EMPLOYEE RIGHTS **UNDER THE FAMILY AND MEDICAL LEAVE ACT**

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

Eligible employees who work for a covered employer can take up to 12 Employees may choose, or an employer may require, use of accrued weeks of unpaid, job-protected leave in a 12-month period for the The birth of a child or placement of a child for adoption or foster

 To bond with a child (leave must be taken within 1 year of the While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. To care for the employee's spouse, child, or parent who has a 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 For the employee's own qualifying serious health condition that other employment terms and conditions makes the employee unable to perform the employee's job; An employer may not interfere with an individual's FMLA rights or For qualifying exigencies related to the foreign deployment of a retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in military member who is the employee's spouse, child, or any proceeding under or related to the FMLA.

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 with a serious An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: An employee does not need to use leave in one block. When it is Have worked for the employer for at least 12 months: medically necessary or otherwise permitted, employees may take leave Have at least 1,250 hours of service in the 12 months before

employer's normal paid leave policies.

 Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite. paid leave while taking FMLA leave. If an employee substitutes accrued *Special "hours of service" requirements apply to airline flight crew paid leave for FMLA leave, the employee must comply with the

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 employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide ough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include forming an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the

certification is incomplete, it must provide a written notice indicating

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 must notif the employee if he or she is eligible for FMLA leave and, if eligible, just also provide a notice of rights and responsibilities under th FMLA. If the employee is not eligible, the employer must provide a Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA Employees may file a complaint with the U.S. Department of Labor,

Wage and Hour Division, or may bring a private lawsuit against an discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leav

WH1420 REV 04/16

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

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

Ref.: 29 USC, Ch. 28, Sec. 2619

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging,

EXEMPTIONS

for refusing to take a test or for exercising other rights under the Act. 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

disciplining, or discriminating against an employee or prospective employee

of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic

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

RIGHTS

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

ENFORCEMENT

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

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

Know Your Rights



EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

The Ohio Civil Rights Act protects applicants and employees of private employers, state, county and local governments, educational institutions, labor organizations, employment agencies and personnel placement services from unlawful discriminatory employment practices.

Ohio law prohibits discrimination on the basis of *race or color* in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, any facially neutral employment policy or practice that results in a discriminatory impact on the basis of race or color is a prohibited form of discrimination unless such policy or practice is job-related and based upon

business necessity. **National Origin and Ancestry**

Race and Color

Ohio law prohibits discrimination on the basis of *national origin or ancestry* in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, any policy or practice limiting or prohibiting the use of any language in the workplace is a prohibited form of discrimination unless such limitation or prohibition is job-related and based upon business necessity.

Military Status Ohio law prohibits discrimination on the basis of *military status* in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment.

In addition, employees who leave employment to perform military service, which includes the performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competent authority, must be reemployed upon conclusion of such

Ohio law prohibits harassment in the workplace on any basis set forth herein, which includes the creation of a racially or sexually hostile work environment, verbally or physically abusive treatment, and requiring submission to sexual advances as a condition of employment, continued employment or promotion. In addition, all reasonable steps should be taken to prevent and promptly correct

harassment in the workplace, which includes the establishment of a policy against harassment and a procedure for receiving, investigating and remedying complaints of workplace harassment.

Sex and Pregnancy Ohio law prohibits discrimination on the basis of sex or pregnancy in hiring,

promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment. In addition, women affected by pregnancy, childbirth or related medical condition

must be afforded leave for a reasonable period of time and may not be discharged under a policy providing insufficient or no leave. **Disability** Ohio law prohibits discrimination on the basis of disability in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms,

conditions and privileges of employment, or any other matter directly or indirectly related to employment. In addition, applicants and employees must be provided with a reasonable accommodation for their disabilities, except when the accommodation imposes an

undue hardship. Ohio law prohibits discrimination against persons 40 years of age or older on the basis of *age* in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or

Religion Ohio law prohibits discrimination on the basis of *religion* in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly

any other matter directly or indirectly related to employment.

In addition, applicants and employees must be provided with a reasonable accommodation for religious beliefs and practices, except when the accommodation imposes an undue hardship.

Ohio law prohibits retaliation against any person because that person has opposed

any unlawful discriminatory practice, or because that person has made a charge, testified, assisted or participated in any manner in any investigation, proceeding or

ENFORCEMENT -The Ohio Civil Rights Commission (OCRC) investigates complaints of

discrimination and harassment in employment. Complaints must be filed with the OCRC within six months of the last act of discrimination or harassment.

