HWHL-1 (Rev. 06/22)



DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS WAGE STANDARDS DIVISION

NOTICE TO EMPLOYEES

Under the HAWAII WAGE AND HOUR LAW (Chapter 387, Hawaii Revised Statutes, and Chapter 12-20, Hawaii Administrative Rules)

\$10.10 per hour effective through September 30, 2022

\$12.00 per hour effective October 1, 2022 through December 31, 2023

\$14.00 per hour effective January 1, 2024 through December 31, 2025

\$16.00 per hour effective January 1, 2026 through December 31, 2027

\$18.00 per hour effective January 1, 2028

TIP CREDIT - Under certain conditions, "tipped employees" may be paid up to 75 cents less per hour; effective October 1, 2022, up to \$1.00 less per hour; effective January 1, 2024, up to \$1.25 less per hour; and effective January 1, 2028, up to \$1.50 less per hour. See Section 387-2(b), Hawaii Revised Statutes.

law also requires employers to maintain time records. ENFORCEMENT: The Department of Labor and Industrial Relations may recover back wages, either administratively or through court action, for employees who have been underpaid.

Minimum wage under the Hawaii Wage and Hour Law also applies to employment covered by the federal

wage and hour law (Fair Labor Standards Act) when Hawaii standards are higher than the federal law. The

FOR MORE INFORMATION contact the nearest Department of Labor office:

Oahu

830 Punchbowl Street, Room 340, Honolulu 96813 Kauai State Building, Room 202, 3060 Eiwa Street, Lihue 96766 2264 Aupuni Street, Wailuku 96793 State Building, Room 108, 75 Aupuni Street, Hilo 96720 West Hawaii Post Office Building, Room 2087, 81-990 Halekii St., Kealakekua 96750

(808) 274-3351 (808) 243-5322 (808) 974-6464 (808) 322-4808 DLIR

The law requires employers to post this notice in a place accessible to employees.

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 (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

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

EXAMINEE RIGHTS

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

ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.



WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

is more restrictive with respect to lie detector tests.

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

NOTICE TO EMPLOYEES

Under the HAWAII EMPLOYMENT PRACTICES LAW

(Act 249, 2013 Regular Session)

BREASTFEEDING IN THE WORKPLACE

You have the right to reasonable break time to express milk for your nursing child at the workplace in a location, other than the

restroom, that is shielded from view and free from intrusion from coworkers and the public for one year after your child's birth. Employers with fewer than twenty employees who can show that providing the time and place to express breast milk as required under Act 249 would impose an undue hardship by causing the employer significant difficulty or expense in relation to the size, financial resources, nature, or structure of the employer's business shall not be subject to the time and place requirements of Act 249. Employers who fail to comply with the requirements of Act 249 shall be fined \$500 per violations and may be liable for damages suffered

ENFORCEMENT: If you believe your employer has violated this law you may file a lawsuit in state court for appropriate injunctive relief, actual damages, or both, within two years after the occurrence of the alleged violation. Damages may include reasonable attorneys' fees. his notice provides general background information on Hawaii Employment Practices Law and is not intended to serve as a substitute for legal counsel. For specific legal advice on individual situations, please consult your attorney.

The law requires employers to post a notice in a conspicuous place accessible to employees providing information regarding this employment practice.

> Department of Labor and Industrial Relations Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY Dial 711 then ask for (808) 586-8866.

Revised 11/10/15

You Have a Right to a Safe and Healthful Workplace

- You have the right to notify your employer or HIOSH (808-586-9092) about workplace hazards. HIOSH will keep your name and identity confidential.
- You have the right to request a HIOSH inspection if you believe that there are unsafe and/or unhealthful conditions at your workplace. You or your representative may participate in the inspection.
- You have a right to see HIOSH citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.
- Your employer may not discriminate against you for making a safety and health complaint or for exercising your rights under the law, some of which are detailed above. You can file a discrimination complaint with HIOSH within 60 days of the discriminatory act. **Private sector employees must** also file a discrimination complaint with the OSHA Regional Office below within 30 days of the discriminatory act or they will lose their rights to pursue a federal claim under section 11(c) of the federal Occupational Safety and Health Act of 1970 after the conclusion of the HIOSH
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations, and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Your employer must post this notice in the workplace in a prominent location or where such notices are customarily located.



