

# PROTECT YOUR FAMILY AND MEDICAL LEAVE ACT

## THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

**LEAVE BENEFITS**

Eight employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a calendar year to care for a family member who has a serious health condition.

- The leave of a child or parent of a child for up to 12 weeks.
- To care for a child or parent who has been diagnosed with a serious health condition.
- To care for a child or parent who has been diagnosed with a serious health condition.
- To care for a child or parent who has been diagnosed with a serious health condition.
- To care for a child or parent who has been diagnosed with a serious health condition.

**EMPLOYER RESPONSIBILITIES**

- Employers who provide, or an employer may require, an account paid leave called Family Medical Leave Act (FMLA). If an employer substitutes another employee for the FMLA leave, the employer must comply with the FMLA's normal paid leave rules.
- Employers who provide, or an employer may require, unpaid leave called FMLA. If an employer substitutes another employee for the FMLA leave, the employer must comply with the FMLA's normal paid leave rules.
- Employers who provide, or an employer may require, unpaid leave called FMLA. If an employer substitutes another employee for the FMLA leave, the employer must comply with the FMLA's normal paid leave rules.

**ADDITIONAL INFORMATION**

- Employers who provide, or an employer may require, unpaid leave called FMLA. If an employer substitutes another employee for the FMLA leave, the employer must comply with the FMLA's normal paid leave rules.
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For additional information or to file a complaint:

# 1-866-4-USWAGE

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

# www.dol.gov/whd

U.S. Department of Labor Wage and Hour Division

Ref: 22-DCR-03, Ch. 3619 WH1420 REV 04/16

# YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE

## DFEH

**YOUR EMPLOYER HAS AN OBLIGATION TO:**

- Reasonably accommodate your medical needs to ensure you can continue to work for as long as you are able to do so safely and effectively.
- Provide you with pregnancy disability leave (PDL) of up to 17 weeks of unpaid, job-protected leave in a calendar year.
- Provide you with unpaid, job-protected leave for up to 12 weeks of unpaid, job-protected leave in a calendar year.
- Provide you with unpaid, job-protected leave for up to 12 weeks of unpaid, job-protected leave in a calendar year.

**NOTICE OBLIGATIONS AS AN EMPLOYEE:**

- Provide your employer with advance notice of your pregnancy disability leave (PDL) as soon as you are able to do so.
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**ADDITIONAL RIGHTS UNDER CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE AND NEW PARENT LEAVE (NPL):**

- Under the California Family Rights Act of 1993 (CFRA), you have a right to a family care or medical leave for the birth, adoption, or foster care placement of your child or for your own serious health condition.
- Under the California Family Rights Act of 1993 (CFRA), you have a right to a family care or medical leave for the birth, adoption, or foster care placement of your child or for your own serious health condition.
- Under the California Family Rights Act of 1993 (CFRA), you have a right to a family care or medical leave for the birth, adoption, or foster care placement of your child or for your own serious health condition.

# 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.

**What is a whistleblower?**

A "whistleblower" is an employee who discloses information to a government or law 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, where the employee has reasonable cause to believe that the information discloses:

- A violation of a state or federal statute,
- A violation or noncompliance with a local, state or federal rule or regulation, or
- Work practices to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment.

**What protections are afforded to whistleblowers?**

- An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
- An employer may not retaliate against an employee who is a whistleblower.
- An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a local, state or federal rule or regulation.
- An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.

**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 benefits, pay lost wages, and take other steps necessary to comply with the law.**

**How to report improper acts**

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.

# SAFETY AND HEALTH PROTECTION ON THE JOB

## CAL/OSHA

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 the basic requirements and procedures to follow in the event of a workplace safety or health violation. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at [www.dir.ca.gov/OSHA](http://www.dir.ca.gov/OSHA).