For assistance in filing a complaint, or for any other information on the Civil Rights Act, please call 1-888-278-7101 or (614) 752-2391 (TTY), or visit our website at: crc.ohio.gov Publication Date 01-2019



Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated 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.

This poster is available free from OSHA.

Contact OSHA. We can help.

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



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

Attention Obio Employers

Re: Workers' Compensation

Ohio law requires every employer with one or more employees to obtain workers' compensation coverage. To obtain coverage you must complete the Application for Ohio Workers' Compensation Coverage (U-3). This can be obtained by contacting the Ohio Bureau of Workers' Compensation at 1-800-644-6292 or visiting bwc.ohio.gov.

It is your responsibility as an Ohio employer to post the mandatory Workers' Compensation poster.

NOTICE TO EMPLOYEES

THIS EMPLOYER PROVIDES **UNEMPLOYMENT INSURANCE COVERAGE FOR EMPLOYEES**

Employees who become unemployed (or are working less than full-time) may be eligible for unemployment insurance benefits.

Apply by phone at 1-877-644-6562 (OHIOJOB) or online at http://unemployment.ohio.gov

Be prepared to provide the following information

- when applying:
- Social Security number
- **Driver's license or State ID number**
- Names, Social Security numbers, and dates of birth of all dependent children
- Employer's identification notice (pay stubs or W2 form)
- Name and address of all other employers for whom work was performed during the past 18 months

APPLY FOR WORK AT YOUR NEAREST **OHIOMEANSJOBS CENTER**

Mike DeWine

Department of Ohio Job and Family Services JFS 55341 (Rev. 4/2019)

This institution is an equal opportunity provider and employer

A proud partner of the American Job Center network





EMERGENCY NUMBERS CALL 911

AMBULANCE: PHYSICIAN:

HOSPITAL:

POLICE:

FIRE DEPARTMENT:

POISON CONTROL: OSHA:

PAY DAY NOTICE

PAY DAY IS ON:

☐ FRIDAY ■ MONDAY □ SATURDAY ☐ TUESDAY ■ WEDNESDAY □ SUNDAY

☐ THURSDAY **PAY SCHEDULE IS:**

□ WEEKLY ☐ SEMI MONTHLY **□** BIWEEKLY ☐ MONTHLY

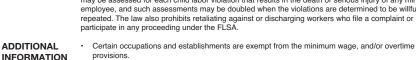
PAYCHECKS ARE ISSUED ON THE:

AND OF THE MONTH

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

The law requires employers to display this poster where employees can readily see it. may be assessed for each child labor violation that results in the death or serious injury of any minor



Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Marian Islands, and the Commonwealth of Puerto Rico.

Some state laws provide greater employee protections; employers must comply with both 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 independent contractors are not.





Department Ohio of Commerce Division of Industrial Compliance

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

estrictions. Different rules apply in agricultural employment.

farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside

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

per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combiner hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combiner hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combiner hour if they claim a tip credit against their minimum wage obligation.

with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, 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 by the employee to express

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

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in

school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours

STATE OF OHIO

www.com.ohio.gov

MINOR LABOR LAWS

Mike DeWine Jon Husted, Lt. Governor Sheryl Maxfield, Director

(Rev. 9/13/16)

Mike DeWine,

Jon Husted,

Lt. Governor

Sheryl Maxfield,

OHIO REVISED CODE CHAPTER 4109*

"MINOR" MEANS ANY PERSON LESS THAN 18 YEARS OF AGE

WAGE AGREEMENT: No employer shall give employment to a minor without agreeing with him/her as to the wages or compensation he/she shall receive for each day, week, month, year or per piece for work performed. REST PERIOD: No employer shall employ a minor more than 5 consecutive hours without a rest period of at least 30 minutes LIST OF MINORS EMPLOYED: Employer shall keep a list of minors employed at each establishment and a list must be posted in a conspicuous place

WORKING PERMITS: Every minor 14 through 17 years of age must have a working permit unless otherwise stated in Chapter 4109.

to which all minor employees have access. TIME RECORDS: Every employer shall keep a time book or other written record showing actual starting and stopping time of each work and rest period. These records must be kept for two (2) years