The Hawaii Occupational Safety and Health Law of 1972, Chapter 396, Hawaii Revised Statutes, assures safe and healthful working conditions for every worker in the State. The Hawaii Occupational Safety and Health Division (HIOSH) of the state Department of Labor & Industrial Relations, has the primary responsibility for administering the HIOSH Law. HIOSH does not cover those hired for domestic service in or about a private home, maritime or shipbuilding employees, employees covered by a federal agency, and employees working on military installations. The Occupational Safety and Health Administration (OSHA) monitors the HIOSH program to ensure its effectiveness. If you believe HIOSH is not meeting its responsibilities, you may file a Complaint About State Program Administration (CASPA) directly to the OSHA Regional Office:

> Regional Administrator U.S. Department of Labor Occupational Safety and Health Administration 90 7th Street, Suite 18100 San Francisco, California 94103

Copies of the State law, the HIOSH rules and Standards or other program information may be obtained at:



830 Punchbowl St Rm 423 Honolulu, HI 96813 Tel. (808) 586-9100 http://labor.hawaii.gov/hiosh/ or a contract executed by the government. hearing or inquiry conducted by a government agency or court of law

WHISTLEBLOWER PROTECTION LAW

report to a government agency or your employer, verbally or in writing, a violation or a suspected violation of a law

You have the right to not suffer from any adverse employment action because you participated in an investigation,

If you believe your employer has violated this law, you may file a lawsuit in state court within 2 years after the This notice provides general background information on Hawaii labor and employment law and is not intended to serve as a substitute for legal counsel. For specific legal advice on individual situations, please consult an attorney. For more information: http://labor.hawaii.gov/labor-law-poster

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY Dial 711 then ask for (808) 586-8866

Revised 01/09/18

LAWS PROHIBITING EMPLOYMENT DISCRIMINATION

are prohibited from retaliating against you for disclosing sexual harassment or sexual assault.

Examples of Unlawful Employment Discrimination

Hawaii Civil Rights Commission:

Department of Labor and Industrial Relations

For more information: http://labor.hawaii.gov/labor-law-poster/

The hotline is:

information.

at 1-800-255-7688.

OVERTIME PAY

CHILD LABOR

TIP CREDIT

NURSING

MOTHERS

ENFORCEMENT

ADDITIONAL

INFORMATION

(4) Anonymous and confidential;

Hawaii:

Anne E. Eustaquio, Director

You have the right to be free from unlawful discrimination in your employment. All

employment because of your race, sex, including gender identity or expression, reproductive choices, refusing to enter into a nondisclosure agreement that prevents you from discussing

workplace sexual harassment or assault sexual orientation, age, religion, color, ancestry/national origin, disability, marital status, civil union status, credit history, credit report, arrest and

If you are subjected to unwanted sexual advances or demands, offered benefits in exchange for sexual favors, threatened with demotion, firing, or loss of benefits for refusing sexual

If you are denied a job or a promotion because of your race, sex, including gender identity or expression, sexual orientation, age, religion, color, ancestry, disability, marital status, civil

You have the right to file a complaint if you have been subjected to discrimination because of your race, sex, including gender identity or expression, sexual orientation, age, religion

You have the right to be free from discriminatory or retaliatory action from your employer for filing a complaint, participating in an investigation, or opposing a discriminatory practice.

This notice provides general background information on labor laws administered and enforced by DLIR's Disability Compensation Division and is not intended to serve as a

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY Dial 711 then ask for (808) 586-8866.

NOTICE TO EMPLOYEES

If you or someone you know is being forced to engage in any

activity and cannot leave - whether it is commercial sex,

housework, farm work, or any other similar activity - call the

National Human Trafficking Resource Center Hotline at:

1-888-373-7888

to access help and services. Victims of human trafficking are protected

under United States and Hawaii law.

(1) Available twenty-four hours a day, seven days a week;

(5) Accessible in one hundred seventy languages; and

(3) Operated by a non-profit, non-governmental organization;

(6) Able to provide help, referral to services, training, and general

THE AMERICAN POLICY IS OUR POLICY. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized

individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and

identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. If you think discrimination has occurred, call the Immigrant and Employee Rights Section

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

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

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

certain work hours restrictions. Different rules apply in agricultural employment.

the minimum hourly wage, the employer must make up the difference.

used by the employee to express breast milk.

Mariana Islands, and the Commonwealth of Puerto Rico

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

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit

of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an

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

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

discharging workers who file a complaint or participate in any proceeding under the FLSA.

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

· Certain occupations and establishments are exempt from the minimum wage, and/or overtime

· Special provisions apply to workers in American Samoa, the Commonwealth of the Northern

Some state laws provide greater employee protections; employers must comply with both.

