OSHA®
Occupational Safety
and Health Administration

Job Safety and Health
IT'S THE LAW!

**Employers must:** 

injury or illness.

understand.

workplace.

Provide employees a workplace free from

rights under the law, including raising a

health and safety concern with you or

with OSHA, or reporting a work-related

Comply with all applicable OSHA standards.

workplace fatality or within 24 hours of

Provide required training to all workers

in a language and vocabulary they can

any work-related inpatient hospitalization,

Notify OSHA within 8 hours of a

amputation, or loss of an eye.

Prominently display this poster in the

Post OSHA citations at or near the

place of the alleged violations.

On-Site Consultation services are

programs in every state.

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

**Federal Minimum Wage** 

\$7.25 PER HOUR BEGINNING JULY 24, 2009

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

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.

Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions.

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay

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

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

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

tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the

employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers

are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the

minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened

civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may

the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any

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

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

difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified

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

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

WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

**Equal Employment Opportunity** 

Retaliation

U.S. Department of Labor

Washington, D.C. 20210 1-800-397-6251 (toll-free)

200 Constitution Avenue, N.W.

Race, Color, National Origin, Sex

which receive Federal financial assistance.

Federal agency providing such assistance.

Individuals with Disabilities

**No Smoking** 

Smoking is PROHIBITED in accordance with

the Louisiana Smoke-Free Air Act (Act 815).

© The Louisiana Campaign for Tobacco-Free Living. For more information visit

myTFL.org or call 1-866-I-AM-4-TFL

**Workers' Compensation Fraud** 

Is someone you know cheating the system?

Everyone pays the price for WORKERS' COMPENSATION FRAUD.

Nationwide Toll-Free Fraud Hotline: 1.800.201.3362

(all information remains anonymous)

Office:225.342.7558 • Fax: 225.342.1880

Email: WCFraud@idol.state.la.us

**Out of State Motor Vehicle** 

A. Any person who is a resident of a state which requires registration of the motor vehicle or motor vehicles of a person who is employed in that state within thirty days of such employment, and who is employed in and maintains a residence in Louisiana and who operates one or more vehicles on the public streets and roads

This notice must be posted in a conspicuous place, setting forth information to effectuate this purpose. An Equal Opportunity Employer Program. Auxiliary aids and

**National Guard** 

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

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

you feel that you have been discriminated against or denied such rights on account of your service in the uniformed services, contact the Employer Support

in Louisiana shall apply for a certificate of registration for each of those vehicles within thirty days of the date on which the person was employed in Louisiana. B. Each employer in this state shall notify each person employed by that employer of the requirement of Subsection A of this Section. The notice shall be by direct

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

State&FederalPoster™

For all your Labor Law Poster Compliance Solutions

TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.COM

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

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

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

Executive Order 11246, as amended, protects applicants and employees of Federa

contractors from discrimination based on inquiring about, disclosing, or discussing

their compensation or the compensation of other applicants or employees.

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

individuals with disabilities from discrimination in hiring, promotion, discharge, pay,

by Federal contractors. Disability discrimination includes not making reasonable

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

accommodation to the known physical or mental limitations of an otherwise qualified

individual 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 qualified individuals with disabilities at al

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38

U.S.C. 4212, prohibits employment discrimination against, and requires affirmative

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 medal

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

affirmative action obligations under OFCCP's authorities should contact immediately

participates in an OFCCP proceeding, or otherwise opposes discrimination by

Any person who believes a contractor has violated its nondiscrimination or

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

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

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

primary objective of the financial assistance is provision of employment, or where

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

employment discrimination causes or may cause discrimination in providing service

employment discrimination on the basis of sex in educational programs or activities

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

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 financial assistance. Discrimination is prohibited in all aspects of

accommodation, can perform the essential functions of the job.

employment against persons with disabilities who, with or without reasonable

financial assistance. Employment discrimination is covered by Title VI if the

The Office of Federal Contract Compliance Programs (OFCCP)

Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

action to recruit, employ, and advance in employment, disabled veterans, recently

identity, or national origin, and requires affirmative action to ensure equality of

opportunity in all aspects of employment.

Asking About, Disclosing, or Discussing Pay

levels of employment, including the executive level.

Federal contractors under these Federal laws.