**WHAT AN EMPLOYER MUST DO:**

- All employers must provide work and workplaces that are safe and healthful. In other words, as an employer, you must follow the laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers, and substantial monetary penalties.
- 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.
- 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.
- 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 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 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 medical care for the injured employee. Failure to notify Cal/OSHA of an injury, 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 standards.
- 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 unhealthy. This is done by contacting the local Cal/OSHA district office (see list of offices). Your name is not revealed by Cal/OSHA, unless you request otherwise.
- You also have the right to bring unsafe or unhealthy conditions to the attention of the Cal/OSHA investigator inspecting your workplace.
- Any employee has the right to refuse to perform work that would violate an employee's safety or health standards or if the employee believes that violation would create a real and 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 unhealthy working conditions, or for otherwise exercising your rights to a safe and healthful workplace. If you feel that you have been discriminated against 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. (Employees of state or local government agencies may only file these complaints with the California Labor Commissioner's Office.) Consult your local Cal/OSHA district office for more information.

**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.
- When working, you must always obey state workplace safety and health laws.

**HELP IS AVAILABLE:**

You may need 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 call a competent private consultant, or ask your workers' compensation insurer for guidance in obtaining information.

**Call the FREE Worker Information Helpline – (866) 924-9757**

**DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)**

HEADQUARTERS: 1515 Clay Street, Suite 1900, Oakland, CA 94612 • Telephone (510) 286-7000

**Cal/OSHA Contact Services**

District Offices	Cal/OSHA Contact Services
<ul style="list-style-type: none"> <li>Bakersfield Canyon 7718 Meany Ave., Bakersfield, CA 93309 (661) 868-6400</li> <li>Foster City 1065 East Hillside Pl., Ste. 110, Foster City 94404 (650) 573-3812</li> <li>Fremont 3974 Civic Center Dr., Ste. 310, Fremont 94538 (510) 794-2921</li> <li>Fresno 2650 Mariposa St., Rm. 400, Fresno 93721 (559) 445-3302</li> <li>Long Beach 6622 Sorensen Blvd., Ste. 212, Long Beach 90807 (562) 506-0810</li> <li>Los Angeles 320 West Fourth St., Rm. 820, Los Angeles 90013 (213) 576-7451</li> <li>Modesto 4206 Technology Dr., Ste. 3, Modesto 95366 (209) 545-7310</li> <li>Mountain View 600 Royal Oaks Dr., Ste. 150, Mountain View 94035 (650) 239-0369</li> <li>Oakland 1515 Clay St., Ste. 1303, Box 41, Oakland 94612 (510) 622-2916</li> <li>San Bernardino 2424 Arden Way, Ste. 160, San Bernardino 92401 (909) 383-2800</li> <li>San Bernardino 464 West Fourth St., Ste. 332, San Bernardino 92401 (909) 383-4321</li> <li>San Diego 2976 Torrey Pines Dr., Ste. 100, San Diego 92161 (619) 567-0100</li> <li>San Francisco 455 Golden Gate Ave., Ste. 916, San Francisco 94105 (415) 567-0100</li> <li>San Jose 2 MacArthur Place, Ste. 212, San Jose 95128 (408) 281-1100</li> <li>San Nuyes 6150 Van Nuyes Blvd., Ste. 200, San Nuyes 91401 (818) 901-5403</li> </ul>	<ul style="list-style-type: none"> <li>Fresno / Central Offices 2550 Mariposa Mall, Rm. 2005 Fresno 93721 (559) 445-6800</li> <li>Palma / Los Angeles / Orange County 1 Centerville Dr., Ste. 150 Palma 91764 (714) 562-5525</li> <li>Oakland / Bay Area 1515 Clay St., Ste. 1103 Oakland 94612 (510) 622-2891</li> <li>Sacramento / Yuba City 2424 Arden Way, Ste. 410 Sacramento 95825 (916) 263-0704</li> <li>San Bernardino 464 West Fourth St., Ste. 339 San Bernardino 92401 (909) 383-4567</li> <li>San Diego 7875 Metropolitan Dr., Ste. 204 San Diego 92161 (619) 767-2600</li> <li>San Fernando Valley 6150 Van Nuyes Blvd., Ste. 200 San Fernando Valley 91401 (818) 901-5754</li> </ul>

