

EMPLOYEE RIGHTS UNDER THE 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 12-month period for the following reasons:

- To care for a child who 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 employer's job.
- For qualifying exigencies related to the family deployment of a military member who is the employee's spouse, child, or parent.

An employer who takes a covered leave employee's position, duties, or responsibilities away from the employee within 12 months of the employee's return to work is prohibited unless the employer can prove that the change was necessary for business reasons. If an employer does so, the employee may be entitled to reinstatement or other remedies.

RIGHTS & 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 terms and conditions.

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 notify the employee of the right to request FMLA leave and, if possible, must also provide a notice of rights and responsibilities under the FMLA. If the employer is not eligible, the employer must provide a written notice explaining why the employee is not eligible for FMLA leave.

ENFORCEMENT
 Employees may file a complaint with the U.S. Department of Labor Wage and Hour Division, or may bring a lawsuit against the employer. The FMLA does not affect any federal or state law prohibiting discrimination or disparate pay on the basis of race or ethnicity. Employees may file a complaint with the EEOC if they believe they have been discriminated against on the basis of race or ethnicity.

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.

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.

EXAMINEE 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 violators 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.

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

Important Notice to Workers



In Case of Injury at Work

1. Seek first aid or medical treatment immediately.
 - If your employer does not have a Designated Medical Provider (DMP) you may see any medical provider.
 - If your employer does have a DMP, you are required to see that DMP unless your selected your own DMP before the injury occurred.
 - If it is an emergency, you can treat with any medical provider.

2. Tell your employer about the injury as soon as you become aware of the injury.
 - Workforce Safety & Insurance (WSI) may not accept your claim if you fail to tell your employer within 7 days.
 - Even if you do not receive medical treatment, report your injury so your employer is aware of a potential hazard.

Your Employer's DMP is/are:

Employers:
 The DMP selection must be visible to workers at all locations, including at mobile worksites. Failure to give notice, post notice, or to inform employees of the DMP voids the selection.

Filing a Workers' Compensation Claim
 File a claim with WSI within 24 hours after a work injury occurs:

- Complete the FROI with your employer, if possible
- Submit the First Report of Injury (FROI) online at mywsi.workforcesafety.com, or
- Complete the FROI and send it to WSI

What happens after a claim is filed?

1. A claim number is assigned
2. Information is gathered, facts are reviewed, a decision is made
3. You and your employer are notified of the decision

Your Responsibilities

1. Seek first aid or medical treatment immediately
2. Tell medical provider(s) your claim number
3. Stay in touch with your employer and update them on your condition
4. Notify WSI immediately:
 - of any work activity, whether you are paid or not
 - if you change your address or telephone number
 - if you apply for Social Security disability or retirement benefits, or are found to be eligible for these benefits

If you suspect someone is committing fraud, report it immediately to WSI at 800-243-3331.

For a detailed explanation of the information contained in this poster, please contact WSI at the numbers listed below or visit our website at www.workforcesafety.com

WSI
 North Dakota Workforce Safety & Insurance

1600 E Century Ave, Ste 1 - PO Box 5585 - Bismarck ND 58506-5585
 Customer Service: 800-777-0633 or 701-328-3800
 Hearing Impaired: 800-366-6888
 Decision Review Office: 800-701-4932 or 701-328-9900
 Fraud & Safety Hotline: 800-243-3331

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 involving hazardous conditions. Youth under 18 are prohibited from working in hazardous occupations.

TIP CREDIT
 Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on the amount of tips received by their employees. Employers may not tip employees a cash wage of at least \$2.13 per hour and may not require their minimum wage obligation. If an employer's law combined with tips results in a cash wage of less than \$2.13 per hour, the employer must make up the difference.

NURSING MATRONS
 The FLSA requires employers to provide reasonable break time for a nursing mother employee who is breastfeeding her child. The break time must be taken during the employee's normal workday. The break time must be taken during the employee's normal workday. The break time must be taken during the employee's normal workday.

ENFORCEMENT
 The Department has authority to recover back wages and an equal amount in liquidated damages in violation of minimum wage, overtime, and other violations. The Department may litigate and sue and may also seek civil penalties for willful violations. The Department may also seek civil penalties for willful violations. The Department may also seek civil penalties for willful violations.