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

available to small and medium-sized

employers, without citation or penalty,

through OSHA-supported consultation

recognized hazards. It is illegal to retaliate

against an employee for using any of their

PRODUCT ID: LA2-27X40-ENG

All workers have the right to:

Raise a safety or health concern with

related injury or illness, without being

Receive information and training on

substances in your workplace.

OSHA on your behalf.

using your rights.

your employer.

injury and illness log.

job hazards, including all hazardous

Reguest a confidential OSHA inspection

of your workplace if you believe there are

unsafe or unhealthy conditions. You have

the right to have a representative contact

Participate (or have your representative)

speak in private to the inspector.

File a complaint with OSHA within

See any OSHA citations issued to

Request copies of your medical

This poster is available free from OSHA.

Contact OSHA. We can help.

state minimum wage law are

Different rules apply in agricultural employment

**OVERTIME PAY:** 

**TIP CREDIT** 

**ENFORCEMENT:** 

be doubled when

proceeding under the FLSA.

by the Department of Labor.

Who is Protected?

Staffing agencies

Age (40 and older)

What Organizations are Covered?

State and local governments (as employers)

Educational institutions (as employers)

of your immigration status, on the bases of

Most private employers

Job applicants

Know Your Rights: Workplace Discrimination is Illegal

Union members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?

in a discrimination lawsuit, investigation, or proceeding

All aspects of employment, including:

• Pay (unequal wages or compensation)

religious belief, observance or practice

Discharge, firing, or lay-off

· Hiring or promotion

Job training

Classification

Portal/Login.aspx

Call 1-800-669-4000 (toll free)

-844-234-5122 (ASL video phone)

Visit an EEOC field office (information at

discrimination, is available at www.eeoc.gov.

1-800-669-6820 (TTY)

www.eeoc.gov/field-office)

Out-of-state motor vehicles

**Duties of employees and employers** 

E-Mail info@eeoc.gov

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal

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

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

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

• Genetic information (including employer requests for, or purchase, use, or

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

• Failure to provide reasonable accommodation for a disability or a sincerelyheld

Conduct that might reasonably discourage someone from opposing discrimination,

Contact the EEOC promptly if you suspect discrimination. Do not delay, because

depending on where you live/work). You can reach the EEOC in any of the following

**Submit** an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/

Additional information about the EEOC, including information about filing a charge of

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

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

ob with, or are an employee of, a company with a Federal contract or subcontract,

there are strict time limits for filing a charge of discrimination (180 or 300 days,

disclosure of genetic tests, genetic services, or family medical history)

What Employment Practices can be Challenged as Discriminatory?

· Harassment (including unwelcome verbal or physical conduct)

Obtaining or disclosing genetic information of employees

Requesting or disclosing medical information of employees

filing a charge, or participating in an investigation or proceeding.

What can You Do if You Believe Discrimination has Occurred?

laws that protect you from discrimination in employment. If you believe you've been

discriminated against at work or in applying for a job, the EEOC may be able to help.

ADDITIONAL INFORMATION

ligated to pay the higher rate

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

records, tests that measure hazards

in the workplace, and the workplace

30 days (by phone, online or by mail)

if you have been retaliated against for

participate) in an OSHA inspection and

your employer or OSHA, or report a work-

A safe workplace.

retaliated against.

**Family Medical Leave Act** 

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a

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

BENEFITS & PROTECTIONS: While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment

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

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made

REQUESTING LEAVE: Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA

protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must

employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If

ENFORCEMENT: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

U.S. Department of Labor • Wage and Hour Division

**Polygraph Protection** 

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

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

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

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

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

**IRS Withholding** 

**USERRA** 

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS •

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service

in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and

• 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 employer; • you return to work or apply for reemployment in a timely manner after conclusion of service; and • you have not been separated from service

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

If you: • 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; • retention in employment; • promotion; or • any benefit of employment because of this status.

