



EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW
PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GNA also restricts (sex including pregnancy), or national origin. Religious discrimination includes falling to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.
GENETICS Title I of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GNA also restricts employer's acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members, the manifestation of diseases or disorders in family members (family medical history), and requests for or receipt of genetic services by applicants, employees, or their family members.
RETALIATION All of these 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.
WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time limits for filing charges or employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected. The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free/TTY number for individuals 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 www.eeoc.gov.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS
Applicants to and employees of companies with a Federal government contract or subcontract are protected under the general law from the following bases on the following bases: disabilities at all levels of employment, including the executive level.
NATIONAL ORIGIN Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity or national origin, or national origin. This executive order also ensures equal opportunity in all aspects of employment.
PAY SECRECY Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing employment opportunities or compensation of employees.
INDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.
AGE The Age Discrimination in Employment Act of 1967, as amended, protects applicants and 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 (WAGES) 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 in the payment of wages to men performing substantially equal work in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE
Title VI of the Civil Rights Act of 1964, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity or national origin, or national origin. This executive order also ensures equal opportunity in all aspects of employment.
PAY SECRECY Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing employment opportunities or compensation of employees.
INDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities. If you believe that you have experienced discrimination contact EEOC at 1-800-367-6211 TTY 1-877-889-5627 | www.dol.gov.

ANTI-DISCRIMINATION NOTICE
It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination. For information, please contact the Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7668.

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.

FEDERAL MINIMUM WAGE
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 your 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 most farm jobs. Declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain restrictions. Different rules apply in agricultural employment.
TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. This credit reduces the minimum wage payable to the employee to the amount they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.
NURSING MOTHERS 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 breast milk.
ENFORCEMENT The Department has authorities to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal penalties. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the FLSA. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.
ADDITIONAL INFORMATION
• Certain occupations 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 state laws provide greater employee protections; employers must comply with both.
• Some employees 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.
• Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

WHISTLEBLOWER PROTECTION ACT
Pencader Corporate Suites
225 Corporate Blvd., Suite 104
Wilmington, DE 19802
(302) 451-3423
Delaware Helpline
1-800-464-4357
Labor General Provisions
Delaware Whistleblowers' Protection Act.
TITLE 19
24 NW Front Street, Ste. 100
Wilmington, DE 19802
(302) 422-1134
The employee's supervisor a violation, which the employee knows or reasonably believes has occurred or is about to occur, or the employee knows or has reason to know that the report is false. Provide, however that if the report is verbally made, the employee must establish by clear and convincing evidence that such report was made or
(5) Because an employee reports or is about to report to a public body, to the employer or the employee's supervisor, verbally or in writing any noncompliance or an infraction which the employee knows or reasonably believes has occurred or is about to occur, of Chapter 80 of Title 15 unless the employee knows or has reason to believe the report is false or participates or is requested to participate in an investigation, hearing, trial or inquiry, of a person or entity other than the employer, regarding noncompliance or an infraction of Chapter 80 of Title 15, or refuses to participate or assist in the noncompliance or an infraction of Chapter 80 of Title 15.
74 Del. Laws, c. 361, § 1; 79 Del. Laws, c. 344, § 1.
1704 Relief and damages.
(a) A person who alleges a violation of this chapter may bring a civil action for appropriate declaratory relief, or actual damages, or both in three years after the occurrence of the alleged violation of this chapter.
(b) An action commenced pursuant to subsection (a) of this section may be brought in Superior Court in the county where the alleged violation occurred, the county where the complainant resides, or the county where the person against whom the civil complaint is filed resides or has their principal place of business.
(c) As used in subsection (a) of this section, "damages" means damages for injury or loss caused by each violation of this chapter.
(d) A court, in rendering a judgment in an action brought under this chapter, shall order, as the court considers appropriate, reinstatement of the employee, the payment of back wages, full reimbursement of fringe benefits and seniority rights, expungement of records relating to the disciplinary action or discharge, actual damages, or any combination of these remedies. A court may also award, as part of a judgment in an action brought under this chapter, all or a portion of the costs of litigation, including attorneys' fees, if the court determines that such an award is appropriate.
74 Del. Laws, c. 361, § 1.
1705 Collective bargaining.
This chapter shall not be construed to diminish or impair the rights of a person under any collective bargaining agreement.
74 Del. Laws, c. 361, § 1.
1706 Exemption.
This chapter shall not be construed to require an employer to compensate an employee for participation in an investigation, hearing or inquiry held by a public body in accordance with § 1703 of this title.
74 Del. Laws, c. 361, § 1.
1707 Notices requirement.
An employer shall post notices and use other appropriate means to keep the employer's employees informed of their protections and obligations under this chapter.
74 Del. Laws, c. 361, § 1; 79 Del. Laws, c. 186, § 1.
1708 Burden of proof.
The burden of proof in any action brought under this chapter shall be upon the employee to show that the primary basis for the discharge, threats, or discrimination alleged to be in violation of this chapter was that the employee undertook an act protected pursuant to § 1703 of this title.
74 Del. Laws, c. 361, § 1.

