

EOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

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PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS are prohibited from discriminating against employees in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Genetic information includes information about an individual's or family member's genes or genetic testing results that identify or predict a disease or disorder in family members (family history) and requests for or receipt of genetic services by applicants, employees, or family members.

GENETIC TESTS: The EEOC's Genetic Information Nondiscrimination Act of 2008 prohibits employers from requesting or requiring genetic testing of employees or family members in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly prohibits the disclosure of genetic information. Genetic information includes information about an individual's or family member's genes or genetic testing results that identify or predict a disease or disorder in family members (family history) and requests for or receipt of genetic services by applicants, employees, or family members.

RETALIATION: All of these Federal laws prohibit covered entities from retaliating against individuals who file a charge of discrimination or who are involved in a discrimination proceeding or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED: There are strict deadlines for filing charges of discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, you should contact EEOC promptly upon receipt of the notice of discrimination. In the U.S. Equal Employment Opportunity Commission (EEOC), call 1-800-669-4000 (toll-free) or 1-800-669-6822 (toll-free TTY). For more information, contact your local EEOC office. EEOC field office addresses are available at www.eeoc.gov or in most telephone directories in the U.S. Government, Federal Government sections. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS are prohibited from discriminating against employees in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. The Equal Opportunity Employer/Program, Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

PROTECTED VETERANS: The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to ensure equal opportunity in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge from active duty), active duty members of the National Guard and Reserve, and Armed Forces service medal veterans.

RELATIONSHIP: Retaliation is prohibited against a person who files a complaint or charges of discrimination, or who reports or files a complaint, or who is involved in a discrimination proceeding or otherwise opposes an unlawful employment practice.

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PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE are prohibited from discriminating against employees in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. The Equal Opportunity Employer/Program, Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

INDIVIDUALS WITH DISABILITIES: Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity that receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who are otherwise qualified individuals with a disability who are seeking or have a job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

MANDATORY FINANCIAL ASSISTANCE: EEOC P/E-1 (Revised 11/09) "EO is the Law" Poster

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either pre-employment screening or during the employment process. The Act prohibits employers from requiring 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 for exercising their rights under the Act. EXCEPTIONS: Federal, State and local governments are not affected by the law. Also, the law does not apply to tests used by the Federal Government to certify 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

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which documents they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

INDEPENDENT CONTRACTOR OR EMPLOYEE

ATTENTION ALL EMPLOYEES, EMPLOYERS, INDEPENDENT CONTRACTORS AND SUBCONTRACTORS: The law says that you are an employee unless:
 • You are free from direction and control in performing your job, AND
 • You perform work that is not part of the normal work done by the business AND
 • You are customarily engaged in an independently established trade, occupation, profession or business.

Your employer cannot consider you to be an independent contractor unless all three of these facts apply to you.

IT IS AGAINST THE LAW FOR AN EMPLOYER TO MISCLASSIFY EMPLOYEES AS INDEPENDENT CONTRACTORS OR PART-TIME EMPLOYEES OF THE BOOKS.

Employer Rights: If you are an employee, you are entitled to:
 • Unemployment benefits, if unemployed through no fault of your own, able to work, and under eligibility requirements.
 • Workers' Compensation benefits for on-the-job injuries.

It is a violation of this law for employers to retaliate against anyone who asserts their rights under the law. Retaliation includes an employer to civil penalties.

NATIONAL GUARD RESERVE RIGHTS

You have certain protected employment and re-employment rights, freedom from discrimination rights, and civil relief rights. Under state and federal law, if you feel that you have been discriminated against or denied such rights on account of your service in the uniformed services, contact the Employer Support of the Guard and Reserve Committee at 1-800-336-4590, or log on to www.ESGR.org, or e-mail questions to questions@AESGR.com.

HONORING YOUR SERVICE

Support your uniformed services, and place this poster in a conspicuous place as required by law.

ESGR EMPLOYER SUPPORT OF THE GUARD AND RESERVE

UNEMPLOYMENT INSURANCE

Notice to Workers: Your employer is subject to the Unemployment Security Law and is required to post this notice in a conspicuous place. Your employer has contributed to the Louisiana Trust Fund from which benefits are paid. No amount of contributions to the Trust Fund is deductible from your earnings. **Unemployment:** You may be eligible to receive unemployment insurance benefits provided:
 1. You are unemployed;
 2. You have registered for work;
 3. You are able to work, available for work, and actively conducting a search for work;
 4. You have been paid wages by employer subject to the Louisiana Unemployment Security Law during your base period in an amount sufficient to qualify you under the law.