• 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 complaints of USERRA violations. • For

assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An

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

interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may

request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. • You may also bypass the VETS process

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

**Workers' Compensation** 

3 the employee knows or has reasonable grounds to believe that the disease is occupationally related. In case of death arising from an occupational disease, all

In case of injury or death caused by a work-related accident, an injured employee or any person claiming to be entitled to compensation either as a claimant or

as a representative of a person claiming to be entitled to compensation, must give notice to the employer within 30 days of the injury. If notice is not given within

30 days, no payments will be made for such injury or death. In addition, any fraudulent action by the employer, employee, or any other person for the purpose of

obtaining or defeating any benefit or payment of workers' compensation shall subject such person to criminal as well as civil liabilities. The employer shall state

the time, place, nature or cause of injury, or otherwise, unless it is shown that the employer was in fact misled to his detriment thereby. Failure to give notice may

In the event you are injured, you are entitled to select a physician of your choice for treatment. The employer may choose another physician and arrange an

If you desire any information regarding your rights and entitlement to benefits as prescribed by law, you may call or write to the Office of Workers' Compensation

Name and Address of Insurance Company

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

**Sickle Cell Trait Discrimination** 

1. Fail or refuse to hire, or to discharge, any individual or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges

2. Limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities, or otherwise adversely affect

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

2. Limit, segregate, or classify its membership, or classify or fail to refer or refuse to refer for employment any individual in any way which would deprive or tend to

D. It is unlawful for an employer to discriminate against any of his employees or applicants for employment, for an employment agency to discriminate against any

membership has opposed any practice made unlawful by this Section, or because the individual, member, or applicant for membership has made a charge, testified,

E. It is unlawful for an employer, labor organization, or employment agency to print or publish, or cause to be printed or published, any notice or advertisement relating to

employment by such employer or membership in or any classification or referral for employment by such a labor organization, or relating to any classification or referral

If you believe you have been discriminated against, please contact the Louisiana Commission on Human Rights at 1-888-248-0859 or visit us at www.gov.state.la.us/

Every employer, employment agency, and labor organization shall post and keep posted in conspicuous places upon its premises, setting forth information to effectuate

**Unemployment Insurance** 

Your employer is subject to the Louisiana Employment Security Law and is required to post this notice in a conspicuous place. Your employer has contributed to the

4 You have been paid wages by employers subject to the Louisiana Employment Security Law during your base period in an amount sufficient to qualify you under

3 You fail without good cause to: (a) apply for available suitable work, (b) accept suitable work when offered, or (c) return to your customary self-employment when

1 For any week with respect to which the Administrator finds that your unemployment is due to a labor strike which is in active progress at the factory, establishmen

2 For any week with respect to which or a part of which you have received or are seeking unemployment benefits under an unemployment insurance law of another

3 For any week with respect to which or a part of which you are receiving or have received other remuneration (i.e., Workers' Compensation, pensions, vacation pay,

If you make a false statement knowing it to be false or intentionally fail to disclose an important fact in order to receive or increase a benefit amount, you shall be disqualified for not more than the 52 weeks which immediately follow the week in which such determination is made and shall not be entitled to further benefits until

In addition, the law provides: Whoever makes a false statement or representation to the Agency knowing it to be false, or knowingly fails to disclose a material fact

to obtain or increase any benefit or other payment under this Chapter, or under an employment security law of any other State, or the Federal Government, or of a foreign government, either for himself or for any other person, shall be guilty of a misdemeanor, and shall be fined not less than \$50 and not more than \$1,000 or

To file a new unemployment claim, reopen an existing claim, file for weekly unemployment benefits, or to get answers about your Unemployment Insurance online,

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

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

visit us on the Web at www.laworks.net. If you do not have access to the internet, or prefer to manage your Unemployment Insurance claim by phone, call the

imprisoned for not less than 30 days nor more than 90 days, or both, in the discretion of the court. Each such false statement or representation or failure to disclose a

Louisiana Trust Fund from which benefits are paid. No amount of contributions to the Trust Fund is deductible from your earnings

1 You have left work voluntarily without good cause attributable to a substantial change made to the employment by the employer.

or other premises at which you are or were last employed, and in which you are participating, or in which you are interested.

for employment by such employment agency indicating any preference, limitation, specification, or discrimination based on sickle cell trait. Acts 1997, No. 1409, §1

individual, or for a labor organization to discriminate against any member thereof or applicant for membership because such individual, member, or applicant for

deprive any individual of employment opportunities, or limit such employment opportunities, or otherwise adversely affect his status as an employee or as an applicant for

Sedgwick Claims Management Services, Inc. PO Box 14775 Lexington, KY 40512

You should report to your employer any occupational disease or personal injury that is work-related, even if you deem it to be minor.

not harm the employee if the employer knew of the accident or if the employer was not prejudiced by the delay or failure to give notice.

