

## STATE AND FEDERAL POSTING REQUIREMENTS

This reference guide has been developed by The Ohio Manufacturers' Association, in conjunction with the law firm of Bricker and Eckler LLP, to assist Ohio manufacturers in meeting state and federal posting requirements.

This guide lists all major federal and state posting requirements related to employment law, with a short description of each posting, and contact information to obtain the appropriate posting materials. These posters are available free of charge from each agency and must be conspicuously displayed where other similar notices are made available to employees. Each description is accompanied by a reproduction of the appropriate poster. Source information for all posters is listed below.

It is recommended that employers review their postings for accuracy on an annual basis.

### Source Key

#### A

##### Ohio Department of Job and Family Services

Office of Employee and Business Services  
30 E. Broad St. 30th floor  
Columbus, OH 43215

##### Online:

[www.odjfs.state.oh.us/forms/inter.asp](http://www.odjfs.state.oh.us/forms/inter.asp)  
At JFS Forms Central, search for form # JFS 02745  
Email: [forms@jfs.ohio.gov](mailto:forms@jfs.ohio.gov)

##### Ohio Department of Commerce

Division of Industrial Compliance  
6606 Tussing Rd.  
Reynoldsburg, OH 43068  
(614) 644-2223

##### Online:

<http://www.com.ohio.gov/dico>  
Search under Resources  
Email: [ic@com.state.oh.us](mailto:ic@com.state.oh.us)

#### B

##### Ohio Bureau of Workers' Compensation

30 W. Spring St.  
Columbus, OH 43215  
(800) 644-6292  
[www.ohiobwc.com](http://www.ohiobwc.com)

#### C

U.S. Department of Labor  
Occupational Safety & Health  
Administration  
[www.osha.gov](http://www.osha.gov)

##### Ohio offices:

- 36 Triangle Park Dr.  
Cincinnati, OH 45246  
(513) 841-4132
- 200 N. High St., Rm. 620  
Columbus, OH 43215  
(614) 469-5582
- Essex Place  
6393 Oak Tree Blvd., Ste. 203  
Independence, OH 44131  
(216) 447-4194
- 420 Madison Ave., Ste. 600  
Toledo, OH 43604  
(419) 259-7542

#### D

U.S. Department of Labor  
Employment Standards  
Administration  
Wage and Hour Division  
[www.dol.gov](http://www.dol.gov)

##### Ohio offices:

- 550 Main St., Rm. 10-409  
Cincinnati, OH 45202  
(513) 684-2908
- 1240 E. Ninth St., Rm. 817  
Cleveland, OH 44199  
(216) 357-5400
- 200 N. High St., Rm. 646  
Columbus, OH 43215  
(614) 469-5678

## Know Your Rights

**EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW**

The Ohio Civil Rights Act protects applicants and employees of private employers, state, county and local governments, educational institutions, labor organizations, employment agencies and personnel placement services from unlawful discriminatory practices.

**Race and Color**  
Ohio law prohibits discrimination on the basis of race or color in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

**Sex and Pregnancy**  
Ohio law prohibits discrimination on the basis of sex or pregnancy in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

**National Origin and Ancestry**  
Ohio law prohibits discrimination on the basis of national origin or ancestry in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

**Military Status**  
Ohio law prohibits discrimination on the basis of military status in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

**Disability**  
Ohio law prohibits discrimination on the basis of disability in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

**Age**  
Ohio law prohibits discrimination against persons 40 years of age or older on the basis of age in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

**Religion**  
Ohio law prohibits discrimination on the basis of religion in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

**Enforcement**  
For assistance in filing a complaint, or for any other information on the Ohio Civil Rights Act, please call 1-866-278-7100 or ODCR (216) 277-1171, or visit our website at [crlc.ohio.gov](http://crlc.ohio.gov).

## Ohio Fair Employment Practices Law

Must be posted by all employers of four or more employees in a conspicuous place. Ohio law prohibits discrimination in employment practices relative to race, color, religion, sex, national origin, disability, ancestry, military status or age (40 and over).

