

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR AND HOUR DIVISION

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 for the following reasons:

- To care for a child who is under the age of 13.
- To care for a spouse, child, or parent who has a serious health condition.
- To care for the employee's own serious health condition that makes the employee unable to perform the employer's job.
- For qualifying exigencies related to the military deployment of a family member who is in the military service, child, or parent.

An eligible employee who is a covered employer's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember's FMLA leave is not available to the employee if the employee is not a U.S. citizen or permanent resident.

BENEFITS & NOTICE
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 that is nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

Employers may not interfere with an individual's FMLA rights or retaliate against anyone for designating FMLA leave, including any practice made unlawful by the FMLA or being involved in any proceeding under or related to the FMLA.

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:

- Have worked for the employer for at least 12 months.
- Have at least 1,250 hours of service in the 12 months before taking leave.

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

"Special hours of service" requirements apply to active flight crew employees.

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 employer's first duty is to determine if the employee is eligible for FMLA leave and, if eligible, what leave provisions apply to the employee's situation.

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

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.

The FMLA does not affect any federal or state law prohibiting discrimination or adverse any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

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

To Employees:

Your Employer is registered with the Florida Department of Revenue as an employer who is liable under the Florida Reemployment Assistance Law. This means that **You, as employees**, are covered by the Reemployment Assistance Program, formerly known as Unemployment Compensation Program.

Reemployment assistance taxes finance the benefits paid to eligible unemployed workers. **Those taxes are paid by your employer and, by law, cannot be deducted from employee's wages.**

You may be eligible to receive reemployment assistance benefits if you meet the following requirements:

- You must be totally or partially unemployed through no fault of your own.
- You must apply for benefits at <https://connect.myflorida.com>.
- You must register for work at www.employflorida.com.
- You must have a history of sufficient employment and wages.
- You must be **able to work and available** for work.

You may file a claim for partial unemployment for any week you work less than full time due to lack of work if your wages during that week are less than your weekly benefit amount.

You must report all earnings while claiming benefits. Failure to do so is a third-degree felony with a maximum penalty of 5 years imprisonment and a \$5,000 fine.

Discharges related to misconduct connected with work may result in disqualification with a penalty period **AND** remain in effect until a set amount of wages have been earned with new employment.

Voluntarily quitting a job without good cause attributable to the employer may result in disqualification until a set amount of wages have been earned with new employment.

If you have any questions regarding reemployment assistance benefits, contact the Department of Economic Opportunity, Reemployment Assistance Program at:

Department of Economic Opportunity
Division of Workforce Services
Reemployment Assistance Program
1-800-204-2418
www.floridajobs.org

This notice must be posted in accordance with Section 443.151(1) Florida Statutes, of the Florida Reemployment Assistance Program Law.
Ref.: Florida Statute 443.151

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
An employer 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. Youth 14 and 15 years old may work outside school hours in various non-manufacturing, non-retail, non-hazardous jobs with certain work hour restrictions. Different rules apply to agricultural employment.

TIP CREDIT
Employees of "tipped employees" who meet certain conditions may claim a partial wage credit based on the amount of tips received. An employer must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a credit against their minimum wage obligation. If an employer's tip credit exceeds \$2.13 per hour, the employer must make up the difference.

NURSING MOTHERS
The FLSA requires employers to provide reasonable break time for a nursing mother employee who is lactating. The employer must provide a break each time such employee has a need to express breast milk. Employees are also required to provide a clean, private place for the employee to express breast milk and time from retention from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT
The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or prosecute if you claim a credit against your minimum wage obligation. If an employer's tip credit exceeds \$2.13 per hour, the employer must make up the difference.

ADDITIONAL INFORMATION
Certain professions and establishments are exempt from the minimum wage and/or overtime pay provisions. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some states have provided greater employee protections; employers must comply with both. Some states have provided greater employee protections; employers must comply with both. Some states have provided greater employee protections; employers must comply with both. Some states have provided greater employee protections; employers must comply with both. Some states have provided greater employee protections; employers must comply with both.