Administration within one year after the accident if payments have not been made or within one year after the last payment of weekly benefits.

claims are barred unless the dependent(s) file a claim with the deceased employee's employer within one year of:

2 the date the claimant has reasonable grounds to believe that the death resulted from occupational disease.

Administration, Post Office Box 94040, Baton Rouge, Louisiana 70804-9040 or telephone (225) 342-7555.

Employer LSU Health Science Center-New Orleans

R.S. 23:1302 states that this notice should be posted in a convenient and conspicuous place in the employer's place of business

has sickle cell trait, or to classify or refer for employment any individual on the basis that such individual has sickle cell trait.

1. Exclude or expel from its membership, or otherwise discriminate against, any individual because of sickle cell trait.

3. Cause or attempt to cause an employer to discriminate against an individual in violation of the provisions herein.

Employer Representative Mark Gele'

In case of an occupational disease, all claims are barred unless the employee files a claim with his/her employer within one year of the date that:

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

To any of these or you owed extra tax when you filed your last return, you may

need to file a new Form W-4. See your employer for a copy of Form W-4 or call

details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the

Withholding Calculator at www.irs.gov/individuals on the IRS website.

Employer: Please poster or publish this Bulletin Board Poster so that your

the IRS at 1-800-829-3676. Now is the time to check your withholding. For more

employees will see it. Please indicate where they can get forms and information

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

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

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

service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

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

EMPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

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

period to care for the servicemember with a serious injury or illness.

Have worked for the employer for at least 12 months

reason for which FMLA leave was previously taken or certified.

greater family or medical leave rights

course of employment.

unauthorized persons

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT OF LABOR

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed Form W-4 with your employer did you...

Your nonwage income (interest, dividend, capital gains, etc.)?

with a disqualifying discharge or under other than honorable conditions.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

and bring a civil action against an employer for violations of USERRA.

displaying the text of this notice where they customarily place notices for employees.

Your family wage income (you or your spouse started or

**ENFORCEMENT** 

Marry or divorce?

ended a job)?

Your tax credits?

Change your name?

Gain or lose a dependent?

Your itemized deductions?

Were there major changes to..

applicants to the uniformed services

Occupational Disease or Death

2 the employee is disabled as a result of the disease

examination which you would be required to attend.

1 the disease manifests itself

Sickle Cell Trait Discrimination

Prohibition of sickle cell trait discrimination; exceptions

of employment, because such individual has sickle cell trait

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

3. Reduce the wage rate of any employee in order to comply with the provisions herein.

C. It is unlawful for a labor organization to engage in any of the following practices:

his status as an employee, because such individual has sickle cell trait.

employment, solely because such individual has sickle cell trait.

assisted, or participated in any manner in an investigation,

Human Rights/humanrightshome.htm. LSA-R.S. 51:2231(c)

You may be eligible to receive unemployment insurance benefits provided:

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

4 You have been discharged for the use of illegal drugs.

2 You have been discharged for misconduct connected with your work.

cash repayment has been made or the claim for repayment has prescribed.

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

proceeding, or litigation under the provisions herein.

Total Unemployment

I You are unemployed.

state or the United States

**Penalties** 

wages in lieu of notice, or severance pay).

material fact shall constitute a separate offense.

Unemployment Insurance Call Center at 1-866-783-5567.

Disqualification

2 You have registered for work.

1 the date of death

REEMPLOYMENT RIGHTS

a comparable job.

**PROHIBITIONS** 

provide a written notice indicating what additional information is required.

the employee is not eligible, the employer must provide a reason for ineligibility.

incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

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

leave, the employee must comply with the employer's normal paid leave policies.

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

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

inlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

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

To care for the employee's spouse, child, or parent who has a qualifying serious health condition;

• For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

• For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

LEAVE ENTITLEMENTS: Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period

Age Discrimination The prohibitions herein listed shall be limited to individuals who are at least forty years of age. A. It is unlawful for an employer to engage in any of the following practices: 1. Fail or refuse to hire, or to discharge, any individual or otherwise discriminate against any individual with respect to his compensation, or his terms, conditions, or privileges of employment because of the individual's

> individual's age. 3. Reduce the wage rate of any employee in order to comply with the requirements herein B. It is unlawful for an employment agency to fail or refuse to refer for

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

deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee because of the

employment, or otherwise to discriminate against, any individual because of the individual's age, or to classify or refer for employment any individual on the basis of the individual's age.

