(e.g., pre-existing condition exclusions) except for service-connected

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

https://www.dol.gov/agencies/vets/. An interactive online USERRA

Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra.

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

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

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

Office of Special Counsel, as applicable, for representation

The rights listed here may vary depending on the circumstances. The text of this

notice was prepared by VETS, and may be viewed on the internet at this address:

https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires

employers to notify employees of their rights under USERRA, and employers may

meet this requirement by displaying the text of this notice where they customarily

employer for violations of USERRA

place notices for employees

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 **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 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.

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

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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

comply with both.

from circular saws:

In logging operations:

Specific Violations: Penalty

Any Person Who:

wage, and/or overtime pay provisions. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth

LABOR

LAWS

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 the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not

Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor

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

WH1088 **REV. 07/2016**

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;

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

Refuses to the Director of Workforce Development or authorized

or otherwise obstructs the Director of Workforce Development or

representatives in the performance of their duties; or

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

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

Louisiana Workforce Commission

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 225-219-2989.)

Minor Labor Law Placard In the operation of power-driven woodworking machines, or off-bearing

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 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, 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

There are no time standards for minors 16 and 17 years of age regarding the eight hour rest break at the end of each work day, before the commencement of the

Forpurposes of the following items, aday during which school is in session willbethatdesignatedassuchbythelocalschoolsuperintendentforthe 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

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 pulleys;

In or about any mine or quarry; In or about places where stone cutting or polishing is done;

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

bending, or planing metals; In or about sawmills or cooperage stock mills;

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

R.S. 23:241

in operation of power-driven machinery for punching, shearing, stamping,

In or about any plant manufacturing explosives or articles containing explosive components, or in the use or transportation of the same;

www.laworks.net An Equal Opportunity Employer Program. | Auxiliary aids and services are available

Continuing Violations: Penalty

upon request to individuals with disabilities. 1-800-259-5154 (TDD) REV. 09/27/2022

Genetic Discrimination

Louisiana law forbids genetic discrimination and limits genetic testing in the

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 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

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

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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 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.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

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REV. 04/2010

Sickle Cell Trait Discrimination

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

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

Prohibition of sickle cell trait discrimination; exceptions 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. 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

Acquiring or modifying equipment or devices necessary for performing

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

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

Discharge her from employment or from a training program leading to

Deny the same benefits and privileges of employment given other non-

pregnant persons, including the taking of disability or sick leave made

Refuse to transfer her to a less strenuous or hazardous position, if so

The provisions of law detailed herein may be found in La. R.S. 23:341 and 23:342.

Commission on Human Rights (LCHR). To learn more or to file a complaint online

La. R.S. 23:342 states that this notice shall be posted in a conspicuous place in an

Complaints arising from these provisions of law may be made to the Louisiana

requested and if a policy, practice, or collective bargaining agreement is in

Discriminate against her in compensation or in terms, conditions, or

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

the anticipated date of departure for her pregnancy leave;

available to temporarily disabled employees;

place authorizing such a transfer.

Deny leave to her for a reasonable amount of time

please visit the following site: https://gov.louisiana.gov/page/lchr.

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

essential job functions; or

Modifying work schedules

Employer Obligation

Louisiana employers may not:

Refuse to promote her

REV. 04/2010

Pregnancy Rights of Employees

ouisiana employers who employ more than twenty-five employees for each working day in each of twenty or more calendar weeks in the current or preceding calendar year are prohibited from discriminating against an applicant for employment or an employee with medical needs causing limitations arising from pregnancy, childbirth, and related medical conditions.

Reasonable Accommodation

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such individual has sickle cell trait

Louisiana employers have a general duty to reasonably accommodate an employee's physical limitations caused by her pregnancy, unless the employer can demonstrate the accommodation would pose an undue hardship on the operation of its business. "Reasonable accommodation" may include but is not limited to: Making existing facilities readily accessible to and usable by an applicant

or employee with covered limitations; Providing scheduled and more frequent or longer compensated break

Providing more frequent bathroom breaks; Providing a private place, other than a bathroom stall, for the purpose of

expressing breast milk; Modifying food or drink policy;

Providing seating or allowing the employee to sit more frequently if the job requires the employee to stand; Assistance with manual labor and limits on lifting;

Temporarily transferring the employee to a less strenuous or hazardous

vacant position, if qualified; Providing job restructuring or light duty, if available;

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

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

Louisiana Workforce Commission

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

If no action is taken to resolve your complaint, you may report the violation to the

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

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area that is accessible to employees in an employer's place of business.