CHILD LABOR LAWS
Fox Valley Offices
4425 North Market Street - 3rd Floor
Wilmington, DE 19802
(302) 761-8200
Georgetown American Job Center
8 Georgetown Plaza, Suite 2
Georgetown, DE 19947
(302) 856-5230
Blue Hen Corporate Center
655 S Bay Road, Ste. 2H
Dover, DE 19901
(302) 422-1134
Delaware Department of Labor
Division of Industrial Affairs
CHILD LABOR
General Provisions:
• The minimum age for employment is 14.
• Work Permits are required for all employed minors under the age of 18.
• Employers are required to keep Work Permits on file for each employed minor.
• A new Work Permit is required when a minor changes employers.
Provisions for Individuals 14 and 15 Years of Age:
MINORS 14 - 15 YEARS OF AGE SHALL NOT WORK:
• Before 7:00 a.m. or after 7:00 p.m., except from June 1st through Labor Day when the evening hour shall be extended to 9:00 p.m.
• More than four (4) hours per day on school days
• More than eight (8) hours per day on non-school days
• More than sixteen (16) hours in any week when school is in session for five (5) days
• More than six (6) days in any week
• More than forty (40) hours per week
• More than five (5) hours of work on a non-work period of at least thirty (30) consecutive minutes.
Specific Provisions for Individuals 16 and 17 Years of Age:
• Not more than twelve (12) hours in a combination of school and work hours per day;
• Must have at least eight (8) consecutive hours of non-work, non-school time in each twenty-four (24) hour period;
• May not work more than five (5) hours continuously without a non-work period of at least thirty (30) consecutive minutes.
For a list of prohibited occupations contact [The Delaware Department of Labor, Division of Industrial Affairs, Office of Labor Law Enforcement](http://www.dol.gov) at any of the above addresses.
This poster provides only general information regarding the provisions of Delaware's Child Labor Laws. The requirements of state law do not affect an employer's obligation to comply with any provisions of Federal law.
It is unlawful to retaliate against an employee because (s)he has made a complaint or given information to the Dept of Labor about possible labor law violations.
EMPLOYERS ARE REQUIRED BY LAW TO DISPLAY THIS OFFICIAL POSTER IN A PLACE ACCESSIBLE TO EMPLOYEES AND WHERE THEY REGULARLY PASS.
Violations of Delaware Labor Laws could result in fines up to \$10,000 per violation.

PAYMENT OF WAGES

**Delaware Department of Labor
Division of Industrial Affairs**

EMPLOYERS OF FOUR (4) OR MORE EMPLOYEES ARE REQUIRED TO:
Notify employees in writing at the time of hire:
1. Rate of Pay
2. Day, hour and place of payment
3. Employer's fringe benefits policies
4. Total number of hours worked in a pay period (for employees who are paid at the hourly rate).
Furnish each employee with a pay statement showing:
1. Amount of wages due;
2. Pay period covered by the payment;
3. Amounts of deductions (separately specified if they have been made at the hourly rate);
4. Total number of hours worked in pay period (for employees who are paid at the hourly rate).

PAYMENT OF WAGES:
• Wages must be paid at least once each month.
• Employees must be paid all wages within seven (7) days from the close of each pay period (with some exceptions, see § 11102(b)).
• If the payday falls on a non-work day, payment shall be made on the preceding work day.
• If an employee is not present on the regular payday, payment shall be made on the next regular workday that the employee is present or by mail (only if requested by the employee).
• Wages may be paid to a bank account designated by an employee (upon the employee's written request).
• Wages may be paid in cash or by check (provided that suitable arrangements are made by the employer for cashing at a bank or other business establishment convenient to the workplace).
• When an employee quits, resigns, is discharged, suspended or laid off, the wages earned shall be paid on the next regularly scheduled payday(s) either through the usual pay channels or by mail (if requested by the employee) as if employment had not been suspended or terminated.
UNLAWFUL DEDUCTIONS:
Employees are not permitted to deduct or withhold wages for:
1. Cash or inventory shortages;
2. Cash advances or charges for goods and services (unless there is a signed agreement specifying the amount owed and the repayment schedule);
3. Damaged Property;
4. Failure to return employer's property.
It is unlawful to retaliate against an employee because (s)he has made a complaint or given information to the Dept of Labor about possible labor law violations.
EMPLOYERS ARE REQUIRED BY LAW TO DISPLAY THIS OFFICIAL POSTER IN A PLACE ACCESSIBLE TO EMPLOYEES AND WHERE THEY REGULARLY PASS.
Violations of Delaware Labor Laws could result in fines up to \$10,000 per violation.