C. It is unlawful for a labor organization to engage in any of the following 1. Exclude or expel from its membership, or otherwise to discriminate against any individual because of his age. 2. Limit, segregate, or classify its membership, or to classify or fail or refuse to refer for employment any individual, in any way which would deprive or tend to deprive any individual of employment opportunities, or would limit such employment opportunities or otherwise adversely affect

the individual's age. 3. Cause or attempt to cause an employer to discriminate against an individual in violation of the provisions herein D. It is unlawful for an employer to discriminate against any of his employees or applicants for employment, for an employment agency to discriminate against

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

thereof or applicant for membership because the individual, member, or applicant for membership has opposed any practice made unlawful by this Section, or because such individual, member or applicant for membership has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or litigation pursuant to the listed herein provisions. E. It is unlawful for an employer, labor organization, or employment agency to print or publish, or cause to be printed or published, any notice or advertisement relating to employment by the employer or membership in or any classification

engage in any of the following practices: 1. Take any action otherwise prohibited under Subsection A, B, C, or E, where age is a bona fide occupational qualification reasonably necessary for the normal operation of the particular business, or where the differentiation is based on reasonable factors other than age. 2. Take any action otherwise prohibited under Subsection A, B, C, or E to observe the terms of a bona fide employee benefit plan, such as retirement, pension, or insurance plan, which is not a subterfuge to evade the purpose herein except that no such employee benefit plan shall

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

Commission on Human Rights at 1-888-248-0859 or visit us at www.gov.state. Every employer, employment agency, and labor organization shall post and keep posted in conspicuous places upon its premises, setting forth information to effectuate this purpose.

Notice to Employees of Federal Earned Income Tax Credit (EIC) If you make \$53,000\* or less, your employer should notify you at the time of hiring of the potential availability of Earned Income Tax Credits. Earned Income Tax Credits are reductions in federal income tax liability for which you may be eligible if you meet certain requirements. Additional information and forms for these programs

\*Earned Income and adjusted gross income (AGI) must each be less than: • \$53,057 (\$59,187 married filing jointly) with three or more qualifying children • \$49,399 (\$55,529 married filing jointly) with two qualifying children • \$43,492 (\$49,622 married filing jointly) with one qualifying child • \$16,480 (\$22,610 married filing jointly) with no qualifying children

You may claim the Earned Income Credit on Form 1040 and add Schedule EIC if

### **Equal Opportunity**

Equal opportunity is the law. It is against the law for recipients of Federal financial assistance to discriminate on the basis of the following: Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and . Against any beneficiary of any program financially assisted under Title I of the Workforce Innovation & Opportunity Act (WIOA) on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or on the basis of his/her participation in any Louisiana Workforce Commission(LWC) program or activity.

I. Deciding who will be admitted or who will have access to any LWC financially assisted program or activity, 2. Providing opportunities in, or treating any person with regard to, such a program or activity, 3. Making employment decisions in the administration of, or in connection with, such a program or activity.

the recipient issues a decision or until 90 days have passed, whichever is sooner, before filing with Civil Rights Center (CRC) (see address to the right). If the state EO Officer or this office has not provided you with a written decision within 90 days of the filling of the complaint, you need not wait for a decision to be issued, but may file a complaint with CRC within 30 days of the expiration of the 90 day period.(In other words, within the 120 days after the day on which you filed your complaint with the recipient.) If the State EO Officer or this office does give you a Written Notice of Final Action on your complaint, but you are dissatisfied with the recipient's resolution of your complaint, you may file a complaint with CRC. Such complaints must be filed within 30 days of the date you received the Written Notice To file your complaint contact: Or you may file at this office:

> U. S. Department of Labor Louisiana Workforce Commission 200 Constitution Avenue NW Post Office Box 94094 Room N-4123 1001 North 23rd. Street Washington, DC 20210 Baton Rouge, LA 70804-9094

Key terms are used to establish specific genetic discrimination and privacy protections. They are as follows: 1. "Genetic monitoring" is the periodic examination of employees to evaluate changes to their genetic material that may have developed in the course of

3. "Genetic test" means the analysis of human DNA, RNA, chromosomes, and those proteins and metabolites used to detect heritable or some somatic disease related genotypes or karyotypes for clinical purposes. It must be generally accepted in the scientific and medical communities to qualify under this

4. "Protected genetic information" is information about the genetic tests of an individual or that of an individual's family members, or the occurrence of a disease, or medical condition or disorder in family members of the individual.

