California & Federal Employment Notices

NOTE: OSHA REQUIRES THAT REPRODUCTIONS OR FACSIMILES OF THE POSTER BE AT LEAST 8.5" X 14" INCHES W



Department of Industrial Relations

California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and procedures to comply with the state's workplace safety and health standards and orders. The law requires that this poster be displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.gov/samples/search/query.htm

WHAT AN EMPLOYER MUST DO

substantial monetary penalties.

SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES: Employers who use any substance that is listed as a hazardous substance in

other words, as an employer, you must follow state laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers, and You must display this poster in a conspicuous place where notices to employees are

customarily posted so everyone on the job can be aware of basic rights and responsibilities.

All employers must provide work and workplaces that are safe and healthful. In

You must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the requirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov title8/3203 html) and provide access to employees and their designated representatives.

You must be aware of hazards your employees face on the job and keep records showing that each employee has been trained in the hazards unique to each job assignment.

You must correct any hazardous condition that you know may result in injury to employees. Failure to do so could result in criminal charges, monetary penalties, and Any employee or their representative has the right to observe monitoring or even incarceration

You must notify a local Cal/OSHA district office of any serious injury or illness, or death occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured employee. Failure to report a serious injury or illness, or death, within 8 hours can result in a minimum civil penalty of \$5,000.

WHAT AN EMPLOYER MUST NEVER DO

Never permit an employee to do work that violates Cal/OSHA workplace safety and health regulations

Never permit an employee to be exposed to harmful substances without providing adequate protection.

Never allow an untrained employee to perform hazardous work

EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:

As an employee, you (or someone acting for you) have the right to file a confidential complaint and request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office (see below). Your name is not revealed by Cal/OSHA, unless you request otherwise.

You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/OSHA investigator inspecting your workplace.

You and your designated representative have the right to access the employer's IIPP. Any employee has the right to refuse to perform work that would violate an occupational Penalty amounts depend in part on the classification of the violation as regulatory, safety or health standard or order where such violation would create a real and general, serious, repeat, or willful; and whether the employer failed to abate a apparent hazard to the employee or other employees.

You may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions, or for otherwise exercising your rights to a safe and ealthful workplace. If you feel that you have been fired or punished for exercising your rights, you may file a complaint about this type of discrimination by contacting the nearest office of the California Department of Industrial Relations, Division of Labor Standards Enforcement (Labor Commissioner's Office) or the San Francisco office of the U.S. Department of Labor, Occupational Safety and Health Administration. mployees of state or local government agencies may only file these complaints with the California Labor Commissioner's Office.) Consult your local telephone directory for the office nearest you.

EMPLOYEES ALSO HAVE RESPONSIBILITIES:

To keep the workplace and your coworkers safe, you should tell your employer about any hazard that could result in an injury or illness to an employee. While working, you must always obey state workplace safety and health laws.

HELP IS AVAILABLE

To learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free information, required forms, and publications. You can also contact a local district office of Cal/OSHA. If you prefer, you may retain a competent private consultant, or ask your workers' compensation insurance carrier for guidance in obtaining information.

Call the FREE Worker Information Helpline - (833) 579-0927

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA) HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 – Telephone (510) 286-7000

District Offices

American Canyon 3419 Broadway St., Ste. H8, American Canvon 94503 (707) 649-3700 Bakersfield 7718 Meany Ave., Bakersfield 93308 (661) 588-6400 1065 East Hillsdale Bl., Ste, 110, Foster City 94404 Foster Citv (650) 573-3812 Fremont 39141 Civic Center Dr., Ste. 310, Fremont 94538 (510) 794-2521 Fresno 2550 Mariposa St., Rm, 4000, Fresno 93721 (559) 445-5302 1500 Hughes Way, Suite C-201, Long Beach 90810 Long Beach (424) 450-2630 Los Angeles 320 West Fourth St Rm 820 Los Angeles 90013 (213) 576-7451 Modesto 4206 Technology Dr., Ste. 3, Modesto 95356 (209) 545-7310 Monrovia 800 Roval Oaks Dr., Ste. 105, Monrovia 91016 (626) 239-0369 Oakland 1515 Clav St., Ste. 1303, Box 41, Oakland 94612 (510) 622-2916 381 Hemsted Dr Redding 96002 Reddina (530) 224-4743 Sacramento 1750 Howe Ave., Ste. 430, Sacramento 95825 (916) 263-2800 464 West Fourth St Ste 332 San Bernardino 92401 (909) 383-4321 San Rernardino 7575 Metropolitan Dr., Ste. 207, San Diego 92108 San Diego (619) 767-2280 455 Golden Gate Ave., Rm. 9516, San Francisco 94102 (415) 557-0100 San Francisco 2 MacArthur Place, Ste. 720, Santa Ana 92707 (714) 558-4451 Santa Ana

California Code of Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.html), or s covered by the Hazard Communication standard (www.dir.ca.gov/title8/5194.htm must provide employees information on the hazardous chemicals in their work areas access to safety data sheets, and training on how to use hazardous chemicals safely

Employers shall make available on a timely and reasonable basis a safety data sheet on each hazardous substance in the workplace upon request of an employee, an employee's collective bargaining representative, or an employee's physician.

Employees have the right to see and copy their medical records and records of exposure to potentially toxic materials or harmful physical agents.

Employers must allow access by employees or their representatives to accurate records of employee exposures to potentially toxic materials or harmful physical agents, and notify employees of any exposures in concentration or levels exceeding e exposure limits allowed by Cal/OSHA standards.

measuring of employee exposure to hazards conducted to comply with Cal/OSHA

WHEN CAL/OSHA COMES TO THE WORKPLACE:

A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to make sure your company is obeying workplace safety and health laws. Inspections are also conducted when an employee files a valid complaint with

Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness, or fatality.

When an inspection begins, the Cal/OSHA investigator will show official identification The employer, or someone the employer chooses, will be given an opportunity to accompany the investigator during the inspection. An authorized representative of the employees will be given the same opportunity. Where there is no authorized employee representative, the investigator will talk to a reasonable number of employees about safety and health conditions at the workplace.