**Consultation Region Offices**

District Office	Cal/OSHA Contact Services
San Francisco 2424 Arden Way, Ste. 300, San Francisco 95825 (415) 283-2800	
San Jose 2 MacArthur Place, Ste. 212, San Jose 95128 (415) 568-4300	
Santa Ana 750 Mariposa Dr., Ste. 150, Santa Ana 92701 (951) 970-1116	

# EMPLOYEE RIGHTS

## EMPLOYEE POLYGRAPH PROTECTION ACT

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

**PROHIBITIONS**

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from using the results of such tests to make any hiring, firing, promotion, demotion, discipline, discharge, or other personnel action.

**EXEMPTIONS**

Federal, State and local governments are not affected by this law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security activities.

**EXAMINE RIGHTS**

When 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 be certified by a professional testing the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

**ENFORCEMENT**

The Secretary of Labor may bring court actions to restrain violations and impose civil penalties on violators. Employees or job applicants may sue their own own courts.

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

**Private, Employers, State and Local Governments, Educational Institutions, and Labor Organizations**

Private, Employers, State and Local Governments, Educational Institutions, and Labor Organizations are prohibited from using lie detector tests either for pre-employment screening or during the course of employment.

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# THA-83705 122019

## Compliance Poster Company™

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# TIME TO MOVE

POLLS ARE OPEN FROM 7:00 A.M. TO 8:00 P.M. EACH ELECTION DAY.

If you were automatically put on the list, you will receive a notice by mail. If you were not, you will receive a notice by mail. If you were not, you will receive a notice by mail.

**EMPLOYER RESPONSIBILITIES**

Once an employer knows about an employee's need for leave, the employer must provide the leave. The employer must also provide the employee with the right to return to the same or a similar position after the leave. The employer must also provide the employee with the right to return to the same or a similar position after the leave.

**EMPLOYEE RESPONSIBILITIES**

Employees must provide advance notice of their need for leave. Employees must also provide the employer with a doctor's certification of their need for leave. Employees must also provide the employer with a doctor's certification of their need for leave.

# EMERGENCY NUMBERS

AMBULANCE: 911  
FIRE-RESCUE: 911  
HOSPITAL: 911  
PHYSICIAN: 911  
ALTERNATE: 911  
POLICE: 911  
CAL/OSHA: 911

Posting is required by Title 8 Section 1512 (e), California Code of Regulations

State of California Department of Industrial Relations  
Division of Occupational Safety and Health  
1515 Clay Street, Suite 1900, Oakland, CA 94612-2800

# PAY DAY NOTICE

PAYCHECKS FOR EMPLOYEES WILL BE ISSUED ON THE FOLLOWING DAY OF THE WEEK:

- MONDAY
- TUESDAY
- WEDNESDAY
- THURSDAY
- FRIDAY
- SATURDAY
- SUNDAY

**PAY SCHEDULE IS AS FOLLOWS:**

- WEEKLY
- BIWEEKLY
- SEMI MONTHLY
- MONTHLY

PAYCHECKS ARE ISSUED AT THE FOLLOWING LOCATION:

STATE OF CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS  
DIVISION OF LABOR STANDARDS ENFORCEMENT  
1515 CLAY STREET, SUITE 1900, OAKLAND, CA 94612, AND 205 S. CALIFORNIA AVE., SUITE 200, SAN JOSE, CA 95133

# Amel™

Amel™ is a professional testing service that provides lie detector tests for pre-employment screening and during the course of employment. Amel™ is a professional testing service that provides lie detector tests for pre-employment screening and during the course of employment.