Louisiana law also provides that an employer, labor organization or employment agency shall not discriminate on the basis of protected genetic information, and an employer, labor organization or joint labor management committee controlling apprenticeship, on-the-job training or other training program shall not discriminate on the basis of protected genetic information.

**Exceptions** An employer, labor organization or employment agency may request protected genetic information with an offer of employment. They may request, collect or purchase protected genetic information if there is a request for, or receipt of, genetic services and the effect of genetic monitoring of toxic substance shall be permitted in the workplace

If you believe you have been discriminated against, please contact the Louisiana Commission on Human Rights at 1-888-248-0859 or visit us at www.gov.state. la.us/Human Rights/humanrightshome.htm. LSA-R.S. 51:2231(c)

Every employer, employment agency, and labor organization shall post and keep posted in conspicuous places upon its premises, setting forth information to effectuate this purpose

No minor under the age of 18 years shall be employed until the employer has procured and has on file an employment certificate for such minor issued by the city or parish superintendent of schools.

No minor under the age of 14 years may be employed, permitted, or suffered to work the following conditions, if no more than

No minor under the age of 18 years may be employed, permitted, or suffered to work for any five hour period without one interval of at least thirty minutes within such period for meals. Such interval shall not be included as part of the working hours of

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

employed, or permitted, or suffered to work between the hours of 11:00 p.m. and 5:00 a.m. prior to the start of any school day. 2. No minor 17 years of age who has not graduated from high school shall be employed, or permitted, or suffered to work between the hours of 12:00 a.m. and 5:00 B. No minor under 16 years of age who has not graduated from high school shall be employed, or permitted, or suffered to work between the hours of 7:00 p.m. and 7:00 a.m., except from June 1 through Labor Day, at which time the permissible hours

4. No minor under the age of 16 years shall be employed, permitted, or suffered to work more than three hours each day on any day when school is in session, nor more

Minors (except those indentured as apprentices in accordance with Chapter 4 of Revised Statutes, Title 23) shall not be employed, permitted, or suffered to work in the . In oiling, cleaning, or wiping machinery or shafting, or in applying belts to pulleys; . In or about any mine or quarry; In or about places where stone cutting or polishing is done: . In or about any plant manufacturing explosives or articles containing explosive omponents, or in the use or transportation of the same;

5. In or about iron or steel manufacturing plants, ore reduction works, smelters, oundries, forging shops, hot rolling mills, or in any other place in which the heat reatment of metals is done;

Each day during which any violation of these provisions continues shall constitute a separate offense and the employment of any minor in violation of these provisions shall, with respect to such minor, constitute a separate offense.

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

**Worker Classification** 

ATTENTION ALL EMPLOYEES, EMPLOYERS, INDEPENDENT **CONTRACTORS AND SUBCONTRACTORS:** 

You perform work that is not part of the usual work done by the business that hired you OR is not performed on the business's premises, AND You are customarily engaged in an independently established trade, occupation, profession or business.

**EMPLOYEES AS INDEPENDENT CONTRACTORS OR PAY EMPLOYEES** 

work, and meet other eligibility requirements.

• Unemployment benefits, if unemployed through no fault of your own, able to

**Employer Consequences:** Pursuant to Louisiana Employment Security Law R.S. 23:1711 (G): Penalties for misclassifying a worker as an independent contractor include: • Fines of up to \$2500 per misclassified worker per instance. • Imprisonment for up to 90 days.

• Prohibited from contracting with any state agency or political subdivision of the

### **Pregnancy Rights of Employees**

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

the accommodation would pose an undue hardship on the operation of its business. Reasonable accommodation" may include but is not limited to: Making existing facilities readily accessible to and usable by an applicant or employee with covered limitations Providing scheduled and more frequent or longer compensated break periods; Providing more frequent bathroom breaks;

Providing a private place, other than a bathroom stall, for the purpose of expressing breast milk Modifying food or drink policy; Providing seating or allowing the employee to sit more frequently if the job requires

Assistance with manual labor and limits on lifting;

Temporarily transferring the employee to a less strenuous or hazardous vacant Providing job restructuring or light duty, if available; Acquiring or modifying equipment or devices necessary for performing essential job

Modifying work schedules.