VIOLATIONS, CITATIONS, AND PENALTIES:

Field / Area Offices

Orange County

Sacramento /

Northern CA

•San Diego /

San Bernardino

Imperial County

•Oakland/ Bav Area

If the investigation shows that the employer has violated a safety and health standard or order, Cal/OSHA may issue a citation. Each citation carries a monetary penalty and specifies a date by which the violation must be abated. A notice, which carries no monetary penalty, may be issued in lieu of a citation for certain non-serious violations.

previous violation involving the same hazardous condition. Base penalty amounts penalty adjustment factors, and minimum and maximum penalty amounts are set forth in California Code of Regulations, title 8, section 336 (www.dir.ca.gov/title8/336.html) In addition, a willful violation that causes death or permanent impairment of the body of any employee can result, upon conviction, in a fine of up to \$250,000 or imprisonment up to three years, or both, and if the employer is a corporation or limited liability company, the fine may be up to \$1.5 million.

The law provides that employers may appeal citations within 15 working days of receipt to the Occupational Safety and Health Appeals Board.

An employer who receives a citation, Order to Take Special Action, or Special Order must post it or a copy, including the enclosed multi-language employee notification, prominently at or near the place of the violation or unsafe condition for three working days, or until the unsafe condition is corrected, whichever is longer, to warn employees of danger that may exist there. Any employee may protest the time allowed for correction of the violation to the Division of Occupational Safety and Health or the Occupational Safety and Health Appeals Board.

Cal/OSHA Consultation Services

(559) 445-6800

(714) 562-5525

(510) 622-2891

(916) 263-0704

(909) 383-4567

(619) 767-2060

(818) 901-5754

Updated 11/2

Updated 4/2

•Fresno / Central Valley 2550 Mariposa Mall, Rm. 2005

•La Palma / Los Angeles / 1 Centerpointe Dr., Ste. 150

Fresno 93721

La Palma 90623

Oakland 94612

San Diego 92108

breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk to the industry of the order of the ordero ordero order of the order order order order order ordero or

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

any minor employee, and such assessments may be doubled when the violations are determined to be

wilful or repeated. The law also prohibits retaliating against or discharging workers who file a complain or participate in any proceeding under the FLSA.

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

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

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

provisions. Certain narrow exemptions also apply to the pump at work requirements

than the minimum wage under special certificates issued by the Department of Labor.

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

Sacramento 95825

San Bernardino 92401

1515 Clav St., Ste 1103

1750 Howe Ave., Ste. 490

464 West Fourth St., Ste. 339

7575 Metropolitan Dr., Ste. 204

6150 Van Nuvs Blvd Ste 307

Amends General Minimum Wage Order and IWC Industry and Occupation Orders

California Minimum Wage

PLEASE POST NEXT TO YOUR IWC OR INDUSTRY OCCUPATION ORDER OFFICIAL NOTICE MW-2025

MAKING UNAUTHORIZED CODIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

Every employer, regardless of the number of employees, shall pay to each employee wages not less than the following

Effective January 1, 2025 Minimum Wage \$16.50 per hour *See Sec. 2 below				
Previous Years				
EFFECTIVE DATE	Employers with 25 or Fewer Employees*	Employers with 26 or More Employees *		
January 1, 2024	\$16.00	\$16.00		
January 1, 2023	\$15.50	\$15.50		
January 1, 2022	\$14.00	\$15.00		

ted as employed by a single qualified taxpayer pursuant to Revenue and Taxation Code section 23626 are treated as employees of that single taxpayer. To employers and representatives of persons working in industries and occupations e State of California:

SUMMARY OF ACTION

OTICE that on April 4, 2016, the Governor of California signed legislation passed by the California Legislature, raising the minimum wage for all industries. (SB 3, Stats of 2016, amending section 1182.12. of the California Labor Code.) a ised the minimum wage payable by certain Fast Food Restaurant employers (AB 1228, Stats. 2023) and Healthcare Facility employers (SB 525, Stats. 2023; SB 828, Stats. 2024; and SB 159, Stats. 2024). Pursuant to its authority under citorin 1182.13, the Department of Industrial Relations amends and republishes Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2025. Section 1, Applicability, and Section 4, Separability, have not been changed. Consisten ents, amendments are madeto the minimum wage, and the meals and lodging credits sections of all of the IWC's industry and occupation orders. num wage for all industries. (SB 3, Stats of 2016, amending section 1182.12. of the California Labor Code.) and, in ployers (SB 525, Stats. 2023; SB 828, Stats. 2024; and SB 159, Stats. 2024). Pursuant to its authority under Labo

This summary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the amended wage orders may be obtained by downloading online at https://www.dir.ca.gov/iwc/WageOrderIndustries.htm or by ontacting your local Division of Labor Standards Enforcement office

. APPLICABILITY

provisions of this Order shall not apply to outside salespersons and individuals who are the parent, spouse, or children of the employer previously contained in this Order and the IWC's industry and occupation orders. Exceptions and modifications ovided by statute or in Section 1, Applicability, and in other sections of the IWC's industry and occupation orders may be used where such provisions are enforceable and applicable to the employe

. MINIMUM WAGES ery employershall pay to each employee wages not lessthan those stated above, on each effective date, per hour for all hours worked, except the following who shall pay no less than the specified minimum wage to each employee: Fast Food Restaura ployers under Part 4.5.5, of Division 2 of the Labor Code (commencing with Labor Code section 1474), effective April 1, 2024; and Healthcare Facility employers under Labor Code section 1182.14, effective October 16, 2024. Note: Supplements to this ler containing minimum wage rates applicable for Fast Food Restaurant and Healthcare Facility employees, are available online at the website address in the Summary of Actions above

MEALS AND LODGING CREDITS - TABLE

et part of the employer's minimum wage obligation, the amounts so credited pursuant to a voluntary written **JANUARY 1, 2025** EFFECTIVE: **JANUARY 1, 2022 JANUARY 1, 2023 JANUARY 1, 2024** 25 or Fewer All Employers regardless of number of For an employer who employ 26 or More All Employers regardless of number All Employers regardless of number of LODGING of Employee Employees Employees Employees \$75.23 \$77.58 \$70.53 \$65.83 \$72.88 om occupied alone /week /week /week /week \$58.22 \$64.04 \$54.34 \$60.16 \$62.10 Room shared /week /week /week \$875.33 \$903.60 \$931.88 Apartment - two thirds (2/3) of the ordina \$847.12 \$790.67 ental value, and in no event more thar montl Where a couple are both employed by the \$1253.10 \$1169.59 \$1294.83 \$1336.65 \$1378.49 ployer, two thirds (2/3) of the ordinary ental value, and in no event more thar MEALS \$5.42 \$5.06 \$5.60 \$5.78 \$5.96 Breakfast \$7.47 \$6.97 \$7.72 \$7.97 \$8.22 \$10.02 \$11.01 \$9.35 \$10.35 \$10.68

leals or lodging may not be credited against the minimum wage without a voluntary written agreement between the employer and the employee. When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the mounts so credited may not be more than the amounts stated in the table above.

a application of any provision of this Order, or any section, subsection, subdivision, sentence, clause, phrase, word or portion of this Order should be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining provisions thereo all not be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or unconstitutional had not been included herein.