Source: A

**STATE OF OHIO**  
**MINOR LABOR LAWS**  
OHIO DEPARTMENT OF COMMERCE  
DIVISION OF INDUSTRIAL COMPLIANCE & LABOR  
[WWW.ODCR.OHIO.GOV](http://www.odcr.ohio.gov)

**OHIO REVISED CODE CHAPTER 4109**  
**"MINOR" MEANS ANY PERSON LESS THAN 18 YEARS OF AGE**

**RESTRICTIONS ON WORKING HOURS FOR MINORS 14 AND 15 YEARS OF AGE**

**RESTRICTIONS ON WORKING HOURS FOR MINORS 16 AND 17 YEARS OF AGE**

**PROHIBITED OCCUPATIONS FOR MINORS UNDER 16 YEARS OF AGE**

**PROHIBITED OCCUPATIONS FOR MINORS 14 THROUGH 17 YEARS OF AGE**

**MINORS UNDER 16 YEARS OF AGE MAY NOT ENGAGE IN DOOR-TO-DOOR EMPLOYMENT UNLESS**

**POST IN A CONSPICUOUS PLACE**

## Ohio Minimum Wage Law

Must be posted by all Ohio Employers.  
Note: Ohio minimum wage is \$8.70 per hour effective 1/1/20.

Source: A

**OHIO** Department of Commerce  
**STATE OF OHIO**  
**2020 MINIMUM WAGE**  
[www.ohio.gov](http://www.ohio.gov)

**NON-TIPPED EMPLOYEES**  
A Minimum Wage of **\$8.70** per hour

**TIPPED EMPLOYEES**  
A Minimum Wage of **\$4.25** per hour **PLUS TIPS**

**INDIVIDUALS EXEMPT FROM MINIMUM WAGE**

**REQUIREMENTS TO BE KEPT BY THE EMPLOYER**

**POST IN A CONSPICUOUS PLACE**

## NO SMOKING



To report violations call 1-866-559-OHIO (6446) in accordance with Chapter 3794 of the Ohio Revised Code.

## Ohio No-Smoking Law

Post "No Smoking" signs in public places and places of employment at each entrance to same where smoking is prohibited. Posters are available at the Ohio Department of Health, [www.odh.ohio.gov/smokefree/sfenf/sfsigns.aspx](http://www.odh.ohio.gov/smokefree/sfenf/sfsigns.aspx)

Source: A

## Ohio Minor Labor Law

Must be posted in plain view in a conspicuous place which is frequented by the largest number of minor employees and to which all minor employees have access. The poster must be in every factory, workshop, or office where employees under eighteen years of age are permitted to work. Employers of minors must also post the names of employees under 18, including working hours, meal time, and time starting and ending work day.

Source: A

## Ohio Workers' Compensation Certificate of Premium Payment

Must be posted by every employer subject to Ohio's Workers' Compensation Law. Certificate is furnished by the Ohio Bureau of Workers' Compensation; private employers receive a certificate of coverage once a year in May. The certificate is only valid if premiums and assessments, including installments, are paid by the applicable due date. To verify coverage, visit [www.bwc.ohio.gov](http://www.bwc.ohio.gov) or call 1-800-644-6292.

**Ohio Bureau of Workers' Compensation**  
30 W. Spring St. Columbus, OH 43215

**Certificate of Ohio Workers' Compensation**

This certifies that the employer listed below participates in the Ohio State Insurance Fund as required by law. Therefore, the employer is entitled to the rights and benefits of the fund for the period specified. This certificate is only valid if premiums and assessments, including installments, are paid by the applicable due date. To verify coverage, visit [www.bwc.ohio.gov](http://www.bwc.ohio.gov) or call 1-800-644-6292.

This certificate must be conspicuously posted.

Policy number and employer: 12245678  
Period specified below: 00/00/00 to 00/00/00

Employer's Name: Employer's Primary DBA: Employer's Address: Employer's City, State and Zip:

[www.bwc.ohio.gov](http://www.bwc.ohio.gov)  
Issued by: *Joseph B. Baker*, Administrator/CEO

Source: B

# Federal

## Equal Employment Opportunity Is The Law

Must be posted in English by employers of 15 or more employees, and all government contractors and subcontractors. The latest version of this poster includes paragraphs on the appropriate entities to contact in the event of discrimination.