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

• Refuse to transfer her to a less strenuous or hazardous position, if so requested and if a policy, practice, or collective bargaining agreement is in place authorizing such a

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

Complaints arising from these provisions of law may be made to the Louisiana Commission on Human Rights (LCHR). To learn more or to file a complaint online please visit the following site: https://gov.louisiana.gov/page/lchr.

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

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

## **Timely Payment of Wages**

subsequent changes thereto. If your employer should, for reasons within his control, fail to pay you according to that agreement, you must first lodge a complaint with him.

This notice must be posted in a conspicuous place, setting forth information to effectuate this purpose. R.S. 23:633(D)

### **Emergency Notice**

AMBULANCE: 911/Campus Police 504-568-8999

оsна: 911/Campus Police 504-568-8999

### **Payday Notice**

■ MONDAY ■ TUESDAY ■ WEDNESDAY ■ THURSDAY ■ FRIDAY ■ SATURDAY ■ SUNDAY

**PAY SCHEDULE IS** 

□ WEEKLY □ BI-WEEKLY □ SEMI-MONTHLY □ MONTHLY □ https://www.lsuhsc.edu/administration/accounting/payroll.aspx

PAYCHECKS ARE ISSUED ON THE

any individual, or for a labor organization to discriminate against any member

preference, limitation, specification, or discrimination based on age.

excuse the failure to hire any individual.

### **Earned Income Credit**

Earned Income Credit EIC 2022

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

iilii WORKFORCE COMMISSION If you think that you have been subjected to discrimination under a WIOA Titlel financially assisted program or activity, you may file a complaint within 180 days

> Louisiana Equal Opportunity Officer Director of the Civil Rights Center

Phone: (225) 342-3075 Fax: (225) 342-7961 TDD: 1-800-259-5154

### Louisiana law forbids genetic discrimination and limits genetic testing in the workforce.

**Genetics in the Workplace** 

employment due to exposure to toxic substances in the workplace. 2. "Genetic services" are defined as the health services provided to obtain, assess, or interpret genetic information for diagnostic or therapeutic purposes, or for genetic education or counseling

ouisiana Minor Labor Law Placard Title 23. Chapter 3 of Revised Statutes of 1950 as Amended

except as provided in RS 23:151. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under

 3 hours on a school day or 18 hours in a school week; 8 hours on a non-school day or 40 hours in a non-school week Also, work may not begin before 7 a.m. or end after 7 p.m., except from June 1 through Labor Day, when evening hours are extended to 9 p.m.

There are no time standards for minors 16 and 17 years of age regarding the numbers of hours worked per day or per week, however, minors shall receive an eight hour rest break at the end of each work day, before the commencement of the next

will be that designated as such by the local school superintendent for the school district in which the minor resides. . No minor 16 years of age who has not graduated from high school shall be

a.m. prior to the start of any school day.

than eighteen hours in any week when school is in session **Prohibited Employment** following occupations:

In order to preserve your right to benefits under the Louisiana Workers' Compensation Law, you must file a formal claim with the Office of Workers' Compensation

Updated 6/22

Your employer cannot consider you to be an independent contractor unless all three of these facts apply to your work. IT IS AGAINST THE LAW FOR AN EMPLOYER TO MISCLASSIFY

**Employee Rights:** If you are an employee, you are entitled to:

### HOSPITAL:911/Campus Police 504-568-8999

alcoholic beverage permit for a specified time period and is under direct supervision of his parent or legal guardian during such time. Any place or establishment holding a duly issued retail dealer's alcoholic beverage permit or license, for which the sale not involve the sale, mixing, dispensing, or serving of alcoholic beverages for

Any Person Who:

1. Employs, permits or suffers a minor to work in violation of the provision of this part; 2. Refuses to the Director of Workforce Development or authorized representatives admission to the premises where minors are employed, or otherwise obstructs the Director of Workforce Development or representatives in the performance of their 3. Hides or causes any minor to escape or gives him warning of the approach of any officer charged with the enforcement of the provision of this Part; or 4. Violates any other provisions of this Part for which a penalty is not otherwise provided, shall be fined not less than one hundred dollars (\$100) nor more than five