AMENDED PROVISIONS wage and meals and lodging credits in MW-2024, as well as in the IWC's industry and occupation orders. (See Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other changes to the IWC's These Amendments to the Wage Orders shall be in effect as of January 1, 2025

Jestions about enforcement should be directed to the Labor Commissioner's Office. For the address and telephone number of the office nearest you, information can be found on the internet at www.dir.ca.gov/DLSE/dlse.html or under a search for California Labor Commissioner's Office" on the internet or any other directory. The Labor Commissioner San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, and Van Nuys. ioner has offices in the following cities: Bakersfield, El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardir Updated 1/2

Family Medical Leave Act

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

Vhat is FMLA leave?: The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job rotected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD)

forces the FMLA for most emplo ligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

ne birth, adoption or foster placement of a child with you,

Your serious mental or physical health condition that makes you unable to work, To care for your spouse, child or parent with a serious mental or physical health condition, and ing reasons related to the foreign deployment of your spouse, child or parent who is a military

In eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or ness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember

ou have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may ke FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or veek, Read Fact Sheet #28M(c) for more inform

MLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid eave if your employer's paid leave policy covers the reason for which you need FMLA leave.

u are an eligible employee if all of the following apply:

You have worked for your employer at least 12 months,

You work for a **covered employer if one** of the following applies: • You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous

You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by itle II of the FMLA, administered by the Office of Personnel Man

How do I request FMLA leave

What does my employer need to do?

Am I eligible to take FMLA leave?

You work for a covered employer,

You have at least 1,250 hours of service for your employer during the 12 months before your leave, and Your employer has at least 50 employees within 75 miles of your work location.

virline flight crew employees have different "hours of service" requirements.

alendar year, You work for an elementary or public or private secondary school, or

Generally, to request FMLA leave you must: al policies for requesting leave Follow your employer's normal policies for requesting leave,
 Give notice at least 30 days before your need for FMLA leave, or
 If advance notice is not possible, give notice as soon as possible You do not have to share a medical diagnosis but must provide enough information to your employer so they can

determine whether the leave qualifies for FMLA protection. You must also inform your employer is filled leave previously taken or approved for the same reason when requesting additional leave. Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency 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. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel three mercer to operative operat Management or Congress.

If you are eligible for FMLA leave, your employer must

Allow you to take job-protected time off work for a qualifying reason Continue you to return to the same job, or a virtually identical job with the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, ncluding shift and location, at the end of your leav

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation er becoming aware that your need for leave is for a reason that may qualify under the FMLA, **your employer mu**

Call 1-866-487-9243 or visit dol gov/fmla to learn more. If you believe your rights under the FMLA have been violated you

confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, you employer must notify you in writing:

About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected leave Where can I find more information?

file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about o WHD complaint process. For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

Whistleblowers' Protection WHISTLEBLOWERS ARE PROTECTED

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation.

Who is protected?

oner's Office provides the r

sting below which meets the requirements of Labo ode Section 1102 8(a)-(b) under AB 2299 (Ch. 105

ts. 2024), effective 1//1/ 2025) . This docume

ze 14-point type

nust be printed to 8.5 x 14-inch paper with marging

larger than one-half inch in order to conform to th

atutory requirement that the lettering be larger than

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CALIFORNIA REPUBLIC

URERA TO A

Labor Laws change often. Please call your distributo

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twice a year to confirm if you are in compliance.

Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. (California Labor Code Section 1106)

enforcement agency, person with authority over the employee, or to another employee with

authority to investigate, discover, or correct the violation or noncompliance, or who provides

information to or testifies before a public body conducting an investigation, hearing or inquiry,

3. With reference to employee safety or health, unsafe working conditions or work practices in

An employee is also considered a whistleblower and protected when the employer believes

the employee engaged in or will exercise protected activity. A whistleblower can also be an

employee who refuses to participate in an activity that would result in a violation of a state

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an

2. An employer may not retaliate against an employee who is a whistleblower or is perceived to

3. An employer may not retaliate against an employee for refusing to participate in an activity

4. An employer may not retaliate against an employee for having exercised their rights as a

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower,

the employer may be required to reinstate the employee's employment and work benefits, pay

lost wages and civil monetary penalties, and take other steps necessary to comply with the law.

that would result in a violation of a state or federal statute, or a violation or noncompliance with

or federal statute, or a violation of or noncompliance with a local, state or federal rule or

A "whistleblower" is an employee who discloses information to a government or law

where the employee has reasonable cause to believe that the information discloses:

2. A violation or noncompliance with a local, state or federal rule or regulation, or

What is a whistleblower?

regulation.

be a whistleblower.

1. A violation of a state or federal statute.

employee from being a whistleblower.

a state or federal rule or regulation.

How to report improper acts

whistleblower in any former employment.

the employee's employment or place of employment.

What protections are afforded to whistleblowers?

varrinuys	0100 Varinuys Divu., ole. 400, Varinuys 51401	(010) 001-0400	·oan remando valley	N/ N/ 04404	(0-0) 0 0 0 0
Regional O	ffices			Van Nuys 91401	
San Francisco	455 Golden Gate Ave., Rm 9516, San Francisco 94102	(415) 557-0300	Consultation Re	egion Office ———	
Sacramento	1750 Howe Ave., Ste. 440, Sacramento 95825	(916) 263-2803	•Fresno	2550 Mariposa Mall, Rm. 3014	(559) 445-680
Santa Ana	2 MacArthur Place, Ste. 720, Santa Ana 92707	(714) 558-4300		Fresno 93721	
Monrovia	800 Royal Oaks Dr., Ste. 105, Monrovia 91016	(626) 471-9122			

Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health under the California Department of Industrial Relations, which has primary responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor Tel: (415) 625-2547. OSHA monitors the operation of state plans to assure that continued approval ismerited.

breast milk.

Pregnant Workers Fairness Act (PWFA)

Equal Employment Opportunity

ENFORCEMENT

ADDITIONAL INFORMATION:

Breaks to eat and drink

Opportunity Commission (EEOC))

(enforced by the U.S. Department of Labor)

Light duty

Employers subject to the state **Federal Minimum Wage** um wage law are obligated to pay the higher rate

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT \$7.25 PER HOUR BEGINNING JULY 24, 2009 ires employers to display this poster where employees can readily see it.