Sources: A, D

### Equal Employment Opportunity is THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicability to state and local governments or private employers or employment agencies or labor organizations is determined by the following:

**RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**  
Title VII of the Civil Rights Act of 1964 prohibits employers from discriminating on the basis of race, color, religion, sex, or national origin in hiring, firing, promotion, discharge, compensation, benefits, and other terms and conditions of employment. This law also prohibits employers from discriminating on the basis of race, color, religion, sex, or national origin in advertising for employment opportunities, in recruitment, and in referring job applicants for employment.

**AGE**  
The Age Discrimination in Employment Act of 1967 prohibits employers from discriminating on the basis of age in hiring, firing, promotion, discharge, compensation, benefits, and other terms and conditions of employment. This law applies to employers with 15 or more employees.

**REPRODUCTION WITH RESOURCES ACT**  
The Equal Employment Opportunity Act of 1972, as amended, prohibits employers from discriminating on the basis of sex in hiring, firing, promotion, discharge, compensation, benefits, and other terms and conditions of employment. This law also prohibits employers from discriminating on the basis of sex in advertising for employment opportunities, in recruitment, and in referring job applicants for employment.

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#### Employers Having Federal Contracts or Subcontracts

Applicability to employers of contracts with the Federal Government or subcontracts under a Federal contract is determined by the following:

**RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**  
Executive Order 11246, as amended, prohibits employers from discriminating on the basis of race, color, religion, sex, or national origin in hiring, firing, promotion, discharge, compensation, benefits, and other terms and conditions of employment. This law also prohibits employers from discriminating on the basis of race, color, religion, sex, or national origin in advertising for employment opportunities, in recruitment, and in referring job applicants for employment.

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#### Programs or Activities Requiring Federal Financial Assistance

**RACE, COLOR, NATIONAL ORIGIN, SEX**  
Title VI of the Civil Rights Act of 1964 prohibits employers from discriminating on the basis of race, color, or national origin in hiring, firing, promotion, discharge, compensation, benefits, and other terms and conditions of employment. This law also prohibits employers from discriminating on the basis of race, color, or national origin in advertising for employment opportunities, in recruitment, and in referring job applicants for employment.

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280C-102 and 280C-101 are revised. (Source: WWS 11/10/10) 280C-101 is revised 11/10/10

## The Fair Labor Standards Act

Covers minimum wage, overtime and child labor requirements. Must be posted by all employers engaged in interstate commerce with gross annual sales of at least \$500,000.

Sources: A, D

### EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

#### FEDERAL MINIMUM WAGE

**\$7.25 PER HOUR**

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

**OVERTIME PAY**  
An employee must be at least 16 years old to work in most non-farm jobs and at least 18 in work in non-farm jobs involving interstate commerce. Youthful workers aged 16 and 17 may work in non-hazardous jobs involving non-manufacturing, non-mining, non-transportation jobs with certain work hours restrictions. Different rules apply in agricultural employment.

**CHILD LABOR**  
An employee must be at least 16 years old to work in most non-farm jobs and at least 18 in work in non-farm jobs involving interstate commerce. Youthful workers aged 16 and 17 may work in non-hazardous jobs involving non-manufacturing, non-mining, non-transportation jobs with certain work hours restrictions. Different rules apply in agricultural employment.

**TIP CREDIT**  
Employees who "tip-credit" employers who meet certain conditions may claim a partial wage credit based on amounts received from customers. Employers may not deduct more than the amount of tips received from the employee's cash wage of at least \$2.13 per hour. If the cash wage is less than \$2.13 per hour, the employer must make up the difference. An employer's tip credit cannot exceed the amount of the minimum wage. The tip credit cannot be used to offset the minimum wage. The tip credit cannot be used to offset the minimum wage. The tip credit cannot be used to offset the minimum wage.

**NURSING MOTHERS**  
The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA 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 the milk. The break time must be in addition to other break time and does not count as work time. The break time must be in addition to other break time and does not count as work time. The break time must be in addition to other break time and does not count as work time.