ND MINIMUM WAGE & WORK CONDITIONS SUMMARY

State Capitol 601 East Boulevard Avenue Bismarck, ND 58505-0340
 Hours: M-F 8:00am - 5:00p.m.
 (701) 328-2660 1-800-582-8032 Fax - (701) 328-2031 TTY - 1-800-366-6888
 e-mail - labor@nd.gov web site - www.nd.gov/labor

MINIMUM WAGE RATE:
 North Dakota does not have a Training Wage.

\$7.25 per hour
 7/24/09

Effective Date:
 August 1, 2015

OVERTIME N.D. Admin. Code § 46-02-07-02(4)
 Overtime pay must be paid at one and one-half times the employee's regular rate of pay for hours worked over forty in any work week.

Work week is a seven consecutive-day period defined by the employer.
 Overtime is computed on a weekly basis regardless of the length of the pay period.
 Overtime is based only on hours worked. Paid holidays, paid time off, or sick leave need not be counted in computing overtime hours.
 Compensatory time is not legal in private employment for non-exempt employees - overtime hours may not be "banked" and used for time off in another work week.
 Employees working more than one job under the control of the same employer must have all hours worked counted toward overtime.
Exemptions from overtime are listed on this poster. Formulas for calculating overtime are available in N.D. Admin. Code Section 46-03-01.

MEAL PERIODS N.D. Admin. Code § 46-02-07-02(5)
 A minimum 30-minute meal period must be provided in shifts exceeding five hours when there are two or more employees on duty.
 Employees may waive their right to a meal period upon agreement with the employer.
 Employees do not have to be paid for meal periods if they are completely relieved of their duties and the meal period is at least thirty minutes in length. Employees are not completely relieved if they are required to perform any duties during the meal period.
 Other breaks such as 15 minute "coffee" breaks are not required by law, but must be paid breaks if they are offered by the employer.

PAID TIME OFF N.D. Admin. Code § 46-02-07-02(12) - Applies unless a limitation below is met.
 Paid time off includes annual leave, earned time, parental days, or other provisions providing compensation for vacation. If sick leave is combined with such time into one balance, all of the hours are defined as paid time off. Sick leave is not defined as paid time off if it is kept in a separate balance.
 Once paid time off is made available for an employee's use, any unused portion of such time is considered wages upon separation from employment and must be paid at the regular rate of pay earned by the employee prior to separation.
 No employment contract or policy may provide for forfeiture of earned paid time off upon separation.
 An employment contract or policy may require an employee to take vacation by a certain date and to lose the vacation ("use it or lose it"), provided that the employee is given a reasonable opportunity to take the vacation. The employer must demonstrate that the employee had notice of such contract or policy provision.

LIMITATIONS ON PAID TIME OFF N.D.C.C. § 34-14-09.2
 1. If an employee separates from employment voluntarily, a private employer may withhold payment for accrued paid time off if the following three conditions are all met:
 a. At the time of the employee's separation, the employer has not provided for the limitation on payment of accrued paid time off.
 b. The employee has been employed by the employer for less than one year; and
 c. The employee gave the employer less than five days' written or verbal notice.
 2. If an employee separates from employment involuntarily, a private employer may withhold payment for paid time off if:
 a. The paid time off was awarded by the employer but not yet earned by the employee; and
 b. Before awarding the paid time off, the employer provided the employee written notice of the limitation on payment of awarded paid time off.

PAYDAYS & RECORD KEEPING N.D.C.C. § 34-14-02, 03 and N.D. Admin. Code § 46-02-07-02
 Employees must be paid at least once each calendar month on the regular payday(s) designated in advance by the employer.
 Every employer must furnish to an employee each pay period a check stub or voucher indicating working hours, rate of pay, required state and federal deductions, and any authorized deductions.
 When an employee is terminated or discharged, the employer must provide a statement of work as the result of an industrial dispute, unpaid wages or compensation become due and payable at the regular payday(s) established in advance by the employer for the period(s) worked by the employee.
 When an employer terminates an employee, the employer shall pay those wages to the employee by certified mail at an address designated by the employee or as otherwise agreed upon by both parties.

DEDUCTIONS FROM PAY N.D.C.C. § 34-14-04.1
 Except for those amounts that are required under state or federal law to be withheld from employee compensation or where a court has ordered the employer to withhold compensation, an employer may not withhold from the employee's wages or pay at the time of payment:
 1. Advances paid to employees, other than undocumented cash.
 2. A recurring deduction authorized in writing.
 3. A nonrecurring deduction authorized in writing, when the source of the deduction is cited specifically.
 4. A nonrecurring deduction for damage, breakage, shortage, or negligence must be authorized by the employer at the time of the deduction.