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

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

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

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

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armed car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

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

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

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

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

EMERGENCY NUMBERS CALL 911

POLICE: _____

AMBULANCE: _____

PHYSICIAN: _____

HOSPITAL: _____

FIRE DEPARTMENT: _____

POISON CONTROL: _____

OSHA: _____

NOTICE TO EMPLOYEES MINIMUM WAGE IN FLORIDA

\$8.56 PER HOUR

The 2020 minimum wage in Florida is \$8.56 per hour, effective January 1, 2020, with a minimum wage of at least \$5.54 per hour for tipped employees, in addition to tips.

The minimum wage rate is recalculated yearly on September 30, based on the Consumer Price Index.

An employer may not retaliate against an employee for exercising his or her right to receive the minimum wage. Rights protected by the State Constitution include the right to:

- File a complaint about an employer's alleged noncompliance with lawful minimum wage requirements.
- Inform any person about an employer's alleged noncompliance with lawful minimum wage requirements.
- Inform any person of his or her potential rights under Section 24, Article X of the State Constitution and to assist him or her in asserting such rights.

An employer who has not received the lawful minimum wage after notifying his or her employer and giving the employer 15 days to resolve any claims for unpaid wages may bring a civil action in a court of law against an employer to recover back wages plus damages and attorney's fees.

An employer found liable for intentionally violating minimum wage requirements is subject to a fine of \$1,000 per violation, payable to the state. The Attorney General or other official designated by the Legislature may bring a civil action to enforce the minimum wage.

For details, see Section 24, Article X of the State Constitution and Section 448.110, Florida Statutes.

FLORIDA LAW PROHIBITS DISCRIMINATION

BASED ON:
RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY, AGE, PREGNANCY OR MARITAL STATUS.

WHAT IS COVERED UNDER THE LAW:

- EMPLOYMENT
- PUBLIC ACCOMMODATIONS
- RETALIATION AFTER FILING A CLAIM
- STATE EMPLOYEE WHISTLE-BLOWER RETALIATION

If you feel that you have been discriminated against, visit our web site or call us!

FLORIDA COMMISSION ON HUMAN RELATIONS

4075 Esplanade Way, Suite 110
Tallahassee, Florida 32399
<http://FCHR.state.fl.us>

Phone: (850) 488-7082
Voice Messaging 1-800-342-8170

LA LEY DE LA FLORIDA PROHIBE DISCRIMINACIÓN

BASADA EN:
RAZA, COLOR, RELIGIÓN, SEXO, ORIGEN NACIONAL, INCAPACIDAD, EDAD, EMBARAZO, O ESTADO CIVIL.

LO QUE ESTÁ CUBIERTO BAJO LA LEY:

- EMPLEO
- LUGARES DE ACOMODO PÚBLICO
- ACCIÓN VENGATIVA DESPUES DE PRESENTAR UNA QUEJA
- ACCIÓN VENGATIVA EN CONTRA DE PRESENTAR UNA QUEJA BAJO LA LEY DE "SOPLÓN" (WHISTLE-BLOWER)

¡Si usted siente que ha sido discriminado, visite nuestra página web o llámenos!

LA COMISIÓN DE RELACIONES HUMANAS DE LA FLORIDA

4075 Esplanade Way, Suite 110
Tallahassee, Florida 32399
<http://FCHR.state.fl.us>

Teléfono: (850) 488-7082
Correo de Voz: 1-800-342-8170

Employer Notice Requirements For Workers' Compensation

Employers who carry workers' compensation coverage: Obtain the information sticker from your insurance carrier and affix it to the "WORKERS' COMP WORKS FOR YOU" posting below.

Employers who do not carry workers' compensation coverage: An employer who employs fewer than four employees, who is permitted by law to elect not to secure payment of compensation under this chapter, and who elects not to do so shall post clear written notice in a conspicuous location at each worksite directed to all employees and other persons performing services at the worksite of their lack of entitlement to benefits under this chapter. (Florida Statutes, Section 440.055)

Job Safety and Health IT'S THE LAW!

OSHA Occupational Safety and Health Administration

All workers have the right to:

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

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

Contact OSHA. We can help.