**ENFORCEMENT**  
The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or commence criminal prosecution. Employers may be assessed civil penalties for each work week or extended period of the minimum wage or overtime provisions of the law. Civil money penalties may also be assessed for violations of the FLSA child labor provisions. Injunctive and other equitable relief may be obtained for child labor violations. In the event of serious injury of an infant employee, such assessment may be doubled when the violation was determined to be willful or repeated. The law also prohibits retaliation 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 provisions.  
• Certain provisions apply to workers in foreign waters, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.  
• Some states have their own minimum wage provisions, employees should check their state laws.  
• Some employees (such as certain agricultural workers, domestic workers, and seasonal employees) are exempt from the FLSA minimum wage and overtime provisions and generally classified independent contractors are not.  
• Certain full-time students, student teachers, apprentices, and soldiers with disabilities may be excluded from the minimum wage under special conditions provided by the Department of Labor.



1-800-457-4642  
TTY: 1-877-485-5027  
www.dhs.gov

## Employee Polygraph Protection Act

Prohibits most employers from using lie detector tests either for pre-employment screening or during the course of employment

Source: A

### EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

**PROHIBITIONS**  
Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

**EXEMPTIONS**  
Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph in 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 pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

**EXAMINEE RIGHTS**  
Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have results disclosed to unauthorized persons.

**ENFORCEMENT**  
The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against employers. 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.



1-800-457-4642  
TTY: 1-877-485-5027  
www.dhs.gov

## Log & Summary of Occupational Injuries & Illnesses

If your business is subject to OSHA's record keeping requirements, then OSHA Form 300A must be posted annually from February 1st through April 30th by employers of 10 or more employees, summarizing the preceding year's illnesses and injuries.

Source: C

### OSHA's Form 300A (Rev. 01) Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1910 must complete the Summary page of the Summary of Work-Related Injuries and Illnesses (OSHA Form 300A) for each calendar year. The Summary page must be posted in a conspicuous place where all employees can see it. The Summary page must be posted in a conspicuous place where all employees can see it. The Summary page must be posted in a conspicuous place where all employees can see it.

Year: \_\_\_\_\_  
OSHA Form 300A (Rev. 01) (Instructions on reverse)

Establishment information  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Industry description (e.g., Manufacturing of motor truck bodies)  
Standard Industrial Classification (SIC) (known as SIC 2010)  
OR North American Industrial Classification (NAICS) (known as NAICS 2012)

Employment information  
Annual average number of employees \_\_\_\_\_  
Total hours worked at all employees last year \_\_\_\_\_

Sign here  
I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.  
\_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Total number of cases	Total number of cases with job transfer or restriction		Total number of other recordable cases
	Total number of cases with job transfer or restriction	Total number of cases with job transfer or restriction	
(1) Injury	0	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

File: 280C-102 and 280C-101 are revised. (Source: WWS 11/10/10) 280C-101 is revised 11/10/10

## Job Safety & Health Requirements

Employers must post this notice in a conspicuous place. Employers must post all OSHA citations at or near the worksite involved until the violation is abated or for three working days, whichever is longer. Employers do not need to replace previous versions of the poster.

**OSHA**  
Occupational Safety and Health  
IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there is an unsafe or unhealthy condition. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate in or have your representative participate in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days by phone, online or by mail. If you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a safety or health concern, filing a complaint with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all deaths, all in-patient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they understand.
- Primarily display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violation.

FREE Assistance to identify and correct hazards is available to small and medium-sized employers, without cost or penalty, through OSHA's supported consultation programs in every state.

This poster is available free from OSHA.

Contact OSHA. We can help.

1-800-321-OSHA (6742) • TTY 1-877-689-5627 • www.osha.gov

Source: C

# EMPLOYEE RIGHTS UNDER THE DAVIS-BACON ACT

FOR LABORERS AND MECHANICS EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

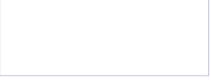
**PREVAILING WAGES** You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this Notice for the work you perform.