OVERTIME PAY vees covered by the Act must receive overtime pay for hours worked over 40 less exempt, emp in a workweek at a rate not less than time and one-half their regular rates of pay. Revisions included creases to the standard salary level and the highly compensated employee total annual compensation eases to the standard salary level and the highly compensated employee total annual compensation shold, and a mechanism for updating these earnings thresholds to reflect current earnings data. On rember 15, 2024, the U.S. District Court for the Eastern District of Texas vacated the Department's 2024 final rule. Consequently, with regard to enforcement, the Department is applying the 2019 rule's minimum salary level of \$684 per week and total annual compensation requirement for highly compensated employees of \$107,432 per year. Lawsuits regarding the 2024 final rule are currently pending in two other federal district courts, and the United States has filed a notice of appeal from the ber 15 decision. The Department will update this notice with additional information as it becomes available.

CHILD LABOR

in employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in nonfarm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside chool hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours estrictions. Different rules apply in agricultural employment.

TIP CREDIT:

WHAT IS PWFA?

Know Your Rights:

Who is Protected

Staffing agencies

Religion National origin

Disability

AMBULANCE:

Age (40 and older)

awsuit investigation or proceeding

status, on the bases of:

Job applicants

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 combine with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the mplover must make up the difference

NURSING MOTHERS (PUMP AT WORK):

defined as causing significant difficulty or expense.

usually done in order to remove work-related barriers.

A chair or stool to sit on while working

The ability to telework full or part-time

A private place to pump breast milk

Leave to recover from childbirth

Extra bathroom breaks

Vorkplace Discrimination is Illegal

for a job, the EEOC may be able to help.

What Organizations are Covered?

State and local governments (as employers)
Educational institutions (as employers)

Most private employers

The FLSA requires employers to provide reasonable break time for a nursing employee to express

The Pregnant Workers Fairness Act (PWFA) is a federal law that requires covered

employers to provide "reasonable accommodations" to a gualified worker's known

limitations related to pregnancy, childbirth, or related medical conditions, unless the

'Reasonable accommodations" are changes to the work environment or the way things are

WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS?

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration

Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests.

e Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination • Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination

Interference, coercion, or threats related to exercising rights regarding disability discrimination or

Sex (including pregnancy and related conditions, sexual orientation, or gender identity)

om discrimination in employment. If you believe you've been discriminated against at work or in applying

Schedule changes or time off to go to health care appointments

Employees (current and former), including managers and temporary employees

Union members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?

accommodation will cause the employer an "undue hardship." An undue hardship is

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/wh WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS?

Other laws that apply to workers affected by pregnancy, childbirth, or related medical condition

The Americans with Disabilities Act (The ADA) which prohibits employment

discrimination based on disability (enforced by the EEOC)

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

action to ensure equality of opportunity in all aspects of employment

Asking About, Disclosing, or Discussing Pav

of other applicants or employees.

Protected Veteran Status

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Title VII of the Civil Rights Act of 1964 which prohibits employment discrimination based

on sex, pregnancy, or other protected categories (enforced by the U.S. Equal Employmen

The Family and Medical Leave Act which provides unpaid leave for certain workers for

pregnancy and to bond with a new child (enforced by the U.S. Department of Labor) The PUMP Act which provides nursing mothers a time and private place to pump at work

Learn more at www.EEOC.gov/Pregnancy-Discrimination

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action 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 contrac or subcontract, you are protected under Federal law from discrimination on the following bases:

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

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

Section 503 of the Rehabilitation Act of 1973, as amended, protects gualified individuals with disabilities

from discrimination in hiring, promotion, discharge, pay, fringe beenfits, job training, classification, referra and other aspects of employment by Federal contractors. Disability discrimination includes not making

reasonable accommodation to the known physical or mental limitations of an otherwise qualified individu with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment

The Vietnam Era Veterans' Readiustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibit

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, or Armed Forces service

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an

qualified individuals with disabilities at all levels of employment, including the executive level

classified independent contractors are not. • Certain full-time students, student learners, apprentices, and workers with disabilities may be paid les



RRA 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 loyers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

f 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; • reemployment; • on in employment; • promotion; or • any benefit of employment because of this status. 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 for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage for you and 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 invites.

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. • For assistance in filing a complaint, or for any other information on USERRA, contact VETS it 1-866-4-USA-DOL or visit its website at https://webapc.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapc.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapc.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapcs.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapcs.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapcs.dol.gov/agencies/vets/userra. If you file a complaint with VETS and VETS is unable to resolve it, you ma equest 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.

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.

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 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.

Polygraph Protection

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

PROHIBITIONS

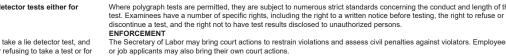
rs are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test. and fischarging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for sing other rights under the Act. Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employee (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly EXEMPTIONS

ederal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Soverment 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, o certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical

anufacturers, distributors and dispensers. he Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably

cted of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economi The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more strictive with respect to lie detector tests. EXAMINEE RIGHTS

ent or reduced work schedule when



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/who WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR



leave. Failing to provide notice is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy. want to begin their leave, and their employer must have five or more employees.

Pay and Benefits During Leave. While the law guarantees only unpaid leave, some employers pay their employees during CFRA leave. In addition, employee may choose (or employers may require) use of accrued paid leave while taking CFRA leave in certain circumstances. Employees on CFRA leave may also be eligible for benefits administered by the Employment Development Department, including Paid Family Leave. For more information, visit bit.ly/EDD-PFL.

Updated 1/25

Certification, Employers may require certification from an employee's healt

the provider before allowing leave for pregnancy disability or for the employees instant a serious health condition. Employers may also require certification from the tilt care provider of the employee's family member, including a designated son, who has a serious health condition, before granting leave to take care o

Taking CFRA leave may impact certain employee benefits and an employee's seniority date. If employees want more information regarding eligibility for leave and/or the impact of the leave on seniority and benefits, they should contact their employee. Want to learn more? Visit: calcivilrights.ca.gov/family-medical-pregnancy-leave/

If you have been subjected to discrimination, harassment, or retaliation at world

or have been improperly denied protected leave, file a complaint with the Civil Rights Department (CRD). Pregnancy Disability Leave. When an employee is disabled by pregnancy, childbirth, or a related medical condition, the employee is entitled to take a pregnancy disability leave of up to four months, depending on their period(s) of actual disability. If the employee is also eligible for CFRA leave, they have the right to take both pregnancy disability leave and CFRA leave related to the birth of their child TO FILE A COMPLAINT Civil Rights Depar

calcivilrights.ca.gov/complaintprocess Toll Free: 800.884.1684 / TTY: 800.700.2320 Have a disability that requires a reasonable accommodation

CRD can assist you with your complain For additional translations of this guidance, visit:

Notice: When possible, employees must provide 30 days advance holice before taking leave for forseeable event, such as the expected the birth of a child or a planned medical procedure. For unforeseeable events, employees should notify their employers, at least verbally, as soon as they learn of the need for the www.calcivilrights.ca.gov/pos CRD-100-21ENG

Workers' Compensation

Reinstatement. Both CFRA leave and pregnancy disability leave guarantee reinstatement to the same position or, in certain instances, a comparable pos

Notice. When possible, employees must provide 30 days' advance notice before

at the end of the leave, subject to any defense allowed under the law.

STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS

ou may be entitled to workers' compensation benefits if you are injured or become ill because of your job. Workers' compensation covers most work-related physical or mental injuries and illnesses. An injury or illness can be caused by one event (such as hurting your back in a fall) or by repeated exposures (such as hurting your wrist from doing the same motion over and over).

amily Care & Medical Leave & Pregnancy Disability Leave

The employee's own serious health condition

Eligibility. To be eligible for CFRA leave, an employee must

condition, leave may be taken on an intermittent o medically necessary, among other circumstances.

The birth, adoption, or foster care placement of a child

an employee takes leave for their own or a family member's serious health

have more than 12 months of service with their employee must have more than 12 months of service with their employer, have worked at least 1,250 hours in the 12-month period before the date they

Under California law, an employee may have the right to take job-protected leave to care for their own serious health condition or a family member with a serious health condition, or to bond with a new child (via birth, adoption, or foster care). California law also requires employers to provide jobprotected leave and accommodations to employees who are disabled by pregnancy, childbirth, or a related medical condition.

the right to take job-protected leave, which is leave that will allow them to return to their job or a similar job after their leave ends. This leave may be up to 12 work veeks in a 12-month period for:

The employee's own serious nearin condution The serious health condition of a child, spouse, domestic partner, parent parent-in-law, grandparent, grandchild, sibling, or someone else with a blood or family-like relationship with the employee ("designated person")

Civil Right Department State of California

• Medical Care: Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, medical equipment and travel costs thatare reasonably necessary to treat your injury. You should never see a bill. There are limits on

Temporary Disability (TD) Benefits: Payments if you lose wages while recovering. For most injuries, TD benefits may not bepaid for more than 104 weeks within five years from the date of injury.

Death Benefits: Paid to your dependents if you die from a work-related injury or illness.

Naming Your Own Physician Before Injury or Illness (Predesignation). You may be able to choose the doctor who will treat you for a job injury or illness. If eligible, you must tell your employer, in writing, the name and address f your personal physician or medical group before you are injured. You must obtain their agreement to treat you for your work injury. For instructions, see the written information about workers' compe equired to give to new employees.

1. Get Medical Care. If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department orpolice department, if you need first aid, contact your employed

2. Report Your Injury. Report the injury immediately to your supervisor or to an employer representative. Don't delay. There aretime limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide ou with a claim formwithin one working day after learning about your injury. Within one working day after you file a claim form, your employer orclaims administrator must authorize the provision of all treatment, up to ten thousand lollars, consistent with the applicabletreatment guidelines, for your alleged injury until the claim is accepted or rejected.

3. See Your Primary Treating Physician (PTP). This is the doctor with overall responsibility for treating your injury or illness.

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225.

The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

Updated 1/25

Updated 1/23

Your Rights and Obligations as a Pregnant Employee

need is an emergency or unforeseeable.

health care provider to complete.

TO FILE A COMPLAINT

Civil Rights Department

CRD-E09P-ENG

calcivilrights.ca.gov/comp

California Relay Service (711)

F YOU ARE PREGNANT, HAVE A PREGNANCY-RELATED MEDICAL CONDITION, OR ARE RECOVERING FROM CHILDBIRTH, PLEASE READ THIS NOTICE.

YOUR EMPLOYER* HAS AN OBLIGATION TO

Reasonably accommodate your medical needs related to pregnancy, childbirth, or related conditions (such as temporarily modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks);

Transfer you to a less strenuous or hazardous position (if one is available) or duties if nedically needed because of your pregnancy; Provide you with pregnancy disability leave (PDL) of up to four months (the working days

you normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layoff;

Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area to express breast milk in private as set forth in the

Labor Code; and Never discriminate, harass, or retaliate on the basis of pregnancy.

FOR PREGNANCY DISABILITY LEAVE

• PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical condition. Your health care provider determines how much time you will need.

• Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work in your same or a comparable position if you request a written guarantee. Your employer may require you to submit written medical ertification from your health care provider substantiating the need for your leave. • PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, and doctor-ordered bed rest, and covers conditions

such as severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum

 PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider, including intermittent leave or a reduced work chedule

Have a disability that requires a reasonable accommodation? CRD can assist you with your • Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PFL), For translations of this guidance, visit: administered by the California Employment Development Department. • At your discretion, you can use any vacation or other paid time off during your PDL. www.calcivilrights.ca.gov/posters/required Your employer may require or you may choose to use any available sick leave during your *PDL, CFRA leave, and anti-discrimination protections apply to employers of 5 or more

· Your employer is required to continue your group health coverage during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the duration of your leave. Taking PDL may impact certain of your benefits and your seniority date; please contact your employer for details.

NOTICE OBLIGATIONS AS AN EMPLOYEE

available to you.

Disability Insurance

to receive disability benefits.

• Give your employer reasonable notice. To receive reasonable accommodation, obtain a transfer, or take PDL, you must give your employer sufficient notice for your employer to make appropriate plans. Sufficient notice means 30 days advance notice if the need for the

You may be eligible for partial wage-replacement benefits through

work-related illness, injury, pregnancy, or disability.

Disability Insurance (DI) when you are unable to work due to a non-

Your employer must provide the Disability Insurance Provisions (DE

2515) brochure to each newly hired employee to describe benefits

Request claim forms from your licensed health professional,

employer, or from any California State Disability Insurance (SDI)

visiting EDD Forms and Publications (forms.edd.ca.gov/forms).

Disability Insurance and Paid Family Leave Your employer is registered with and reporting wages to the Your employer must provide a copy of the California Paid Family Employment Development Department (EDD) as required by law. Wages are used for the following benefit programs, which are

Leave (DE 2511) brochure to each newly hired employee to describe benefits and eligibility requirements. You must meet all eligibility requirements to receive family leave benefits.