PAYDAY NOTICE

Regular Paydays for Employees of
Employees of employers with 4 or more employees are required to be paid at least twice a month. Paydays must be on a regular schedule and occur on the same day of the month. The first payday must be within 10 days of the start of the pay period. Subsequent paydays must occur on the same day of the month as the first payday. If the payday falls on a non-work day, the employer must pay the employee on the next regular workday that the employee is present or by mail (only if requested by the employee).
Employees must be paid at least once each month. Employees must be paid all wages within seven (7) days from the close of each pay period (with some exceptions, see § 11102(b)).
If the payday falls on a non-work day, payment shall be made on the preceding work day.
If an employee is not present on the regular payday, payment shall be made on the next regular workday that the employee is present or by mail (only if requested by the employee).
Wages may be paid to a bank account designated by an employee (upon the employee's written request).
Wages may be paid in cash or by check (provided that suitable arrangements are made by the employer for cashing at a bank or other business establishment convenient to the workplace).
When an employee quits, resigns, is discharged, suspended or laid off, the wages earned shall be paid on the next regularly scheduled payday(s) either through the usual pay channels or by mail (if requested by the employee) as if employment had not been suspended or terminated.

WITHHOLDING STATUS
YOU MAY NEED TO CHECK YOUR WITHHOLDING.
If you are an employer, you must check your withholding status. If you are an employee, you must check your withholding status. If you are an employer, you must check your withholding status. If you are an employee, you must check your withholding status. If you are an employer, you must check your withholding status. If you are an employee, you must check your withholding status. If you are an employer, you must check your withholding status. If you are an employee, you must check your withholding status.
Sees your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS web site.
EMPLOYEE: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.
Publication 213 (Rev. 8-2009) Cat. No. 11047P

DELAWARE MINIMUM WAGE

**Delaware Department of Labor
Division of Industrial Affairs**
MINIMUM WAGE
effective: 06-01-15 - \$8.25/hour
effective: 01-01-19 - \$9.75/hour
effective: 01-01-19 - \$9.25/hour
effective: 10-01-25 - \$15.00/hour
Regular Rate: effective: 01-01-23 - \$11.75/hour
effective: 01-01-24 - \$13.25/hour
effective: 10-01-25 - \$15.00/hour
EMPLOYERS WHO RECEIVE TIPS
The minimum cash wage payable to employees who receive tips is \$2.23 per hour, effective 10/1/96
The employer must be able to prove that the employee received the balance of the full minimum rate in tips.
NOTE: Delaware's minimum cash wage for tipped employees is greater than the cash wage required by federal law. Employers must pay Delaware's higher rate.
Tips may not be taken or retained by an employer except as required by law.
Tip-pooling is permitted (under certain conditions) in an amount not to exceed 15% of the actual tips received by the employee.
MINIMUM WAGE EXEMPTIONS:
• Employees in agriculture.
• Employees in domestic service in or about private homes.
• Employees of the United States Government.
• Outside commission paid salespeople.
• Bona fide executives, administrators, and professionals.
• Employees engaged in fishing and fish processing at sea.
• Volunteer workers (for educational, religious or non-profit organizations).
• Junior camp counselors employed by non-profit summer camp programs.
RECORD KEEPING REQUIREMENTS:
Employers must keep records (including rate of pay, hours worked, and amount paid for each employee for three (3) years).
It is unlawful to retaliate against an employee because (s)he has made a complaint or given information to the Dept of Labor about possible labor law violations.
EMPLOYERS ARE REQUIRED BY LAW TO DISPLAY THIS OFFICIAL POSTER IN A PLACE ACCESSIBLE TO EMPLOYEES AND WHERE THEY REGULARLY PASS.
Violations of Delaware Labor Laws could result in fines up to \$10,000 per violation.