**OVERTIME** You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions.

**ENFORCEMENT** Contract payments can be withheld to ensure workers receive wages and overtime pay due, and unpaid damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contract termination and debarment of contractors from future federal contracts for up to three years. A contractor who fails to file certified payroll records or reduce wage kickbacks may be subject to civil or criminal prosecution, fines and/or imprisonment.

**APPRENTICES** Apprentices rates apply to apprentices properly registered under approved Federal or State apprenticeship programs.

**PROPER PAY** If you do not receive proper pay, or require further information on the applicable wages, contact the Contracting Office listed below:



or contact the U.S. Department of Labor's Wage and Hour Division.

For additional information:  
**1-866-4-USWAGE**  
 (1-866-487-6243) TTY: 1-877-889-5627  
**WWW.WAGEHOUR.DOL.GOV**

U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

Notice to All Employees Working on Federal or Federally Financed Construction Projects Must be posted by employers at the job site if company is engaged in work covered by the Davis-Bacon Act.

Source: D

# EMPLOYEE RIGHTS ON GOVERNMENT CONTRACTS

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

This establishment is performing Government contract work subject to (check one)  
 SERVICE CONTRACT ACT (SCA) or  
 PUBLIC CONTRACTS ACT (PCA)

**MINIMUM WAGES** Your rate must be no less than the Federal minimum wage established by the Fair Labor Standards Act (FLSA).

A higher rate may be required for SCA contracts if a wage determination applies. Such wage determination will be posted as an attachment to this Notice.

**FRINGE BENEFITS** SCA wage determinations may require fringe benefit payments (or a cash equivalent). PCA contracts do not require fringe benefits.

**OVERTIME PAY** You must be paid 1.5 times your basic rate of pay for all hours worked over 40 in a week. There are some exceptions.

**CHILD LABOR** No person under 16 years of age may be employed on a PCA contract.

**SAFETY & HEALTH** Work must be performed under conditions that are sanitary and not hazardous or dangerous to employees' health and safety.

**ENFORCEMENT** Specific DOL agencies are responsible for the administration of these laws. To file a complaint or obtain information for Contract Wage and Hour Division by calling its toll-free help line at 1-866-4-USWAGE (1-866-487-6243), or visit its Web site at [www.wagehour.dol.gov](http://www.wagehour.dol.gov).

Contact the Occupational Safety and Health Administration (OSHA) by calling 1-800-321-OSHA (1-800-321-6742), or visit its Web site at [www.osha-slc.gov](http://www.osha-slc.gov).

For additional information:  
**1-866-4-USWAGE**  
 (1-866-487-6243) TTY: 1-877-889-5627  
**WWW.WAGEHOUR.DOL.GOV**

U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

Notice to Employees Working on Government Contracts Must be posted for Walsh-Healy Public Contracts which exceed \$10,000 in materials, supplies, articles, and equipment or services in excess of \$2,500.

Source: D

The Uniformed Services Employment and Reemployment Rights Act The Veteran's Benefits Improvement Act of 2004 requires employers to post a notice informing employees of their USERRA rights.

Source: [www.dol.gov/vets](http://www.dol.gov/vets)

Sources: A, D

**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 Guard, Reserves, or other uniformed services.

**REEMPLOYMENT RIGHTS**

You have the right to be reinstated to your job or a job that is substantially similar to your job if you have been absent from your job for military or uniformed services. You have the right to be reinstated to your job or a job that is substantially similar to your job if you have been absent from your job for military or uniformed services. You have the right to be reinstated to your job or a job that is substantially similar to your job if you have been absent from your job for military or uniformed services.

**HEALTH INSURANCE PROTECTION**

If you have had a job to perform military service, you have the right to elect to continue your existing health insurance coverage for up to 18 months while in the military.

**UNEMPLOYMENT**

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) administers the Unemployment Compensation for Ex-Servicemembers (UCSERRA) program.

**RIGHTS TO BE FREE FROM DISCRIMINATION AND RETALIATION**

If you are a past or present member of the uniformed services, you are protected from discrimination or retaliation based on your military or uniformed services status.

Family and Medical Leave Act of 1993 Must be posted by employers of 50 or more employees that are required to provide unpaid job protected leave to "eligible" employees for certain family, medical and military reasons.