R.S. 23:241 Revised September 27, 2022 Louisiana Workforce Commission www.laworks.net

The law says that you are an employee unless:

• You are free from direction and control in performing your job, AND

and related medical conditions Reasonable Accommodations Louisiana employers have a general duty to reasonably accommodate an employee's physical limitations caused by her pregnancy, unless the employer can demonstrate

or referral for employment by such an employment agency indicating any F. It is not unlawful for an employer, employment agency, or labor organization to

If you believe you have been discriminated against, please contact the Louisiana la.us/Human Rights/humanrightshome.htm. LSA-R.S. 51:2231(c)

### If you need more information regarding the EITC or to check on updates, you should contact the IRS at 1-800-829-1040 or visit the IRS Website at www.irs.gov.

can be obtained from your employer or the Internal Revenue Service.

The recipient must not discriminate in any of the following areas: LOUISIANA

**Genetic Discrimination** 

**Minor Labor Law Placard** 

circular saws; 10. As a driver of any motor vehicle on a public road if they are 16 years of age or

In or about sawmills or cooperage stock mills;

of alcoholic beverage does not constitute the main business of the establishment may employ anyone under the age of 18 provided the minor's employment does consumption on the premises.

14. In any other place of employment or in any other occupation that the Director of Workforce Development shall, after public hearing thereon determine hazardous or injurious to the life, health, safety or welfare of such minors.

5. Any person who violates these provisions shall, in addition to the criminal penalty provided above, be liable for a civil penalty not to exceed five hundred dollars (\$500) or each violation which occurs.

• Workers' Compensation benefits for on-the-job injuries. their rights under the law. Retaliation subjects an employer to civil penalties, a lawsuit or both. If you have questions about whether you are an employee or

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

Workforce Commission Fraud Hotline at 1-(833)-708-2866 or email

UITaxfraud@lwc.la.gov. **Independent Contractors:** If you are an independent contractor, you must pay all taxes required by Louisiana and Federal Law.

state for three years.

If no action is taken to resolve your complaint, you may report the violation to the Louisiana Workforce Commission.

persons, including the taking of disability or sick leave made available to temporarily disabled employees Deny leave to her for a reasonable amount of time:

911/Campus Police 504-568-8999

# 911/Campus Police 504-568-8999

Visit the IRS on the Web at www.irs.gov or call toll-free at 1-800-829-1040. Every employer shall keep conspicuously posted in or about the premises wherein any worker is employed, a printed copy or abstract of those labor laws which the Executive Director may designate, in a form to be furnished by the

Additional EITC resources are also available at the IRS EITC Home page:

https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit-eitc

Executive Director. R.S. 23:15, 23:1018.2 Revised April 2022 An Equal Opportunity Employer Program. Auxiliary aids and services are

from the date of the alleged violation. If you elect to file your complaint with the State Equal Opportunity (EO) Officer or with this office, you must wait until

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

younger. Minors 17 years of age or older may be employed, permitted, or suffered to work as a driver of a motor vehicle only under certain restrictions. (For an explanation of these restrictions contact the Louisiana Workforce Commissio I. In the operation of passenger or freight elevators or hoisting machines; 12. In spray painting or in occupations involving exposure to lead or its compounds, or to dangerous or poisonous dyes and chemicals; 13. In any place or establishment in which the sale of alcoholic beverages, as defined in R.S. 26:241, constitutes its main business, unless the minor is a musician performing in a band on the premises under written contract with the holder of the

operation of power-driven machinery for punching, shearing, stamping, bending, or

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

nundred (\$500), or imprisoned for not less than thirty (30) days nor more than six

It is a violation of this law for employers to retaliate against anyone who asserts

• Discriminate against her in compensation or in terms, conditions, or privileges of • Deny the same benefits and privileges of employment given other non-pregnant

Your employer has a duty to inform you at the time of your hire what your wage rate will be, how often you will be paid and how you will be paid, and of any

HAZARDOUS MATERIAL:

In addressing an employee's pregnancy, childbirth, or related medical condition, Louisiana employers may not:

POLICE: 911/Campus Police 504-568-8999 911/Campus Police 504-568-8999

911/Campus Police 504-568-8999