• Some employers incorrectly classify workers as "independent contractors" when they are

pay protections and correctly classified independent contractors are not.

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

• 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.

based on tips received by their employees. Employers must pay tipped employees a cash wage

employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal

Molokai/Lanai:

court record (except in limited circumstances), or domestic or sexual violence victim status. Sexual harassment by a supervisor or coworker is a form of sex discrimination. Employers

If you are a pregnant employee and are denied leave recommended by a doctor or are denied reinstatement to the same or comparable position after giving birth.

You can file a complaint by calling the Hawaii Civil Rights Commission. Under state law, you must file your complaint within 180 days of the act of discrimination

. 974-4000. ext. 68636

. 984-2400, ext. 68636

union status, credit history, credit report, arrest and court record (except in limited circumstances), or domestic or sexual violence victim status.

color, ancestry, disability, marital status, credit history, credit report, arrest and court record, or domestic or sexual violence victim status.

substitute for legal counsel. For specific legal advice on individual situations, please consult an attorney.

applicants and employees of private and public employers (except the federal government),

1-800-468-4644, ext. 68636 TDD/TTY: 586-8692

Act 245 (SLH, 2013) effective January 1, 2014.

Revised 9/21/2020

WAGE AND HOUR LAWS

Minimum Wage - You have the right to receive a minimum wage of at least \$10.10 per hour through September 30, 2022; at least \$12.00 per hour beginning October 1, 2022; at least \$14.00 per hour beginning January 1, 2024; at least \$16.00 per hour beginning January 1, 2026; and at least \$18.00 per hour beginning January 1, 2028. Under certain conditions, 'tipped employees" may be paid less per hour.

Overtime - You have the right to be paid overtime at least one and one-half times your regular rate for all hours worked in excess of 40 in a workweek. The law also requires employers to maintain payroll records for at least 6 years.

• The Hawaii Wage and Hour Law exempts certain types of employment from minimum wage and overtime, such as outside salespersons and employees in an executive,

administrative, supervisory, or professional capacity. Payment of Wages - You have the right to be paid at least twice monthly on regular paydays designated in advance in cash, by checks convertible into cash, or within certain requirements, by direct deposit into the employee's account at a federally insured depository institution or pay card; within 7 days after the end of each pay period; paid wages in full at the time of discharge or no later than the next working day; or paid no later than the next regular payday if you quit or resign. However, if you give your employer one pay period's notice of your intention to quit, you must be paid on your last day of employment.

Notification Requirements - You have the right to be notified in writing at the time of hire of your rate of pay and the paydays. Any changes in pay arrangements prior to the time of such changes, and of any policies with regard to vacation, sick, or holiday pay must be made in writing or through a posted notice. You must also be furnished with a pay statement on payday showing gross wages, amount and purpose of each deduction, net pay, date of payment, and pay period covered. If your employer requires that you give advance notice of quitting and you are terminated after giving that notice, your employer is liable for the wages you would have earned up to the last day you intended to work unless you were terminated

Withholding of Wages - You have the right to ensure that there are no wrongful withholdings of your wages. Your employer may not collect, deduct or obtain authorization to

- Fines (For example an amount you must pay to your employer for being tardy.) • Cash shortages in a common cash register or cash box used by two or more people, or in a cash register or cash box under your sole control unless given an opportunity to account for all moneys received at the start of a shift and all monies turned in at the end of a shift.
- Penalties or replacement costs for breakage. · Losses due to your acceptance of checks which are later dishonored if the employer has authorized you to accept checks. · Losses due to faulty workmanship, lost or stolen property, damage to property, or default

of customer credit or nonpayment for goods or services received by customers, as long as those losses are not due to your willful or intentional disregard of the employer's Your employer or prospective employer cannot require you to pay a job application processing

fee. Your employer may deduct state and federal withholding taxes, amounts specified by

Collection of Unpaid Wages - You have the right to file a complaint for unpaid wages with the Wage Standards Division within one year from the time the wages became due. Certain executives, administrators, professionals and outside salespersons may need to file a claim in a court of competent jurisdiction. Hawaii Family Leave Law - You have the right to receive up to 4 weeks of unpaid, job-

protected leave for the birth or adoption of your child, or to care for your child, parent, sibling, spouse, grandchild, or reciprocal beneficiary with a serious health condition. You are eligible only if you have at least 6 consecutive months of service, and your employer has 100 or more employees. Accrued paid leaves may be substituted for any part of the 4-week period. If your employer provides for paid sick leave, you may use up to 10 days of your accrued and available sick leave per year unless a collective bargaining agreement provides for more than

Prevailing Wages and Overtime on State and County Government Construction Projects You have the right to be paid the prevailing wages on government construction projects. Lie Detector Tests - You have the right to refuse a lie detector test.