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

Workers' Comp Works For You

If you are injured on the job:

- Notify your employer immediately to get the name of an approved physician. Workers' comp insurance may not pay the medical bills if you don't report your injury promptly to your employer.
- Notify the doctor and medical staff that you were injured on the job so that bills may be properly filed.
- If you have any problems with your claim or suffer excessive delays in treatment, contact the State of Florida's Division of Workers' Compensation at 1-800-342-1741.

\$25,000 Reward ANTI-FRAUD REWARD PROGRAM
Rewards of up to \$25,000 may be paid to persons providing information to the Department of Financial Services leading to the arrest and conviction of persons committing insurance fraud, including employers who illegally fail to obtain workers' compensation coverage. Persons may report suspected fraud to the department at 1-800-378-0445 or online at <https://www.myfloridacfo.com/Division/DIFS/WCFraud/>. A person is not subject to civil liability for furnishing such information, if such person acts without notice, fraud or bad faith.

69L-6.007, F.A.C. Compensation Notice DFS-4-1548 Revised February 2019

PAY DAY NOTICE

PAY DAY IS ON:

MONDAY FRIDAY
 TUESDAY SATURDAY
 WEDNESDAY SUNDAY
 THURSDAY

PAY SCHEDULE IS:

WEEKLY SEMI-MONTHLY
 BIWEEKLY MONTHLY

PAYCHECKS ARE ISSUED ON THE:

_____ AND _____ OF THE MONTH

AT: _____
 TIME: _____

Equal Employment Opportunity is THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations
Applicants and employees who are prohibited from discrimination on the basis of race, color, religion, sex, national origin, age, disability, or genetic information are protected under Federal law from discrimination on the following basis:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN
Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex, or national origin, and requires affirmative action in equal opportunity of applicants in all aspects of employment.

INDIVIDUALS WITH DISABILITIES
Section 504 of the Rehabilitation Act of 1973, as amended, prohibits qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is applying for, being asked to hire, or being employed by an employer, having such limitations, and other aspects of employment.

AGE
The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination against employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (GENDER)
In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, the Equal Pay Act of 1963, as amended, prohibits discrimination on the ground of sex in wages and non-payment of equal pay for equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS
Title II of the Genetic Information Nondiscrimination Act of 2008 prohibits employers from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Genetic information includes information about an individual's or family member's status as a carrier for a disease, or information about an individual's or family member's disease susceptibility, history, or carrier status for a disease or genetic carrier to applicants, employees, or their family members.

RETIRED
All state and local government employees who are covered by a pension plan are protected from discrimination on the basis of their status as a retiree or former employee.

There are some state laws for filing charges of employment discrimination. To prevent the delay of EEOC as well as your belief and to prevent your right to file a private lawsuit, you should contact EEOC promptly when discrimination is suspected. The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-649-4000 (toll free) or 1-800-649-6828 (toll free) TTY 1-800-649-6828 for individuals with hearing impairments. EEOC will take information or provide a meeting for you in an accessible location in the U.S. Government or Federal Government offices. Additional information about EEOC, including information about charge filing is available at www.eeoc.gov.

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations
Applicants and employees of companies who are Federal government contractors or sub-contractors are protected under Federal law from discrimination on the following basis:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEX (GENDER)
Section 502 of the Rehabilitation Act of 1973, as amended, prohibits qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is applying for, being asked to hire, or being employed by an employer, having such limitations, and other aspects of employment.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDICAL VETERANS
Section 502 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated contract carriers (over 30 days of discharge or release from active duty), other protected veterans (veterans who served during war in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal recipients (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RACE, COLOR, NATIONAL ORIGIN, SEX
In addition to the provisions of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving Federal financial assistance. Employees discrimination is covered by Title VII if the primary objective of the financial assistance is provision of employment, or where employment discrimination occurs or may occur in connection with such programs. Title VI of the Education Amendments of 1972 prohibits employment discrimination on the basis of race in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES
Section 502 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment except programs with disabilities who, with or without reasonable accommodations, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

EEOC-702 and EEOC-702C (ADA) Issues Guide (With 11809 Supplement) EEOC-702 (Revised 1/2009)