EMPLOYMENT AT WILL N.D.C.C. § 34-03-01
 Employment relationships without a written contract shall be at will and both parties may terminate by either party upon notice to the other. No minimum length of notice (for example, a two-week notice) is required.
 A nonrecurring deduction for damage, breakage, shortage, or negligence must be authorized by the employer at the time of the deduction.

YOUTH EMPLOYMENT N.D.C.C. ch. 34-07
 Employment & Age Certificates (work permits) are required for workers ages 14 & 15 and are available from the Department of Labor, Job Service offices, County School Superintendents' offices, and local schools.
 Restricted hours for youth age 14 & 15:
 • Maximum hours per day: 2 1/2 school day, 8 per non-school day.
 • Maximum hours per week: 19 per school week (any week in which school attendance is required any part of 4 or more days), 40 per non-school week.
 May work only between 7a.m.-7p.m. until 9p.m. from June 1st - Labor Day.
 Hazardous job duties for youth age 14 & 15:
 Workers ages 14 & 15 are prohibited from performing certain job duties defined as hazardous in labor law.

RIGHT TO WORK N.D.C.C. § 34-01-14
 An individual's right to work may not be denied or abridged due to membership or nonmembership in any labor union or labor organization.

POSTING REQUIRED
 Must be posted in a conspicuous place in a commonly frequented area in which employees work.

EXEMPTIONS FROM OVERTIME N.D. Admin. Code § 46-02-07-02(4)
 An employee employed in a bona fide executive, administrative, or professional capacity.
Executive - an employee whose primary duties consist of:
 a. The management of the department or recognized department or subdivision thereof,
 b. Directing the work of two or more other employees therein; and
 c. The authority to hire or fire other employees or whose suggestions will be given particular weight.
Administrative - an employee whose primary duties consist of:
 a. Office or non-manual work directly related to management policies or general business operations; and
 b. Who customarily and regularly exercises discretion and independent judgment.
Professional - an employee whose primary duties consist of:
 a. Work requiring knowledge of advanced level of scientific or learning customarily acquired by a prolonged course of specialized intellectual instruction and study as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes;
 b. Work requiring the consistent exercise of discretion and judgment in its performance; and
 c. Work that is predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical, or physical work.
 An employee engaged in an agricultural - growing, raising, preparing, or delivering agricultural commodities for market.
 An employee spending at least 51% of the employee's work time providing direct care to clients of a shelter, foster care, or other such related residential facility.
 An employee employed in domestic service who resides in the household in which employed.
 A straight commission salesperson in retail automobile, trailer, boat, aircraft, truck, or farm implement dealerships unless that salesperson is required to be on the premises for more than forty hours per week.
 A computer professional exercising discretion and independent judgment when designing, developing, creating, analyzing, testing, or modifying computer programs or who is paid hourly at a rate of at least \$27.63.
 An employee who is customarily and regularly engaged away from the employer's premises for the purpose of making sales or taking orders, or is compensated on a commission basis that does not exceed 20% of the hours worked in the week.
 A mechanic paid on a commission basis off a flat rate schedule.
 An employee of a retail establishment if the employee's regular rate of pay exceeds 1.5 times the minimum hourly rate applicable if more than half of the employee's compensation for a period of not less than one month is derived from commission on goods or services sold.
 An employee employed as an announcer, news editor, or chief engineer by a radio or television station.
 An employee in an artistic profession that is original and creative in nature or where the work is dependent upon the invention, imagination, or talent of the employee.
 Motor carrier as applied to covered employees of motor contractor, contract, and private carriers specified by the Motor Carrier Act (49 U.S.C. § 31502).
 A teacher, instructor, tutor, or lecturer regularly employed by an employer or educational system.
 A highly compensated employee: an employee who is paid total annualized compensation of one hundred thousand dollars or more, which includes at least four hundred fifty dollars per week paid on a salary or fee basis. The employee's primary duty includes performing office or nonmanual work.
 An employee providing companionship services (household care, or protection) to aged or disabled individuals. No more than 20% of the hours worked in the week may be household work (cleaning, laundry, or meal preparation). (N.D.C.C. § 34-06-03.1)

TAXI DRIVER AND HEALTHCARE OVERTIME PROVISIONS N.D. Admin. Code § 46-02-07-02(4)
 Taxicab drivers must be paid overtime for all hours worked in excess of fifty hours in any work week.
 Hospital and residential care establishments that employ their employees a fourteen-day overtime period, if the employees are paid at least time and one-half their regular rate for hours worked over eight in a day or eighty in a fourteen-day work period.