Work Injury - You have the right to file a complaint if you feel that you have been suspended, discharged, or discriminated against solely because of a work injury that is compensable under the Workers' Compensation Laws, except under certain circumstances.

Wage Standards Division:

Oahu: 586-8777 Hilo: 974-6464 Maui: 243-5322 Kona: 322-4808 Kauai: 274-3351 This notice provides general background information on Hawaii Wage and Hour laws and is not intended to serve as a substitute for legal counsel. For specific legal advice on individual situations, please consult an attorney.

Anne E. Eustaquio, Director **Department of Labor and Industrial Relations**

court orders and amounts you authorized in writing.

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY Dial 711 then ask for (808) 586-8866.

Updated 6/22/2022



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.

you ensure that your employer receives advance written or verbal notice of your service; ★ you have five years or less of cumulative service in the uniformed services while with that particular employed 🛪 you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

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

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

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 connection. **HEALTH INSURANCE PROTECTION** ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.

Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve ⊱ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit

f you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the office of Special Counsel, as applicable, for representation You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.

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 place notices for employees.



retention in employment

because of this status.

ENFORCEMENT



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

employment, on the basis of race, color, religion, sex (including pregnancy),

or national origin. Religious discrimination includes failing to reasonably

Title I and Title V of the Americans with Disabilities Act of 1990, as

of disability in hiring, promotion, discharge, pay, fringe benefits,

ob training, classification, referral, and other aspects of employment.

to the known physical or mental limitations of an otherwise qualified

Executive Order 11246, as amended, prohibits job discrimination on the

action to ensure equality of opportunity in all aspects of employment.

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

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

includes not making reasonable accommodation to the known physical or

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

911 or

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

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

INDIVIDUALS WITH DISABILITIES

RACE, COLOR, NATIONAL ORIGIN, SEX

EEOC-P/E-1 (Revised 11/09)

Disability discrimination includes not making reasonable accommodation

amended, protect qualified individuals from discrimination on the basis

accommodate an employee's religious practices where the

accommodation does not impose undue hardship.







Publication Date - May 202

WAGE AND HOUR DIVISION

Equal Employment Opportunity is

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:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN individual with a disability who is an applicant or employee, barring Title VII of the Civil Rights Act of 1964, as amended, protects applicants Title II of the Genetic Information Nondiscrimination Act of 2008 protects and employees from discrimination in hiring, promotion, discharge, pay, applicants and employees from discrimination based on genetic information

> protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. In addition to sex discrimination prohibited by Title VII of the Civil

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

Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits 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

and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level. DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as

also requires that Federal contractors take affirmative action to employ

amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled Programs or Activities Receiving Federal Financial Assistance

discrimination causes or may cause discrimination in providing services

under such programs. Title IX of the Education Amendments of 1972

prohibits employment discrimination on the basis of sex in educational

programs or activities which receive Federal financial assistance.

in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly 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 (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

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

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 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

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

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: mental limitations of an otherwise qualified individual with a disability veterans, recently separated veterans (within three years of discharge or who is an applicant or employee, barring undue hardship. Section 503 release from active duty), other protected veterans (veterans who served

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

who, while on active duty, participated in a U.S. military operation for

Retaliation is prohibited against a person who files a complaint of opposes discrimination under these Federal laws.

which an Armed Forces service medal was awarded).

INDIVIDUALS WITH DISABILITIES

essential functions of the job.

discrimination, participates in an OFCCP proceeding, or otherwise

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits

employment discrimination on the basis of disability in any program or

activity which receives Federal financial assistance. Discrimination is

who, with or without reasonable accommodation, can perform the

prohibited in all aspects of employment against persons with disabilities

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should has been authorized), and Armed Forces service medal veterans (veterans 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 under U.S. Government, Department of Labor.

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.

PAYDAY NOTICE REGULAR PAYDAYS FOR EMPLOYEES OF: For Emergencies call

> shall be as follows: Monthly Other

CHECK FOR RECENT REVISIONS This poster is guaranteed to be accurate and up-to-date as of the date sold.





Distributed by

REVISED 9/21/2020

Day/Time _

Customer Service at 800-333-3795, to

see if your poster is up-to-date.