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WORKFORCE

REV. 11/2021

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

Louisiana Workforce Commission www.laworks.net

An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. REV. 01/2016

1-800-259-5154 (TDD)

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

Timely Payment of Wages

effectuate this purpose

R.S. 23:633(D)

Honoring your service. **Louisiana Workforce Commission**

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EMPLOYER SUPPORT OF THE GUARD AND RESERVE Supportyouruniformedservicesandplacethisposterinaconspicuousplaceas required by law.

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

FED YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past

and present members of the uniformed services, and applicants to the uniformed services. **HEALTH INSURANCE PROTECTION** You have the right to be reemployed in your civilian job if you leave that job to If you leave your job to perform military service, you have the right to perform service in the uniformed service and: elect to continue your existing employer-based health plan coverage for

you and your dependents for up to 24 months while in the military. you ensure that your employer receives advance written or verbal notice Even if you don't elect to continue coverage during your military service, of your service: you have the right to be reinstated in your employer's health plan when you have five years or less of cumulative service in the uniformed services you are reemployed, generally without any waiting periods or exclusions while with that particular employer

you return to work or apply for reemployment in a timely manner after conclusion of service: and **ENFORCEMENT** 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 are a past or present member are obligated to serve in the

of the uniformed service: uniformed service: have applied for membership in the uniformed service: or then an employer may not deny you: initial employment: promotion; or any benefit of employment reemployment;

retention in employment: In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service

> 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:

The law says that you are an employee unless You are free from direction and control in performing your job, AND You perform work that is not part of the usual work done by the business that hired you OR is not performed on the business's premises, AND You are customarily engaged in an independently established trade,

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.

occupation, profession or business.

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

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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

Louisiana Workforce Commission Fraud Hotline at 1-(833)-708-2866 or email UITaxfraud@lwc.la.gov.

misclassifying a worker as an independent contractor include:

Independent Contractors: If you are an independent contractor, you must pay all taxes required by Louisiana and Federal Law **Employer Consequences:**

Pursuant to Louisiana Employment Security Law R.S. 23:1711 (G): Penalties for

Imprisonment for up to 90 days Prohibited from contracting with any state agency or political subdivision of the state for three years. This notice must be posted in a conspicuous place, setting forth information to

Fines of up to \$2500 per misclassified worker per instance.

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REV. 09/2021

Rev. 05/2023

REV. 05/2022

Earned Income Credit EIC 2023 Notice to Employees of Federal Earned Income Tax Credit (EIC)

effectuate this purpose.

R.S. 23:1711

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

\$46,560 (\$49,622 married filing jointly) with one qualifying child \$17,640 (\$24,210 married filing jointly) with no qualifying children You may claim the Earned Income Credit on Form 1040 and add Schedule EIC if you have children.

designate, in a form to be furnished by the Secretary.

the Trust Fund is deductible from your earnings.

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.

LA

least forty years of age.

the basis of the individual's age.

individual's age.

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:

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

You may be eligible to receive unemployment insurance benefits provided:

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

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.

R.S. 23:15, 23:1018.2

\$52,918 (\$59,478 married filing jointly) with two qualifying children

\$56,838 (\$63,698 married filing jointly) with three or more 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 FITC resources are also available at the IRS FITC Home nage: https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit-eitc 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 Secretary may

Louisiana Workforce Commission The Department of Labor

www.laworks.net

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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).

Workers' Compensation

Unemployment Insurance

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

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UNITED STATES OF AMERICA

REV. 01/2009

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'

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

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. 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 Name and Address of Insurance Company

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

R.S. 23:1302 states that this notice should 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)

REV. 05/2003

REV. 07/2004

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

Out-of-State Motor Vehicles

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

Age Discrimination

1. Fail or refuse to hire, or to discharge, any individual or otherwise discriminate against any individual with respect to his compensation, or his terms, conditions, or privileges of employment because of the 2. Limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities

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:

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 It is unlawful for an employment agency to fail or refuse to refer for employment, or otherwise to discriminate against, any individual because of

It is unlawful for a labor organization to engage in any of the following $% \left\{ \mathbf{r}^{\prime}\right\} =\left\{ \mathbf{r}^{\prime}\right\} =\left\{$ 1. Exclude or expel from its membership, or otherwise to discriminate against any individual because of his age. 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

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

3. 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 An Equal Opportunity Employer Program. Auxiliary aids and services are available or applicants for employment, for an employment agency to discriminate upon request to individuals with disabilities. 1-800-259-5154 (TDD) 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 F. It is not unlawful for an employer, employment agency, or labor organization

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.

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

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

to engage in any of the following practices:

Acts 1997, No. 1409

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 Commissi

www.laworks.net

REV. 04/2010

FED

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 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

LEAVE ENTITLEMENTS

normal paid leave policies.

under or related to the FMLA.

DEPARTMENT OF LABOR

FED

Who is Protected?

temporary employees

What Organizations are Covered?