RESTRICTIONS ON WORKING HOURS FOR MINORS 14 and 15 YEARS OF AGE No person under 16 shall be employed:

. During school hours except where specifically permitted by Chapter 4109

. Before 7 a.m. or after 9 p.m. from June 1st to September 1st or during any school holiday of 5 school days or more; or after 7 p.m. at any other time 3. For more than 3 hours a day in any school day 4. For more than 18 hours in any school week 5. For more than 8 hours in any day when school is not in session

. For more than 40 hours in any week that school is not in session nor during school hours, unless employment is incidental to bona fide programs of vocational cooperative training, work-study, or other work-oriented programs with the purpose of educating students, and the program meets standards established by the state board of education

RESTRICTIONS ON WORKING HOURS FOR MINORS 16 and 17 YEARS OF AGE No person 16 or 17 who is required to attend school shall be employed:

1. Before 7 a.m. on any day that school is in session or 6 a.m if the person was not employed after 8 p.m. the previous night

PROHIBITED OCCUPATIONS FOR MINORS UNDER 16 YEARS OF AGE 1. All manufacturing; mining; processing; public messenger service

2. Work in freezers and meat coolers and all preparation of meats for sale (except wrapping, sealing, labeling, weighing, pricing and stocking) 3. Transportation; storage; communications; public utilities; construction; repair 4. Work in boiler or engine rooms; maintenance or repair of machinery

5. Outside window washing from window sills or scaffolding and/or ladders 5. Cooking and baking; operating, setting up, adjusting, cleaning, oiling or repairing power-driven food slicers, grinders, food choppers, cutters, bakery type '. Loading or unloading goods to and from trucks

. All warehouse work except office and clerical 9. Work in connection with cars and trucks involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring.

PROHIBITED OCCUPATIONS FOR MINORS 14 through 17 YEARS OF AGE . Occupations involving slaughtering, meat-packing, processing or 10. Power-driven woodworking machines rendering 11. Coal mines 2. Power-driven bakery machines 12. Occupations in connection with mining, other than coal

- 3. Occupations involved in the manufacture of brick, tile and kindred 13. Logging and sawmilling 14. Motor vehicle occupations 4. Occupations involved in the manufacture of chemicals 15. Maritime and longshoreman occupations 5. Manufacturing or storage occupations involving explosives
- 6. Occupations involving exposure to radioactive substances and to ionizing 7. Power-driven paper products machines

2. After 11 p.m. on any night preceding a day that school is in session.

8. Power-driven metal forming, punching and shearing machines . Occupations involved in the operation of power-driven circular saws,

Department of Commerce Web site at www.com.ohio.gov.

18. Power-driven and hoisting apparatus 19. Roofing operations

17. Excavation operations

20. Wrecking, demolition, and shipbreaking. band saws and guillotine shears

MINORS UNDER 16 YEARS OF AGE MAY NOT ENGAGE IN DOOR-TO-DOOR

EMPLOYMENT UNLESS The for-profit employer is REGISTERED with the Ohio Department of Commerce: DOOR-TO-DOOR SALES EMPLOYERS SHALL:

1. Be in compliance with all applicable Ohio and Federal laws relating to the employment of minors 2. Provide at least one supervisor who is over the age of eighteen, for each six minor employees 3. Have been and be in compliance with Ohio's Motor Vehicle Financial Responsibility, Unemployment Compensation, Workers' Compensation, and all

other applicable laws 4. Require all minors to work at least in pairs 5. Not employ any minor who does not have an appropriate Age and Schooling Certificate

9. Not employ minors 16 and 17 years of age in door-to-door sales activity before 7 a.m. or after 8 p.m.

6. Provide each minor employee with a photo identification card 7. Not employ any minor in any door-to-door sales activity during school hours except where specifically permitted 8. Not employ minors under 16 in door-to-door sales activity before 7 a.m. or after 7 p.m.

*For Exceptions to Coverage See Chapter 4109.06 This is a summary of ORC 4109. This summary does not include all of the requirements for minor labor laws. Persons should refer to 4109 for specific requirements applicable to them. This information can be accessed through the Ohio

POST IN A CONSPICUOUS PLACE For further information about Minor Labor issues, please contact: The Ohio Department of Commerce, Division of Industrial Compliance & Labor, 6606 Tussing Road, Reynoldsburg, Ohio 43068, phone: (614) 644-2239. TTY/TDD: 800-750-0750.