TIPS N.D. Admin. Code § 46-02-07-03
 Gratuities offered to an employee by a customer belong to the employee and may not be retained by the employer.
 Employers may utilize a tip credit of 33% of the minimum wage for tipped employees. With the tip credit applied, the minimum direct wage payable to a tipped employee is \$4.86 per hour effective July 24, 2009. The employer must maintain written records verifying that tipped employees receive at least the full minimum wage for all hours worked when the direct wage and tips are combined.
 A tipped employee is any employee whose primary duty consists of performing services for which he or she receives more than thirty dollars per month in tips.
 A service employee is any employee who is providing direct service to the customer and to whom that customer shows appreciation for that service by tipping that employee for the direct service. The employee must regularly and customarily provide personal face-to-face service to individual customers, which the customer would recognize as being performed for his or her benefit. Services such as cooking and dishwashing are not included.
 An employer who elects to use the tip credit must inform the employee in advance.
 Tip pooling is allowed only among the tipped employees. A vote of tipped employees to allow tip pooling must be taken, and fifty percent plus one of all tipped employees must approve it. The employer must maintain a written record of each vote on tip pooling, including names of employees voting and the vote totals. A vote on whether to pool is required if requested by fifty-one percent or more of the tipped employees. The tipped employees shall provide documentation verifying the request. Time spent in meetings called for the employees exclusively for tip issues is not work time. Gaining sites, which regularly have four or fewer tipped employees on duty, can require tip pooling among all tipped employees at the site. Tip bosses or supervisors for gaining sites are not tipped employees and cannot be part of the tip pool when performing functions of those positions other than dealing backlogs (twenty-one).

MEETINGS AND TRAINING TIME N.D. Admin. Code § 46-02-07-02(6)
 Attendance at lectures, meetings, training programs and similar activities need not be counted as working time if all the following criteria are met:
 a. Attendance is outside of the employer's regular working hours.
 b. Attendance is in fact voluntary.
 c. The course, lecture, or meeting is not directly related to the employee's job.
 d. The employee does not perform any productive work during that attendance.
 Training or education mandated by the state, federal government, or any political subdivision for a specific occupation need not be counted as working time.

TRAVEL TIME N.D. Admin. Code § 46-02-07-02(7)
 The following types of travel time are not considered work time for which an employee must be compensated: 1) Ordinary travel from home to work; 2) Time spent as a passenger on an airplane, train, bus, or automobile outside of regular working hours; 3) Activities that are merely incidental use of an employer-provided vehicle for commuting home to work.
 The following types of travel time are considered work time for which an employee must be compensated: 1) Travel during regular work hours; 2) Travel on non-work days during regular work hours (regular work hours are those typically worked by an employee on work days); 3) Travel time from job site to job site or from office to job site; 4) The driver of a vehicle is working at any time when required to travel by the employer; 5) One-day assignments performed at an employer's request (regardless of driver or passenger status).

ON-CALL N.D. Admin. Code § 46-02-07-02(8)
 When employees are required to remain on-call on the employer's premises or so close thereto that they cannot take the time effectively for their own purposes, they are considered to be working and must be compensated.
 When employees are on-call and are not required to remain on the employer's premises but are required to respond to a beeper or leave word at home or the employer's business where they may be reached, they are not considered to be working and need not be compensated.

BONUSES AND COMMISSIONS N.D. Admin. Code § 46-02-07-02(15)
 An earned bonus is an amount paid in addition to a salary, wage, or commission. An earned bonus is compensable when an employee performs the requirements set forth in a contract or an agreement between the parties.
 A commission is a fee or percentage given for compensation to an individual for completion of a sale, service, or transaction. Upon separation from employment, the past practices, policies, and entire employment relationship will be used to determine if the commission is earned and compensable.

ROOM AND BOARD N.D. Admin. Code § 46-02-07-02(13)
 The reasonable value, not exceeding the employer's actual cost of board, lodging, and other facilities customarily furnished by the employer's benefit may be treated as part of the wages, up to a maximum of eighteen dollars per day, if agreed to in writing and if the employee's acceptance of facilities is in fact voluntary.