Most private employers

Staffing agencies

National origin

or gender identity)

Age (40 and older)

medical history)

All aspects of employment, including:

Hiring or promotion

Job training

Classification

Discharge, firing, or lay-off

Pay (unequal wages or compensation)

Disability

Discriminatory?

State and local governments (as employer

Educational institutions (as employers)

regardless of your immigration status, on the bases of:

Sex (including pregnancy and related conditions, sexual orientation,

Genetic information (including employer requests for, or purchase,

Retaliation for filing a charge, reasonably opposing discrimination,

use, or disclosure of genetic tests, genetic services, or family

or participating in a discrimination lawsuit, investigation, or

Harassment (including unwelcome verbal or physical conduct)

Failure to provide reasonable accommodation for a disability or a

sincerely-held religious belief, observance or practice

Obtaining or disclosing genetic information of employees

Requesting or disclosing medical information of employees

Conduct that might reasonably discourage someone from opposing

discrimination, filing a charge, or participating in an investigation

What Employment Practices can be Challenged as

Job applicants

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;

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 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 An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or

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

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.

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

immediately:

Programs (OFCCP)

The Office of Federal Contract Compliance

U.S. Equal Employment Opportunity Commission **Know Your Rights: Workplace Discrimination is Illegal**

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

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help. What can You Do if You Believe Discrimination has Occurred? Employees (current and former), including managers and

Submit

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways Union members and applicants for membership in a union an inquiry through the EEOC's public portal:

> https://publicportal.eeoc.gov/Portal/Login.aspx 1-800-669-6820 (TTY) 1-844-234-5122 (ASL video phone)

an EEOC field office (information at www.eeoc.gov/field-office) What Types of Employment Discrimination are Illegal? info@eeoc.gov Under the EEOC's laws, an employer may not discriminate against you, Additional information about the EEOC

including information about filing a

charge of discrimination, is available at

www.eeoc.gov. **EMPLOYERS HOLDING FEDERAL CONTRACTS**

The Department of Labor's Office of Federal Contract Compliance

commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Executive Order 11246, as amended, prohibits employment discrimination

by Federal contractors based on race, color, religion, sex, sexual orientation,

gender identity, or national origin, and requires affirmative action to ensure

equality of opportunity in all aspects of employment.

Asking About, Disclosing, or Discussing Pay

OR SUBCONTRACTS

Programs (OFCCP) enforces the nondiscrimination and affirmative action

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or Disability Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other

aspects of employment by Federal contractors. Disability discrimination

mental limitations of an otherwise qualified individual with a disability

who is an applicant or employee, barring undue hardship to the employer.

all levels of employment, including the executive level.

Section 503 also requires that Federal contractors take affirmative action to

includes not making reasonable accommodation to the known physical or

Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans,

REV. 04/2016

or Armed Forces service medal veterans. Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination

or affirmative action obligations under OFCCP's authorities should contact

U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free) If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk

athttps://ofccphelpdesk.dol.gov/s/,orbycallingan0FCCPregionalor district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL

FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or

on the basis of sex in educational programs or activities which receive Federal financial assistance. Individuals with Disabilitie 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

prohibited in all aspects of employment against persons with disabilities

who, with or without reasonable accommodation, can perform the essential

If you believe you have been discriminated against in a program of employ and advance in employment qualified individuals with disabilities at any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance. **REV. 10/20/2022**

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

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 Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. pharmaceutical manufacturers, distributors and dispensers. Employees or job applicants may also bring their own court actions.

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

DEPARTMENT OF LABOR

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

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

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



Job Safety and Health

- A safe workplace. Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being
- Receive information and training on job hazards, including all hazardous substances

Request a confidential OSHA inspection

of your workplace if you believe there are

unsafe or unhealthy conditions. You have

- the right to have a representative contact OSHA on your behalf. Participate (or have your representative
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- This poster is available free from OSHA.

may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination

EMPLOYEE RIGHTS 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

functions of the job.

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

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

IT'S THE LAW!

Employers must:

 Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their

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

rights under the law, including raising a health

fatality or within 24 hours of any work-related

inpatient hospitalization, amputation, or loss

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.



MAY2023 65774F FED-LA-ENG

To update your labor law posters contact

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

- All workers have the right to:
- retaliated against. in your workplace.
- participate) in an OSHA inspection and

speak in private to the inspector.

 See any OSHA citations issued to your employer. Request copies of your medical records, tests

that measure hazards in the workplace, and

Contact OSHA. We can help.

the workplace injury and illness log.

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

TWO ways to verify poster compliance!

Go to: JJKeller.com/LLPverify

Enter this code: 69382-052023

QR CODE) Scan with phone camera:

ONLINE

J. J. Keller & Associates, Inc. JJKeller.com/laborlaw 800-327-6868

62816

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