating to any classification or referral for employment by such employment agency indicating any preference, limitation, specification, or discrimination based on sickle cell trait. Acts 1997, No. 1409, §1 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**

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. 04/2010

Pregnancy Rights of Employees Acquiring or modifying equipment or devices necessary for performing

> essential job functions; or Modifying work schedules **Employer Obligations**

In addressing an employee's pregnancy, childbirth, or related medical condition,

Refuse to select her for a training program leading to promotion, provided she is able to complete the training program at least three months prior to the anticipated date of departure for her pregnancy leave; Discharge her from employment or from a training program leading to

Discriminate against her in compensation or in terms, conditions, or privileges of employment;

Deny the same benefits and privileges of employment given other nonpregnant persons, including the taking of disability or sick leave made available to temporarily disabled employees: Deny leave to her for a reasonable amount of time

Refuse to transfer her to a less strenuous or hazardous position, if so requested and if a policy, practice, or collective bargaining agreement is in place authorizing such a transfer The provisions of law detailed herein may be found in La. R.S. 23:341 and 23:342.

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

LOUISIANA WORKFORCE The Department of Labor An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to

REV. 11/2021

This notice must be posted in a conspicuous place, setting forth information to

Louisiana Workforce Commission www.laworks.net

If no action is taken to resolve your complaint, you may report the violation to the An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD) REV. 01/2016

effectuate this purpose

R.S. 23:633(D)

Timely Payment of Wages

Guard and Reserve Committee at 1-800-336-4590, or log on to www.ESGR.org, or e-mail questions to questions@LAESGR.com. Honoring your service.

EMPLOYER SUPPORT OF THE GUARD AND RESERVE upport your uniformed services, and place this poster in a conspicuous place as required by law

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

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

You have certain protected employment and re-employment rights, freedom from discrimination rights, and civil relief rights. Under state and federal law, if you

1-800-259-5154 (TDD)

USERRA protects the job rights of individuals who voluntarily or In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in involuntarily leave employment positions to undertake military connection with a proceeding under USERRA, even if that person has no service 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 HEALTH INSURANCE PROTECTION

applicants to the uniformed services. REEMPLOYMENT RIGHTS

are obligated to serve in the

any benefit of employment

promotion: or

you have five years or less of cumulative service in the uniformed services

you return to work or apply for reemployment in a timely manner after

you have not been separated from service with a disqualifying discharge

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

If you leave your job to perform military service, you have the right to You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

you ensure that your employer receives advance written or verbal notice

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

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

(VETS) is authorized to investigate and resolve complaints of USERRA 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 vou would have attained if you had not been absent due to military service or, in http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/elaws/userra.htm. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION 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

employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

Office of Special Counsel, as applicable, for representation.

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

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

Independent Contractor or Employee?

ATTENTION ALL EMPLOYEES, EMPLOYERS, INDEPENDENT CONTRACTORS AND SUBCONTRACTORS: Louisiana Workforce Commission Fraud Hotline at 1-(833)-708-2866 or email

Independent Contractors: If you are an independent contractor, you must pay all taxes required by Louisiana You are customarily engaged in an independently established trade,

misclassifying a worker as an independent contractor include:

This notice must be posted in a conspicuous place, setting forth information to **Louisiana Workforce Commission**

An Equal Opportunity Employer Program. Auxiliary aids and services are available

REV. 09/2021

Notice to Employees of Federal Earned Income Tax Credit (EIC) If you make \$53,000* 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

\$16,480 (\$22,610 married filing jointly) with no qualifying children

If you need more information regarding the EITC or to check on updates, you should contact the IRS at 1-800-829-1040 or visit the IRS Website at www.irs.gov. Additional EITC resources are also available at the IRS EITC Home page: https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit-eitc

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)

Rev. 04/2022

Your employer is subject to the Louisiana Employment Security Law and is required For any week with respect to which or a part of which you are receiving or to post this notice in a conspicuous place. Your employer has contributed to the have received other remuneration (i.e., Workers' Compensation, pensions, Louisiana Trust Fund from which benefits are paid. No amount of contributions to vacation pay, wages in lieu of notice, or severance pay). the Trust Fund is deductible from your earnings.

Penalties 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 Employment Security Law during your base period in an amount sufficient 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

This notice must be posted in a convenient and conspicuous place in the employer's place of business. **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)

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

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'

not been made or within one year after the last payment of weekly benefits.