BREAK RULES

**Delaware Department of Labor
Division of Industrial Affairs**
BREAKS
All employees must be offered a meal break of at least 30 consecutive minutes if the employee is scheduled to work 7.5 or more hours per day. Must be after the first 2 hours of work and before the last 2 hours of work.
This rule does not apply when:
• The employee is a professional employee certified by the State Board of Education and employed by a local school board to work directly with children.
• There is a collective bargaining agreement or other employer-employee written agreement which provides otherwise.
Rules have been issued granting exemptions when:
• Compliance would adversely affect public safety.
• Only one (1) employee may perform the duties of a position.
• An employer has fewer than five (5) employees on a shift at one location (the exception would only apply to that shift).
• The continuous nature of an employee's operations, such as chemical production or research experiments, requires employees to respond to urgent or unusual conditions at all times and the employees are compensated for their meal breaks.
Where exemptions are allowed, employees must be allowed to eat meals at their work stations or other authorized locations and use restroom facilities as reasonably necessary.
It is unlawful to retaliate against an employee because (s)he has made a complaint or given information to the Dept of Labor about possible labor law violations.
EMPLOYERS ARE REQUIRED BY LAW TO DISPLAY THIS OFFICIAL POSTER IN A PLACE ACCESSIBLE TO EMPLOYEES AND WHERE THEY REGULARLY PASS.
Violations of Delaware Labor Laws could result in fines up to \$10,000 per violation.

DISCRIMINATION

**Delaware Department of Labor
Division of Industrial Affairs**
DISCRIMINATION
Employers are prohibited by state law from discriminating against employees because of their RACE; NATIONAL ORIGIN; SEX (INCLUDING PREGNANCY); RELIGION; DISABILITY; AGE (40+); GENETIC INFORMATION; SEXUAL ORIENTATION; GENDER IDENTITY; MARITAL STATUS; MEMBERSHIP IN VOLUNTEER EMERGENCY RESPONDER ORGANIZATION (VOLUNTEER FIREFIGHTERS, AMBULANCE PERSONNEL, LADIES AUXILIARY); VICTIM OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING; FAMILY CARE RESPONSIBILITIES; REPRODUCTIVE HEALTH DECISIONS; AND RETALIATION FOR INITIATING A COMPLAINT OF EMPLOYMENT DISCRIMINATION, OR OPPOSING OR PARTICIPATING IN THE INVESTIGATION OF A DISCRIMINATORY EMPLOYMENT PRACTICE. Employees of four (4) or more employees, labor organizations, employment agencies and joint labor management committees for apprenticeship or training are covered by this law.
SEXUAL HARASSMENT: Sexual harassment of employees, applicants, apprentices, staffing agency workers, unpaid interns, and independent contractors is unlawful. Sexual harassment may be unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) the employee is expected to submit to such conduct; or (2) the employee's submission to or rejection of such conduct is used as the basis for employment decisions; or (3) such conduct has the effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment. If the harassment is by a supervisor, the employer may be responsible even if the employee has not complained. If the harassment is by a fellow worker or non-employee, employers are responsible if the employee complained to the employer and the employer has taken no action to stop or correct the sexual harassment. Effective January 1, 2019, employers must distribute the Department of Labor Sexual Harassment Informal Resolution Worksheet to all employees. Employers with 50 or more employees must provide interactive sexual harassment training to all new employees and every two years after.
DISABILITY: Employers are prohibited by state law from discriminating against any employee because of disability. State law requires the employment and advancement of qualified individuals with a disability who, with or without reasonable accommodation, can perform the essential functions of a job.
PREGNANCY: Employers must provide reasonable accommodations to employees with respect to pregnancy, childbirth, lactation and related conditions. Employers may not deny job applicants a position based on the need for a pregnancy-related workplace accommodation, make unnecessary changes to a pregnant employee's job functions or require a pregnant employee to take paid or unpaid leave when a reasonable accommodation would permit the employee to continue working.
ANY PERSON: who believes he or she has been discriminated against should contact the Delaware Department of Labor, Office of Anti-Discrimination at (302) 761-8200.
A Charge of Discrimination must be filed within 300 days of the alleged unlawful employment practice.
It is unlawful to retaliate against an employee because (s)he has made a complaint or given information to the Dept of Labor about possible labor law violations.
EMPLOYERS ARE REQUIRED BY LAW TO DISPLAY THIS OFFICIAL POSTER IN A PLACE ACCESSIBLE TO EMPLOYEES AND WHERE THEY REGULARLY PASS.
Violations of Delaware Labor Laws could result in fines up to \$10,000 per violation.