** "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an

employee or the employee's domestic partner, or a person to whom the employee stands in loco

*** "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal

guardian, or other person who stood in loco parentis to the employee when the employee was a

reasonable accommodation, transfer, or PDL is foreseeable, or as soon as practicable if the

Provide a written medical certification from your health care provider. Except in a medical

emergency where there is no time to obtain it, your employer may require you to supply

a written medical certification from your health care provider of the medical need for your

reasonable accommodation, transfer or PDL. If the need is an emergency or unforeseeable

you must provide this certification within the time frame your employer requests, unless

it is not practicable for you to do so under the circumstances despite your diligent, good

faith efforts. Your employer must provide at least 15 calendar days for you to submit the

· Please note that if you fail to give your employer reasonable advance notice or, if your

ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Under the California Family Rights Act (CFRA), if you have more than 12 months of

service with an employer, and have worked at least 1,250 hours in the 12-month period

before the date you want to begin your leave, you may have a right to a family care or

for the birth, adoption, or foster care placement of your child**, or for your own serious

health condition or that of your child, parent***, spouse, domestic partner, grandparent,

grandchild, sibling, or someone else related by blood or in family-like relationship with the

mployee ("designated person"). Employers may pay their employees while taking CFRA

leave, but employers are not required to do so, unless the employee is taking accrued paid time-off while on CFRA leave. Employees taking CFRA leave may be eligible for benefits

medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period

be justified in delaying your reasonable accommodation, transfer, or PDL.

administered by Employment Development Department.

employees; anti-harassment protections apply to employers of 1 or more.

Toll Free: 800.884.1684 / TTY: 800.700.2320

employer requires it, written medical certification of your medical need, your employer may

certification. See if your employer has a copy of a medical certification form to give to your

 Request claim forms from your licensed health professional, employer, from any California SDI Claims Management office. You can also order claim forms online by visiting EDD Forms and Publications (forms.edd.ca.gov/Forms).

• File your Claim for Paid Family Leave (PFL) Benefits (DE 2501F) within 41 days of the first day of your family leave to avoid losing and eligibility requirements. You must meet all eligibility requirements benefits

• If you have PFL coverage under your employer's voluntary plan, get PFL forms from your employer or designated third-party administrator.

Claims Management office. You can also order claim forms online by For more information about DI and PFL, visit State Disability Insurance (edd.ca.gov/Disability).

Division of Workers' Compensation

Notice to Employees -- Injuries Caused By Work

upational therapy visits.

Permanent Disability (PD) Benefits: Payments if you do not recover completely and your injury causes a permanent loss of physical ormental function that a doctor can measure. Supplemental Job Displacement Benefit: A nontransferable voucher, if you are injured on or after 1/1/2004, your injury causespermanent disability, and your employer does not offer you regular, modified, or alternative work.