An Equal Opportunity Employer and Service Provider

STATE OF OHIO

2021 MINIMUM WAGE

A Minimum Wage of

www.com.ohio.gov

NON-TIPPED EMPLOYEES A Minimum Wage of

"Non-Tipped Employees" includes any employee who does not engage in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips.

"Employers" who gross less than \$323,000 shall pay their employees no less than the current federal minimum wage rate.

"Employees" under the age of 16 shall be paid no less than the current federal minimum wage rate. Current Federal Minimum Wage" is \$7.25 per hour.

TIPPED EMPLOYEES

Department

of Commerce

Division of Industrial Compliance

Ohio

\$4.40 per hour PLUS TIPS "Tipped Employees" includes any employee who engages in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips. Employers electing to use the tip credit sion must be able to show that tipped employees receive at least the minimum wage when direct or cash wages and the tip credit amount are combined.

An employer shall pay an employee for overtime at a wage rate of one and one-half times the employee's wage rate for hours in excess of 40 hours in one work week, except for employers grossing less than

RECORDS TO BE KEPT BY THE EMPLOYER Each employer shall keep records for at least three years, available for copying and inspection by the Director of the Ohio Department of Commerce, showing the following information concerning each

B. Address C. Occupation D. Rate of Pay E. Amount paid each pay period

F. Hours worked each day and each work week The records may be opened for inspection or copying at any reasonable time and no employer shall hinder or delay the Director of the Ohio Department of Commerce in the performance of these duties. SUB-MINIMUM WAGE RATE

To prevent the curtailment of opportunities for employment and avoid undue hardship to individuals

ninimum wage may be paid, as provided in the rules and regulations set forth by the Director of the Ohio

whose earning capacity is affected or impaired by physical or mental deficiencies or injuries, a sub-

Ohio Rev. Code §4111.09

with a disability who is an applicant or employee, barring undue hardship.

iscrimination proceeding, or otherwise opposes an unlawful employment practice

3. Any individual employed as an outside salesman compensated by commissions or in a bona fide executive, administrative, or professional capacity, or computer professionals;

INDIVIDUALS EXEMPT FROM MINIMUM WAGE

1. Any individual employed by the United States;

4. Any individual who volunteers to perform services for a public agency which is a State, a political subdivision of a State, or an interstate government agency, if (i) the individual receives no compensation or is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered; and (ii) such services are not the same type of services which the individual is employed to perform for

2. Any individual employed as a baby-sitter in the employer's home, or a live-in companion to a sick,

convalescing, or elderly person whose principal duties do not include housekeeping;

5. Any individual who works or provides personal services of a charitable nature in a hospital or health stitution for which compensation is not sought or contemplated;

6. Any individual in the employ of a camp or recreational area for children under eighteen years of age and owned and operated by a non-profit organization or group of organizations 7. Employees of a solely family owned and operated business who are family members of an owner.

* For information about additional exemptions, please visit the Ohio Division of Industrial Compliance or U.S. Department of Labor websites

For further information about minimum wage issues, please contact: The Ohio Department of Commerce, Division of Industrial Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068. Phone: (614) 644-2239. TTY/TDD: 1-800-750-0750. An Equal Opportunity Employer and Service Provider. (REV. 9/30/20)

POST IN A CONSPICUOUS PLACE

Equal Employment Opportunity is **THE LAW** Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay nge benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy) Fitle I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of

organizations are protected under Federal law from discrimination on the following bases

pased on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex iscrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and

lisability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic ation in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also estricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information oout genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical story); and requests for or receipt of genetic services by applicants, employees, or their family members. ll of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED he U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for ndividuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN INDIVIDUALS WITH DISABILITIES promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrim making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is ar cant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in byment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

Employers Holding Federal Contracts or Subcontracts

on the following bases:

The Viennam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Force Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise oppose discrimination under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should conta-

OFCCP regional or district office, listed in most telephone directories under U.S. Government. Department of Labor. RACE, COLOR, NATIONAL ORIGIN, SEX prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. INDIVIDUALS WITH DISABILITIES

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an

immediately contact the Federal agency providing such assistance.

TO REORDER CALL: 1-800-817-7678





with or without reasonable accommodation, can perform the essential functions of the job.