FMLA - FAMILY AND MEDICAL LEAVE ACT

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT
THE UNITED STATES DEPARTMENT OF LABOR SERVICE 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:
• The birth of a child or placement of a child for adoption or foster care.
• To bond with a child (leave must be taken within 1 year of the child's birth or placement).
• To care for the employee's spouse, child, or parent who has a qualifying serious health condition.
• For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job.
• For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.
An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.
An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.
Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies. **BENEFITS & PROTECTIONS** While employees are on FMLA leave, employees 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.
An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made 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.** • **Work at least 1,250 hours of service in the 12 months before taking leave;** and **• Have at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.**
For additional information or to file a complaint:
1-866-4-USWAGE
(1-866-487-9243)
TTY: 1-877-889-5627
www.dol.gov/dol
U.S. Department of Labor | Wage and Hour Division
WH1420A REV 04/16

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

YOUR RIGHTS UNDER USERRA
THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT
USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.
REEMPLOYMENT RIGHTS
You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed services.
• you ensure that your employer receives advance written or verbal notice of your service;
• you have five years or less of cumulative service in the uniformed services while with that particular employer;
• you return to work or apply for reemployment in a timely manner after conclusion of service; and
• you have not been separated from service with a disqualifying discharge or under other than honorable conditions.
If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.
RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION
If you are a past or present member of the uniformed services, have applied for membership in the uniformed services or are obligated to serve in the uniformed services, then an employer may not deny you: a initial employment; reemployment; retention in employment; promotion; or any benefit of employment, because of this status.
In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has a no-contact order.
Publication Date — April 2017

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

UNEMPLOYMENT INSURANCE

UNEMPLOYMENT INSURANCE
The state of Delaware states, "Each liable employer (except household employers) must display the poster, Notice of Coverage (Form UC-6), with the employer's name printed on it in a place customarily frequented by employees." This poster is furnished by the Division of Unemployment Insurance after liability is established; it informs employees that employment is covered under the Unemployment Insurance laws.
Household employers must provide each employee with a facsimile of the poster with the employer's name printed on it. The Division of Unemployment Insurance furnishes a facsimile of the full-size poster after liability is established; it informs employees that employment is covered under the Unemployment Insurance laws.
Please contact Employer Services at 302-761-8446 to obtain your Unemployment Poster. 04/02

WORKERS' COMPENSATION

**Delaware Department of Labor
Division of Industrial Affairs**
WORKERS' COMPENSATION
IMPORTANT THINGS TO DO IN CASE OF INJURY
THE EMPLOYER SHOULD:
Carry Workers' Compensation insurance coverage. Provide all necessary medical, surgical, and hospital treatment from the accident date. Every employer shall keep a record of all injuries received by employees and make a report within ten (10) days thereof in writing to the Office of Workers' Compensation. Ascertain the average weekly wages of the employee and provide compensation in accordance with the provisions of the law, for disability beyond the third day after the accident. All agreements as to compensation must be submitted to the Office of Workers' Compensation for approval.
THE EMPLOYEE SHOULD:
Immediately notify the employer in writing of accidental injury or occupational disease and request medical services. Failure to give notice or to accept medical services may deprive the employee of the right to compensation. Give promptly to the employer, directly or through a supervisor, notice of any claim for compensation for the period of disability beyond the third day after the accident. In case of fatal injuries, notice must be given by one or more dependents of the deceased or by a person on their behalf. In case of failure to reach an agreement with the employer in regard to compensation under the law, file an application with the Industrial Accident Board for a hearing on the matters at issue within two (2) years of the date of accidental injury or one (1) year of knowledge of a diagnosis of an occupational disease or an ionizing radiation injury. All forms can be obtained from the Office of Workers' Compensation.
It is unlawful to retaliate against an employee because (s)he has made a complaint or given information to the Dept of Labor about possible labor law violations.
EMPLOYERS ARE REQUIRED BY LAW TO DISPLAY THIS OFFICIAL POSTER IN A PLACE ACCESSIBLE TO EMPLOYEES AND WHERE THEY REGULARLY PASS.
Violations of Delaware Labor Laws could result in fines up to \$10,000 per violation.

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

**Delaware Department of Labor
Division of Industrial Affairs**
OSHA
Occupational Safety and Health Administration
**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 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