 Pregnancy accommodation What Employment Practices can be Challenged as Discriminatory? All aspects of employment, including: Discharge, firing, or lay-off Harassment (including unwelcome verbal or physical conduct) Hiring or promotion Assignment Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, observance or practice Benefits Classification Referral Obtaining or disclosing genetic information of employees Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding. 	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 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) 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 at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or 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	 If you predesignated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured. If your employer is using a medical provider network ((MPN) or a health care organization (HCO), in most cases you will betreated within the MPN or HCO unless you predesignated a personal physician or medical group. An MPN is a group of physicians and health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information. If your employer is not using an MPN or HCO, in most cases the claims administrator can choose the doctor who first treats you when you are injured, unless you predesignated a personal physician or medical group. You may consult a licensed attorney to advise you of your rights under workers' compensation laws. In most instances, attorney's fees will be paid from your recovery. 5. Medical Provider Networks. Your employer may be using an MPN, which is a group of health care providers designated doctor. If you are treating with a non-MPN doctor for an existing injury, you may be required to change to a doctor within the MPN. For more information, see the MPN contact information below: MPN uses the MPN contact information below: MPN Effective Date: MPN Effective Date: MPN Identification number:	 File your Claim for Disability Insurance (DI) Benefits (DE 2501) within 49 days of the first day of your disability to avoid losing benefits. If you have disability coverage under your employer's voluntary plan, get disability claim forms from your employer or the designated third-party administrator. Visit Disability Insurance (edd.ca.gov/Disability/Disability_Insurance.htm) to learn how to apply for benefits. Paid Family Leave You may be eligible for partial wage-replacement benefits through Paid Family Leave (PFL) when you stop working or reduce your work hours to:	 DI: Call 1-800-480-3287. TTY (for deaf or hearing-impaired individuals only) 1-800-563-2441. PFL: Call 1-877-238-4373. TTY (for deaf or hearing-impaired individuals only) 1-800-445-1312. State Government employees should call 1-866-352-7675 for DI and 1-877-945-4747 for PFL. The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats
 Conduct that coerces, initialitates, interferes with someone exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation What can You Do if You Believe Discrimination has Occurred? 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: Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx Call 1–800–669–4000 (toll free) 1–800–669–4000 (toll free) 1–844–234–5122 (ASL video phone) Visit an EEOC field office (information at www.eeoc.gov/field-office) E-Mail info@eeoc.gov Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov. 	 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 may cause discrimination in providing services under such programs. Title X0 of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance. 	If you need help locating an MPN physician, call your MPN access assistant at:	 Care for a family member who is seriously ill. Bond with a new child. Take part in a qualifying event resulting from a family member's military deployment to a foreign country. 	need to be made by calling 1-866-490-8879 (voice). TTY users, please call the California Relay Service at 711. DE 1858 Rev. 7 (4-22) (INTERNET) Updated 4/22 Service at 711. DE 1858 Rev. 7 (4-22) (INTERNET)
		False claims and false denials. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or	Unemployed or working less than full-time.	Note: Some employees may be exempt from Unemployment and Disability Insurance coverage.
Sexual Ha	arassment	payments is guilty of a felony and may be fined and imprisoned. Your employer may not be liable for the payment of workers' compensation benefits for any injury that arises from your voluntary participation in any off-duty, recreational, social, or athletic activity that is not part of your work-related duties	and • Out of work due to no fault of your own and physically able to work, ready to accept work, and looking for work.	The fastest way to file for Unemployment Insurance (UI) is with UI Online at www.edd.ca.gov/UI_Online. You may also file for Unemployment Insurance by calling toll-free from anywhere in the U.S. at:
Civil Rights Department State of California	List all protected groups under the FEHA.	Updated 1/25	This employer is registered under the California Unemployment Insurance Code and is reporting wage credits to the Employment Development Department (EDD) that are being accumulated for you to be used as a basis	English 1-800-300-5616 • Mandarin 1-866-303-0706
SEXUAL HARASSMENT THE FACTS Sexual harassment is a form of discrimination based on sex/gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual harassment. Unlawful sexual harassment does not have to be motivated by sexual desire. Sexual harassment may involve harassment by a person of the same gender, regardless of either person's sexual orientation or gender identity	 Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee comes into contact, from engaging in prohibited harassment. Create a complaint process that ensures confidentiality to the extent possible; a timely response; an impartial and timely investigation by qualified personnel; documentation and tracking for reasonable progress; appropriate options for remedial actions and resolutions; and timely course. Provide a complaint mechanism that does not require an employee to complain directly to their immediate supervisor. That complaint mechanism must include, but is not limited to including: provisions for direct communication, either orally or in writing, with a designed company representative; and / or a complaint hotline; and/ or access to an ombudsperson; and/ or identification of CRD and the United States Equal Employment Opportunity Commission as additional avenues for 	Image: Contract Control of the control of thecontrol of the control of the control of thecontrol of thecontrol	for Unemployment Insurance benefits. Employees of Educational Institutions: Unemployment Insurance benefits based on wages earned while employed by a public or nonprofit educational institution may not be paid during a school recess period if the employee has reasonable assurance of returning to work at the end of the recess period (California Unemployment Insurance Code section 1253.3).	Spanish 1-800-326-8937 • Vietnamese 1-800-547-2058 Cantonese 1-800-547-3506 • TTY 1-800-815-9387 Note: Waiting to file a claim could delay benefits. EDD representatives are available Monday through Friday between 8 a.m. and 12 noon (Pacific Time). Updated 7/18
THERE ARE TWO TYPES OF SEXUAL HARASSMENT	employees to lodge complaints.	HARASSMENT, AND RETALIATION AT WORK. THESE PROTECTIONS ARE ENFORCED BY THE CIVIL RIGHTS DEPARTMENT (CRD).		
1. "Quid pro quo" (Latin for "this for that") sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex. 2. "Hostile work environment" sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interferes with your work performance or creates an intimidating, hostile, or offensive work environment. You may experience sexual harassment must be		(CRD). THINGS YOU NEED TO KNOW 1. Does California law protect transgender and gender nonconforming employees from employment discrimination?	Discrimination a	and Harassment
 1. "Ould pro quo" (Latin for "this for that") sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex. 2. "Hostile work environment" sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interferes with your work performance or creates an intimidating, hostile, or offensive work environment. You may experience sexual harassment even if the offensive conduct was not aimed directly at you. The harassment must be severe or pervasive to be unlawful. A single act of harassment may be sufficiently severe to be unlawful. DEMAVIORS THAT MAY BE SEXUAL HARASSMENT Umwanted sexual advances Offenting employment benefits in exchange for sexual favors Dergatory comments, epithets, slurs, or jokes Graphic comments, sexually degrading words, or suggestive or obscene messages or invitations Physical touching or assault, as well as impeding or blocking movements Actual or threatened retaliation for rejecting advances or complaining about harassment is also unlawful. Employees or job applicants who believe that they have been sexually harassed or retaliated against may file a complaint of discrimination occurred and settlement efforts fail, the Department may file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the complaining party. CRD may seek court orders changing the employer's policies and practices, punitive damages, and attorney's fees and costs fit (preys). Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with CRD and a Right-to-Sue Notic has been issued. 	employees to lodge complaints. Instruct supervisors to report any complaints of misconduct to a designated company representative, such as a human resources manager, so that the company can try to resolve the claim internally. Employers with 50 or more employees are required to include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024). Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough	(CRD). THINGS YOU NEED TO KNOW 1. Does California law protect transgender and gender nonconforming employees from employment discrimination? Yes All employees, job applicants, ungaid interris, voluntiees, and contractors are protected from descrimination at work when based on private employees is by a name and/or pronouns that correspond with three or constructors are protected from descrimination at work when based on private employees is by a name and/or pronouns that correspond with three or constructors are protected from descrimination at work when based on private employees is by a name and/or pronouns that correspond with three or constructors are protected from descrimination at work when based on private employees is by a name in the constructors are protected from descrimination at work when based on private employees is by a name and/or pronouns that correspond with three or constructors are protected from descrimination at work when based on private employees is by a name in the apprivate protect at the private is the private interval and interval and the private is the private interval and the private is a private employees is a private interval and the private is a private	 Civil Rights Department State of California The California Civil Rights Department (CRD) enforces laws that protect you from illegal discrimination and harassment in employment based on your actual or perceived: ANCESTRY AGE (40 and above) COLOR DISABILITY (physical, developmental, mental health/psychiatric, and HIV/AIDS) GENETIC INFORMATION GENDER EXPRESSION GENDER IDENTITY MARITAL STATUS MEDICAL CONDITION (genetic characteristics, cancer, or a record or history of cancer) MILITARY OR VETERAN STATUS 	 ADDITIONAL PROTECTIONS California law offers additional protections to those who work for employers with five or more employees. Some exceptions may apply. These additional protections include: 1. Specific protections and hiring procedures for people with criminal histories who are looking for employment protections against discrimination based on an employee or job applicant's use of cannabis off the job and away from the workplace 2. Up to 12 weeks of job-protected leave to eligible employees to care for themselves, a family member (child of any age, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling) or a designated person (with blood or family-like relationship to employee); to bond with a new child; or for certain urgent military needs 3. Up to five days of job-protected leave to employees disabled because of pregnancy, childbirth, or a related medical condition, as well as the right to reasonable accommodations, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition. 5. Up to five days of job-protected leave following a reproductive loss event (failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction) 6. Protections for an employee who takes time off work to serve on a jury, if they have given reasonable notice to the employer, or to testify in court. 7. Protections for an employee who takes time off work to go to court or seek legal relief (such as a restraining order) after they are the victim of a crime or certain types of violence
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CRD may seek court orders changing the employer's policies and practices, punitive damages, and attorney 's fees and costs if it prevails in litigation. Employees can also unsude. EMPLOYER REPONSIBILITY A LIABILITY All employers, regardless of the number of employees, are covered by the harassment ror of ali	 employees to lodge complaints. Instruct supervisors to report any complaints of misconduct to a designated company representative, such as a human resources manager, so that the company can try to resolve the claim internally. Employers with 50 or more employees are required to include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024). Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. Make clear that employere sets shall not be retaliated against as a result of making a complaint or participating in an investigation. Distribute its harassment, discrimination, and retaliation prevention policy by doing one or more of the following: Printing the policy and providing a copy to employees with an acknowledgment form for employees to sign and return. Posting the current version of the policy on a company intranet with a tracking system to ensure all employees have read and acknowledged receipt of the policy. Discussing policies upon hire and/or during a new hire orientation. Using any other method that ensures employees received and understand the policy. If the employer's workforce at any facility or establishment contains ten percent or more of persons who speak a language other than English as their spoken language, that employe shall translate the harassment, discrimination, and retailation policy in overy language spoken by at least ten percent of the workforce. In didition, employers who do business in California and employ 5 or more part-time of full-time employees must be trained within six months of training regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual identiation, to each non-supervisory employee, and two ho	<text><text><text><text><text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text></text></text></text></text>	 Civil Rights Department State of California The California Civil Rights Department (CRD) enforces laws that protect you from illegal discrimination and harassment in employment based on your actual or perceived: ANCESTRY AGE (40 and above) COLOR DISABILITY (physical, developmental, mental health/psychiatric, and HIV/AIDS) GENETIC INFORMATION GENDER EXPRESSION GENDER IDENTITY MARITAL STATUS MEDICAL CONDITION (genetic characteristics, cancer, or a record or history of cancer) MILITARY OR VETERAN STATUS NATIONAL ORIGIN (includes language restrictions and possession of a driver's license issued to undocumented immigrants) RACE (includes traits associated with race, such as hair texture and hairstyle) RELIGION (includes religious dress and grooming practices) REPRODUCTIVE HEALTH DECISIONMAKING SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) 	 ADDITIONAL PROTECTIONS California law offers additional protections to those who work for employers with five or more employees. 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An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave. Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later. Accruad paid sick leave shall carry over to the following year of employment and may be capped at 80 hours or 10