Disqualification: You may be disqualified from drawing benefits on your claim if:
 1. You have left work voluntarily without good cause attributable to a substantial change due to the employer's action; or
 2. You have been discharged from work by your employer; or
 3. You fail without good cause to (a) apply for available suitable work, or (b) return to your customary self-employment when directed.

You may also be disqualified:
 1. For any week with respect to which the Administrator finds that you have been engaged in any other activity which constitutes a substantial gain or other activity which prevents you from seeking or accepting suitable work as required by law.
 2. For any week with respect to which the Administrator finds that you have been engaged in any other activity which prevents you from seeking or accepting suitable work as required by law.

Additional Information:
 • Certain occupations and establishments are exempt from the minimum wage and overtime pay provisions.
 • Special provisions apply to workers in American Samoa, the Commonwealth of Puerto Rico.
 • Some states have enacted more protective provisions; employers must comply with the more protective provisions.
 • Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between an independent contractor and an employee. The FLSA minimum wage and overtime pay provisions 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.

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 when 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.

Notice to Workers: Your employer is subject to the Fair Labor Standards Act (FLSA) and is required to post this notice in a conspicuous place. Your employer has contributed to the Louisiana Trust Fund from which benefits are paid. No amount of contributions to the Trust Fund is deductible from your earnings. **Unemployment:** You may be eligible to receive unemployment insurance benefits provided:
 1. You are unemployed;
 2. You have registered for work;
 3. You are able to work, available for work, and actively conducting a search for work;
 4. You have been paid wages by employer subject to the Louisiana Unemployment Security Law during your base period in an amount sufficient to qualify you under the law.

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 1. You have left work voluntarily without good cause attributable to a substantial change due to the employer's action; or
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 • 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.

Notice shall be given by delivering it or sending it by certified mail or return receipt requested to:
 • The employer.
 • The employer's representative.

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WORKERS' COMPENSATION

Reporting Injury: You should report to your employer any occupational disease or injury that is work-related, even if you claim it is minor. **Occupational Disease or Death:** If you die from an occupational disease, all claims are barred unless the employee files a claim with his/her employer within one year of the date of death or the date the disease manifests itself.

1. The disease manifests itself.
2. The employee is disabled as a result of the disease.
3. The employee knows or has reasonable grounds to believe that the disease is work-related.

Retaliation: It is illegal for an employer to discriminate against an employee because the employee has filed a claim for workers' compensation. Retaliation includes an employer to discriminate against an employee because the employee has filed a claim for workers' compensation. Retaliation includes an employer to discriminate against an employee because the employee has filed a claim for workers' compensation.

What to Do if You Believe Retaliation Has Occurred: There are strict deadlines for filing charges of discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, you should contact EEOC promptly upon receipt of the notice of discrimination. In the U.S. Equal Employment Opportunity Commission (EEOC), call 1-800-669-4000 (toll-free) or 1-800-669-6822 (toll-free TTY). For more information, contact your local EEOC office. EEOC field office addresses are available at www.eeoc.gov or in most telephone directories in the U.S. Government, Federal Government sections. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

WORKERS' COMPENSATION FRAUD

IS SOMEONE YOU KNOW CHEATING THE SYSTEM?

Nationwide Toll-Free Fraud Hotline
1-800-201-3362
 (all information remains anonymous)
 Office: 212-672-7518 Fax: 212-642-1880
 Impairment/WCFRA Fraud Hotline: 1-800-259-5154 (TDD)

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

DISCRIMINATION

Discrimination Has No Place: Equal opportunity is the law. It is against the law for recipients of federal financial assistance to discriminate on the basis of the following characteristics:
 1. Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
 2. Against any beneficiary of any program financially assisted under Title VI of the Workforce Innovation & Opportunity Act (WIOA) on the basis of sex or citizenship status as a lawfully admitted immigrant or temporary lawful permanent resident of the United States.

Out-of-State Motor Vehicle: Duties of employees and employers.
 A. Any person who is a resident of a state which requires registration of the motor vehicle or motor vehicles of a person who is employed in that state within thirty days of such employment, and who is employed in and maintains a residence in Louisiana and who operates one or more vehicles on the public streets or highways in Louisiana, shall apply for a certificate of registration for each of those vehicles within thirty days of the date on which the person was employed in Louisiana.

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EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

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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.

Notice shall be given by delivering it or sending it by certified mail or return receipt requested to:
 • The employer.
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 • 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.

Notice shall be given by delivering it or sending it by certified mail or return receipt requested to:
 • The employer.
 • The employer's representative.

Employer Representative:
 • The person to whom you should deliver your notice or return receipt requested to.
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EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

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