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# Equal Employment Opportunity is THE LAW

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# OFFICIAL NOTICE

## California Minimum Wage

HW-2019

EFFECTIVE DATE	Employees with 26 or More Employees	Employees with 25 or Fewer Employees
January 1, 2019	\$12.00	\$11.00
January 1, 2020	\$13.00	\$12.00
January 1, 2021	\$14.00	\$13.00
January 1, 2018	\$11.00	\$10.50

**EMPLOYER RESPONSIBILITIES**

Employers must pay the minimum wage to all employees. Employers must also provide the minimum wage to all employees. Employers must also provide the minimum wage to all employees.

**EMPLOYEE RESPONSIBILITIES**

Employees must receive the minimum wage. Employees must also receive the minimum wage. Employees must also receive the minimum wage.

# CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT

The California Department of Fair Employment and Housing (DFEH) enforces laws that protect you from illegal discrimination and harassment in employment based on your actual or perceived:

- ANCESTRY
- AGE
- COLOR
- DISABILITY
- GENDER
- GENDER IDENTITY/GENDER EXPRESSION
- MARITAL STATUS
- MEDICAL CONDITION
- MILITARY OR VETERAN STATUS
- NATIONAL ORIGIN
- RELIGION
- SEX
- SEXUAL ORIENTATION
- GENETIC INFORMATION

**ENFORCEMENT**

The Department has the authority to receive back wages and an equal amount of liquidated damages in the event of a violation of the law. The Department may also impose civil penalties on violators. Employees or job applicants may sue their own own courts.

# EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

## FEDERAL MINIMUM WAGE

### \$7.25 PER HOUR

BEGINNING JULY 24, 2009

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

**OVERTIME PAY**

At least 1 1/2 times the regular rate of pay for all hours worked over 40 in a workweek.

**CHILD LABOR**

Employers are prohibited from employing minors in hazardous occupations. Employers are also prohibited from employing minors in non-hazardous occupations.

**TIP CREDIT**

Employers of "tipped employees" who must receive minimum wage may claim a tip credit against the minimum wage. The tip credit may not exceed \$5.12 per hour.

**NURSING MOTHERS**

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is required to express milk for her infant child.

**ENFORCEMENT**

The Department has the authority to receive back wages and an equal amount of liquidated damages in the event of a violation of the law. The Department may also impose civil penalties on violators. Employees or job applicants may sue their own own courts.

# STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS

## Division of Workers' Compensation

### Notice to Employees—Injuries Caused By Work

You 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 a falling object from a fall or by repeated exposures (such as hearing loss) over time.

**Benefits:** Workers' compensation benefits include:

- Medical Care:** Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, medical equipment and travel costs that are reasonably necessary to treat your injury. You should never see a bill. There are limits on certain physical therapy and medical services.
- Temporary Disability (TD) Benefits:** Payments if you lose wages while recovering. For most injuries, TD benefits may not be paid for more than 104 weeks from five years after the date of injury.
- Permanent Disability (PD) Benefits:** Payments if you do not recover completely and your injury causes a permanent loss of physical or mental 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 causes permanent disability, and your employer does not offer you regular, modified, or alternative work.
- 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 a job injury or illness. If eligible, you must tell your employer, in writing, the name and address of your personal physician or medical group before you are injured. You must bring your agreement to treat you for your injury. For instructions, see the written information booklet "Predesignation of your physician" that you receive with your workers' compensation claim.

**If You Get Hurt:**

- Get Medical Care:** If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or police department. If you need first aid, contact your employer.
- Report Your Injury:** Report your injury immediately to your supervisor or to an employer representative. Do not wait. There are time limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide you with a claim form within one working day after learning about your injury. Within one working day you file a claim form, your employer's claims administrator must authorize the provision of all treatment, up to the maximum dollar amount, consistent with the applicable treatment guidelines, for your alleged injury until the claim is completed or terminated.
- See Your Primary Treating Physician (PTP):** This is the doctor with overall responsibility for treating your injury or illness.
  - If you predesignated your personal physician or a medical group, you may see your predesignated or the medical group doctor 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 be treated within the MPN or HCO unless you predesignated a personal physician or doctor who first treated you when you are injured, unless you provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or an MPN. Contact your employer for more information.