An employer can also provide 5 days or 40 hours, whichever is greater, of paid sick leave "up-front" at the beginning of a 12-month period. No accrual or carry over is required. Other accrual plans that meet specified conditions, including PTO plans, may also satisfy the

	An employee may use paid sick days beginning on the 90th day of employment.
	An employer shall provide paid sick days upon the oral or written request of an employee for themselves
	or a family member for the diagnosis, care or treatment of an existing health condition or preventive care,
	or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
	An employer may limit the use of paid sick days to 40 hours or five days, whichever is greater, in each year of employment.
otal	iation or discrimination against an amployee who requests haid sick days or uses haid sick days or both is

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates of discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commis the office by looking at the list of offices on our website http://www.dir.ca.gov/dlse/DistrictOffices.htm using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone. Updated 1/2 EMPLOYER'S OBLIGATIONS FOR THE EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE (DE 4) Beginning January 1, 2020, the Internal Revenue Service (IRS) *Employee's Withholding Allowance Certificate* (Form W-4) (irs.gov) will be used for federal income tax withholding only. You must file the state form *Employee's Withholding* Ilowance Certificate (DE 4) (PDF) (edd.ca.gov/pdf_pub_ctr/de4.pdf) to determine the appropriate California Persona come Tax (PIT) withholding.

If the number of withholding exemptions an employee is entitled to changes and the new amount is less than the number claimed by him/her on the DE 4, the employee must complete a new DE 4. Within 10 days of the change occurring, the employee must provide the employer with a new DE 4 with an updated number of withholding exemptions that the employee

The DE 4 is considered invalid* if either of the following two conditions exist: The employee makes major changes of the DE 4, such as crossing out words or writing more than is asked. The employee admits that the DE 4 is false.

 When you receive an invalid DE 4, do not use it to calculate California PIT withholding. Tell the employee that it is invalid and
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 DE 71 Rev. 10 (12-19)

ask for another one. If the employee does not give you a valid one, withhold California PIT as if the employee was single and claiming no withholding allowances. However, if you have an earlier DE 4 for this worker that is valid, withhold in accordance with the prior exemption certificate. The Franchise Tax Board or the Employment Development Department (EDD) may, by special direction in writing, require an employer to submit a DE 4 when such forms are necessary for the administration of the withholding tax parameters. withholding tax programs

For further assistance, please contact the EDD Taxpayer Assistance Center at 1-888-745-3886.

disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 1-888-745-3886 (voice) or TT 1-800-547-9565.

*Pursuant to section 31.3402(f)(2)-1(e) of Title 26, Code of Federal Regulations (law.cornell.edu/cfr/text), and section 4340-1(b) of Title 22, California Code of Regulations (govt.westlaw.com/calregs/Index?bhcp=1&transitionType=Default&contextD

Updated 1/2

3. Employers cannot discriminate against an applicant or employee because they possess a California driver's license or ID issued to an undocumented person. LEmployers must reasonably accommodate the religious beliefs and practices of an employee, unpaid intern, or job applicant, including the wearing of clothing, jewelry, and facial or body hair that are part of an individual's observance of their religious

The Fair Employment and Housing Act is codified at Government Code sections 12900

FIRE-RESCUE:

Emergency Notice

(California Elections Code Section 14000) olls are open from 7:00 a.m. to 8:00 p.m. each Election Day. If you are scheduled to be at work during that time,

Time Off For Voting

need time off to vote, you must notify your employer at least two working days prior to the election.

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals wi

ased on gender identity, gender expression, and sexual orientation.

DISCRIMINATION/REASONABLE ACCOMODATIONS

restriction and consequences for violation.

5. Employers must reasonably accommodate an employee or job applicant with a

I. California law prohibits employers with five or more employees and public employers

from discriminating based on any protected characteristic listed in this poster when

making decisions about hiring, promotion, pay, benefits, terms of employment, layoffs,

2. Employers cannot limit or prohibit the use of any language in any workplace unless iustified by business necessity. The employer must notify employees of the language

and other aspects of employment. The law prohibits discrimination based on a single

protected characteristic or a combination of two or more protected characteristics.

filed within three years after the last act of discrimination harassment/ retaliation or one year after their eighteenth birthday, whichever is later.

If you have been subjected to discrimination, harassment, or retaliation at work, file a complaint with the Civil Rights Department (CRD).

TO FILE A COMPLAINT Civil Rights Department - calcivilrights.ca.gov/complaintprocess Toll Free: 800.884.1684 / TTY: 800.700.2320 California Relay Service (711) Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

-12999. The regulations implementing the Act are at Code of Regulations, title 2, division 4.1

Government Code section 12950 and California Code of Regulations, title 2, section