UNIFORMS N.D. Admin. Code § 46-02-07-02(11)
 An employer may require an employee to purchase uniforms if the cost of such uniforms does not bring that employee's wage below the hourly minimum wage for all hours worked during any pay period.

EMPLOYMENT DISCRIMINATION N.D.C.C. ch. 14-02.4
 Employers may not discriminate against employees or applicants on the basis of: race, color, religion, sex, pregnancy, national origin, age, mental or physical disability, status with respect to marriage or public assistance, participation in lawful activity off the employer's premises during non-working hours which is not in direct conflict with the essential business-related functions of the employer, or opposition to such discrimination in the work place.

EMPLOYMENT RETALIATION N.D.C.C. § 34-01-20
 An employer may not discharge, discipline, threaten, discriminate, or penalize an employee regarding the employee's compensation, conditions, location, or privileges of employment because:
 • The employee, or person acting on behalf of an employee, in good faith, reports a violation of federal, state, or local law, ordinance, regulation, or rule to an employer, a governmental body, or law enforcement official.
 • The employee is requested by a public body or official to participate in an investigation, a hearing, or an inquiry.
 • The employee refuses an employer's offer to perform an action that the employee believes violates local, state, or federal law, ordinance, rule, or regulation. The employee must have an objective basis in fact for that belief and shall inform the employer that the order is being refused for that reason.

Public employees should also see N.D.C.C. ch. 34-11.1 Public Employees Relations Act for further information.

This poster summarizes provisions contained in the *ND Minimum Wage & Work Conditions Order* North Dakota Administrative Code (N.D. Admin. Code) Chapter 46-02-07, as well as selected provisions of North Dakota Century Code (N.D.C.C.) Title 34 and N.D.C.C. Chapter 14-02.4.

Job Safety and Health IT'S THE REALITY!

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.

This poster is available free from OSHA.

Contact OSHA. We can help.

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

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 of state or local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN
 Title VII of the Civil Rights Act of 1964, as amended, prohibits applicants and employees from discrimination on the basis of race, color, religion, sex, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES
 The Americans with Disabilities Act of 1993, as amended, prohibits qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, official, and other aspects of employment. Disability discrimination includes not only physical disabilities, but also mental or emotional disabilities. Section 504 also requires that Federal contractors who discriminate on the basis of disability also provide equal access to their facilities and services to individuals with disabilities at all levels of employment, including the execution level.

DISABILITY, HEAVY SEPARATES, OTHER PROTECTED, AND ANTI-FORCE SERVICE MEDIA VETERANS
 The Vietnam Veterans Readjustment Benefits Act of 1988, as amended, prohibits employers from discriminating against and requiring affirmative action by employers and advance in employment disability status, severely separated service members, their next of kin, and their surviving spouses. The Vietnam Veterans Readjustment Benefits Act also prohibits employers from discriminating against and requiring affirmative action by employers and advance in employment disability status, severely separated service members, their next of kin, and their surviving spouses. The Vietnam Veterans Readjustment Benefits Act also prohibits employers from discriminating against and requiring affirmative action by employers and advance in employment disability status, severely separated service members, their next of kin, and their surviving spouses.

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

SEX (GENDER)
 In 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 discrimination on the basis of gender in wages and non-performance related equal work. In jobs that require equal skill, effort, and responsibility, under similar working conditions, the same compensation.

GENETICS
 Title III of the Genetic Information Nondiscrimination Act of 2008 prohibits applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, official, and other aspects of employment. Genetic information includes information about an individual's or another individual's genetic tests, the results of those tests, and the carrier status of family members (family history) and anyone who is or may be an ancestor of the employee, or their family members.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED:
 All civil Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to present your claim to the proper Federal court, you should file with EEOC promptly. EEOC procedures and deadlines for filing charges of employment discrimination are available on the EEOC website at www.eeoc.gov. The U.S. Equal Employment Opportunity Commission (EEOC), 1400 I Street, NW, Washington, DC 20512. Toll-free: 1-800-649-6308. TDD: 1-800-469-4101. Fax: 1-800-469-4101. For more information, visit www.eeoc.gov. Government and Federal Employment Commission. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

EEOC, 200 and 1000 P Street, NW, Washington, DC 20512