Sources: A, D

**EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT**

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

**LEAVE BENEFITS**

- Employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:
  - The birth of a child or placement of a child for adoption in a family unit.
  - The need to care for a family member who has a serious health condition.
  - The need to care for a family member who is on a leave of absence from a covered employer.
  - The need to care for a family member who is a victim of domestic violence.
  - The need to care for a family member who is a victim of a crime.
  - The need to care for a family member who is a victim of a crime.

**BENEFITS & PROTECTIONS**

- Employees who take FMLA leave are entitled to the same benefits and protections as employees who have not taken FMLA leave.
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- Employees who take FMLA leave are entitled to the same benefits and protections as employees who have not taken FMLA leave.

**ELIGIBILITY REQUIREMENTS**

- Employees who are eligible for FMLA leave are those who have worked for a covered employer for at least one year and who have worked at least 1,250 hours for the employer during the 12-month period immediately preceding the start of the leave.

**REQUESTING LEAVE**

- Employees who are eligible for FMLA leave must provide advance notice to their employer as soon as practicable.
- Employees who are eligible for FMLA leave must provide advance notice to their employer as soon as practicable.

**EMPLOYER RESPONSIBILITIES**

- Employers who are required to provide FMLA leave must provide advance notice to their employer as soon as practicable.
- Employers who are required to provide FMLA leave must provide advance notice to their employer as soon as practicable.

**ENFORCEMENT**

- Employees who are eligible for FMLA leave are those who have worked for a covered employer for at least one year and who have worked at least 1,250 hours for the employer during the 12-month period immediately preceding the start of the leave.

For additional information, call 1-866-4-USWAGE (1-866-487-6243) or visit [www.dol.gov/whd](http://www.dol.gov/whd)

**PAY TRANSPARENCY NONDISCRIMINATION PROVISION**

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information, as defined in 29 CFR 1614.103(d).

For further information, visit [www.dol.gov/whd](http://www.dol.gov/whd) or call 1-866-4-USWAGE (1-866-487-6243).

**OFCCP**  
 OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS

Pay Transparency Nondiscrimination Provision Employers covered by Executive Order 11246 (\$10,000 or more in business with the Federal Government) are required to post the Pay Transparency Nondiscrimination Provision and include it in employee manuals and handbooks. The provision provides applicants and employees notice that the employer will not discriminate against them for inquiring about, discussing or disclosing their pay or, in certain circumstances, the pay of their co-workers.

Source: D

# EMPLOYEE RIGHTS UNDER THE H-2B PROGRAM

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

The Immigration and Nationality Act (INA) allows for the employment of temporary, non-immigrant workers in non-agricultural seasonal or H-2B occupations. INA regulations allow for the employment of H-2B workers only if the employer and workers meet the requirements of the H-2B program.

**DISCLOSURE**

- To receive accurate, WRITTEN INFORMATION about the wages, hours, working conditions, and benefits of the employment being offered.
- To receive this information before making a decision to accept or decline the offer of employment.
- To receive this information in a language understood by the worker.

**WAGES**

- To be paid at least every two weeks in the form indicated in the job order for all hours worked.
- To be paid in writing at the end of each pay period.
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**TRANSPORTATION AND VISA EXPENSES**

- To be provided or reimbursed for transportation and subsistence (including lodging) incurred in traveling to and from the work site to the place of employment.
- To be provided or reimbursed for transportation and subsistence (including lodging) incurred in traveling to and from the work site to the place of employment.

**ADDITIONAL PROVISIONS**

- To be provided or reimbursed for transportation and subsistence (including lodging) incurred in traveling to and from the work site to the place of employment.
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Employee Rights Under the H-2B Program Employers with employees on H-2B visas (non-agricultural seasonal workers) must post and maintain in a conspicuous place of employment a poster provided by the Department of Labor which sets out the rights and protections for H-2B and corresponding workers. The employer must post the poster in English. The employer must post additional posters in any other language common to a significant portion of the workers if they are not fluent in English, to the extent that posters translated into such languages are available from the Department of Labor.

Source: D