**Disability Insurance:** If you are injured on the job, you may be eligible for disability insurance benefits. Disability insurance is provided by the State of California. It is a form of workers' compensation. It is a form of workers' compensation. It is a form of workers' compensation.

**Unemployment Insurance:** Unemployment Insurance (UI) is paid for by your employer and provides partial income replacement when you are unemployed or your wages are reduced due to no fault of your own. To claim UI benefit payments you must also meet all UI eligibility requirements, including that you must be available for work and searching for work.

**How to File a New UI Claim:** You must file a claim with the Employment Development Department (EDD) to get started.

**Online UI Online™:** is the fastest and most convenient way to file your UI claim. You can file your claim online at [www.edd.ca.gov/UI](http://www.edd.ca.gov/UI) to get started.

**Phone Representatives:** are available the following toll-free numbers. Monday through Friday, 8:00 a.m. to 12:00 p.m. Pacific Standard Time, except during state holidays.

- English 1-800-390-5616
- Spanish 1-800-328-8937
- Mandarin 1-866-363-0756
- TTY 1-800-813-9387

**Fax or Mail:** When accessing UI Online to file a new claim, some customers will be instructed to fax or mail their UI application to the EDD. In this occurs, the Department will process your claim. You will receive a notice by mail. You will receive a notice by mail. You will receive a notice by mail.

**File a New PFI Claim:** You may file a new PFI claim online at [www.edd.ca.gov/PFI](http://www.edd.ca.gov/PFI) to get started.

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# Notice to Employees

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

**EMPLOYEE RIGHTS**

Employees have the right to a safe and healthful workplace. Employees have the right to a safe and healthful workplace. Employees have the right to a safe and healthful workplace.

**EMPLOYER RESPONSIBILITIES**

Employers must provide a safe and healthful workplace. Employers must provide a safe and healthful workplace. Employers must provide a safe and healthful workplace.

**EMPLOYEE RESPONSIBILITIES**

Employees must follow workplace safety and health rules. Employees must follow workplace safety and health rules. Employees must follow workplace safety and health rules.

# THA-83705 122019

## Compliance Poster Company™

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# TRANSGENDER RIGHTS IN THE WORKPLACE

## DFEH

**WHAT DOES "TRANSGENDER" MEAN?**

Transgender is a term used to describe people whose gender identity differs from the sex they were assigned at birth. Gender expression is the way to men a person's gender-related appearance and behavior, whether or not stereotypically associated with the person's assigned sex at birth. Gender identity is a person's internal sense of their gender, which may or may not be expressed through their gender expression or associated characteristics under the law. Gender identity and expression are not the same. Gender identity and expression are not the same. Gender identity and expression are not the same.

**WHAT IS A GENDER TRANSITION?**

A gender transition is a process of changing one's gender identity and expression. A gender transition is a process of changing one's gender identity and expression. A gender transition is a process of changing one's gender identity and expression.

**FILE A COMPLAINT**

If you believe you have been discriminated against because of your gender identity or expression, you may file a complaint with the Department of Fair Employment and Housing (DFEH). If you believe you have been discriminated against because of your gender identity or expression, you may file a complaint with the Department of Fair Employment and Housing (DFEH).

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- ANCESTRY
- AGE
- COLOR
- DISABILITY
- GENDER
- GENDER IDENTITY/GENDER EXPRESSION
- MARITAL STATUS
- MEDICAL CONDITION
- MILITARY OR VETERAN STATUS
- NATIONAL ORIGIN
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Employers of "tipped employees" who must receive minimum wage may claim a tip credit against the minimum wage. The tip credit may not exceed \$5.12 per hour.

**NURSING MOTHERS**

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is required to express milk for her infant child.

**ENFORCEMENT**

The Department has the authority to receive back wages and an equal amount of liquidated damages in the event of a violation of the law. The Department may also impose civil penalties on violators. Employees or job applicants may sue their own own courts.

# STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS

## Division of Workers' Compensation

### Notice to Employees—Injuries Caused By Work

You 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 a falling object from a fall or by repeated exposures (such as hearing loss) over time.

**Benefits:** Workers' compensation benefits include:

- Medical Care:** Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, medical equipment and travel costs that are reasonably necessary to treat your injury. You should never see a bill. There are limits on certain physical therapy and medical services.
- Temporary Disability (TD) Benefits:** Payments if you lose wages while recovering. For most injuries, TD benefits may not be paid for more than 104 weeks from five years after the date of injury.
- Permanent Disability (PD) Benefits:** Payments if you do not recover completely and your injury causes a permanent loss of physical or mental 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 causes permanent disability, and your employer does not offer you regular, modified, or alternative work.
- 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 a job injury or illness. If eligible, you must tell your employer, in writing, the name and address of your personal physician or medical group before you are injured. You must bring your agreement to treat you for your injury. For instructions, see the written information booklet "Predesignation of your physician" that you receive with your workers' compensation claim.

**If You Get Hurt:**

- Get Medical Care:** If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or police department. If you need first aid, contact your employer.
- Report Your Injury:** Report your injury immediately to your supervisor or to an employer representative. Do not wait. There are time limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide you with a claim form within one working day after learning about your injury. Within one working day you file a claim form, your employer's claims administrator must authorize the provision of all treatment, up to the maximum dollar amount, consistent with the applicable treatment guidelines, for your alleged injury until the claim is completed or terminated.
- See Your Primary Treating Physician (PTP):** This is the doctor with overall responsibility for treating your injury or illness.
  - If you predesignated your personal physician or a medical group, you may see your predesignated or the medical group doctor 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 be treated within the MPN or HCO unless you predesignated a personal physician or doctor who first treated you when you are injured, unless you provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or an MPN. Contact your employer for more information.

**Disability Insurance:** If you are injured on the job, you may be eligible for disability insurance benefits. Disability insurance is provided by the State of California. It is a form of workers' compensation. It is a form of workers' compensation. It is a form of workers' compensation.

**Unemployment Insurance:** Unemployment Insurance (UI) is paid for by your employer and provides partial income replacement when you are unemployed or your wages are reduced due to no fault of your own. To claim UI benefit payments you must also meet all UI eligibility requirements, including that you must be available for work and searching for work.

**How to File a New UI Claim:** You must file a claim with the Employment Development Department (EDD) to get started.

**Online UI Online™:** is the fastest and most convenient way to file your UI claim. You can file your claim online at [www.edd.ca.gov/UI](http://www.edd.ca.gov/UI) to get started.

**Phone Representatives:** are available the following toll-free numbers. Monday through Friday, 8:00 a.m. to 12:00 p.m. Pacific Standard Time, except during state holidays.

- English 1-800-390-5616
- Spanish 1-800-328-8937
- Mandarin 1-866-363-0756
- TTY 1-800-813-9387

**Fax or Mail:** When accessing UI Online to file a new claim, some customers will be instructed to fax or mail their UI application to the EDD. In this occurs, the Department will process your claim. You will receive a notice by mail. You will receive a notice by mail. You will receive a notice by mail.

**File a New PFI Claim:** You may file a new PFI claim online at [www.edd.ca.gov/PFI](http://www.edd.ca.gov/PFI) to get started.

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# Notice to Employees

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

**EMPLOYEE RIGHTS**

Employees have the right to a safe and healthful workplace. Employees have the right to a safe and healthful workplace. Employees have the right to a safe and healthful workplace.

**EMPLOYER RESPONSIBILITIES**

Employers must provide a safe and healthful workplace. Employers must provide a safe and healthful workplace. Employers must provide a safe and healthful workplace.

**EMPLOYEE RESPONSIBILITIES**

Employees must follow workplace safety and health rules. Employees must follow workplace safety and health rules. Employees must follow workplace safety and health rules.

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