Compensation Administration within one year after the accident if payments have

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, Post Office Box 94040, Baton Rouge, Louisiana 70804-9040 or

Notice shall be given by delivering it or sending it by certified mail or return receipt

Louisiana Workforce Commission

www.laworks.net

REV. 05/2003

REV. 07/2004

REV. 04/2010

APR2022

An Equal Opportunity Employer Program. Auxiliary aids and services are available

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

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

retirement, pension, or insurance plan, which is not a subterfuge to evade

the purpose herein except that no such employee benefit plan shall excuse

any classification or referral for employment by such an employment agency

indicating any preference, limitation, specification, or discrimination based

F. It is not unlawful for an employer, employment agency, or labor organization

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

3. Discharge or otherwise discipline an individual for good cause.

Louisiana Commission on Human Rights at 1-888-248-0859 or visit us at

Every employer, employment agency, and labor organization shall post and keep

Louisiana Workforce Commissi

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)

posted in conspicuous places upon its premises, setting forth information to

If you believe you have been discriminated against, please contact the

www.gov.state.la.us/HumanRights/humanrightshome.htm.

to observe the terms of a bona fide employee benefit plan, such as

to engage in any of the following practices:

the failure to hire any individual

Acts 1997, No. 1409

effectuate this purpose.

R.S. 23:311, 312

based on reasonable factors other than age.

R.S. 23:1302 states that this notice should be posted in a convenient and

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

conspicuous place in the employer's place of business

Name and Address of Insurance Company

REV. 01/2009

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

pharmaceutical manufacturers, distributors and dispensers.

Job Safety and Health IT'S THE LAW!

All workers have the right to:

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

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

 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.

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

 Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

QR CODE Scan with phone camera:

ONLINE

Go to: JJKeller.com/LLPverify

Enter this code: 62816-042022

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

• Work at a location where the employer has at least 50 employees within 75 miles of the employee's Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in

*Special "hours of service" requirements apply to airline flight crew employees.

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

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

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

be designated as FMLA leave.

ENFORCEMENT Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a

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

For additional information or to file a complaint:

(1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd U.S. Department of Labor • Wage and Hour Division • WH1420

Equal Employment Opportunity is THE LAW Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases: discrimination based on age in hiring, promotion, discharge, pay, (family medical history); and requests for or receipt of genetic services RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN fringe benefits, job training, classification, referral, and other aspects of Title VII of the Civil Rights Act of 1964, as amended, protects applicants

1-866-4-USWAGE

of employment, on the basis of race, color, religion, sex (including In addition to sex discrimination prohibited by Title VII of the Civil Rights pregnancy), or national origin. Religious discrimination includes failing Act, as amended, the Equal Pay Act of 1963, as amended, prohibits to reasonably accommodate an employee's religious practices where the sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment. Title I and Title V of the Americans with Disabilities Act of 1990. as amended, protect qualified individuals from discrimination on

Title II of the Genetic Information Nondiscrimination Act of 2008

limits disclosure of genetic information. Genetic information includes

information about genetic tests of applicants, employees, or their family

members; the manifestation of diseases or disorders in family members

employment.

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

Employers Holding Federal Contracts or Subcontracts Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases: affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the

> AND ARMED FORCES SERVICE MEDAL VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED,

undue hardship. Section 503 also requires that Federal contractors take operation for which an Armed Forces service medal was awarded). Programs or Activities Receiving Federal Financial Assistance under such programs. Title IX of the Education Amendments of 1972

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

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

EMPLOYEE RIGHTS

prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the 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. employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector 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. 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 Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by

before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to 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.

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

REV. 07/2016



A safe workplace.

employer.

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

inpatient hospitalization, amputation, or loss

language and vocabulary they can understand. Prominently display this poster in the workplace.

Post OSHA citations at or near the place of

Provide required training to all workers in a

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported

consultation programs in every state.



JJKeller.com/laborlaw 800-327-6868 65774F

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

the alleged violations.



FED-LA-ENG

an employer that the employee is or will be unable to perform his or her job functions, 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

EMPLOYER RESPONSIBILITIES

must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will

private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law

REV. 04/2016

by applicants, employees, or their family members. **RETALIATION** All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates

in a discrimination proceeding, or otherwise opposes an unlawful employment practice. WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS There are strict time limits for filing charges of employment

discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for also restricts employers' acquisition of genetic information and strictly individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S.

Government or Federal Government section. Additional information

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

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), U.S. 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

Retaliation is prohibited against a person who files a complaint of

discrimination, participates in an OFCCP proceeding, or otherwise

opposes discrimination under these Federal laws.

under U.S. Government, Department of Labor.





Contact OSHA. We can help.

J. J. Keller & Associates, Inc.

REV. 11/2009



retaliated against.

 Participate (or have your representative participate) in an OSHA inspection and

To update your labor law posters contact **TWO** ways to verify poster compliance!

62816

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