

### EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS Applicants to and employers of most private employers, state and 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 employment discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

**DISABILITY** Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is applying or employment, 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 women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

**EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** Applicants to and employers of companies with a federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

**RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, GENDER IDENTITY, NATIONAL ORIGIN** Executive Order 12968, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

**PAY SECURITY** Executive Order 12146, as amended, protects applicants and employees from discrimination based on requiring, imposing, or discussing their compensation or the compensation of other applicants or employees.

**PROHIBITION WITH DISABILITIES** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from employment 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 applying or employment, barring undue hardship.

**AGE** The Age Discrimination in Employment Act of 1967 also applies to the employment, section 503 also requires that Federal contractors take affirmative action to ensure equality of opportunity in all aspects of employment, including at all levels of employment, including the executive level.

If you believe that you have experienced discrimination contact OCEC: 1-800-397-6251 TTY: 1-877-889-5627 www.dol.gov

### 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. **EMPLOYERS:** At least 15 times your regular rate of pay for all hours worked over 40 in a workweek.

**EMPLOYEES:** An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-hazardous jobs with certain work hours restrictions. Other federal rules apply in agricultural employment.

**CHILD LABOR:** The FLSA requires employers who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employer'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 employer 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. Employees are also required to provide a place, other than a bathroom, that is shielded from public view for the use of a nursing mother. The Department has authority to recover back wages and an equal amount of liquidated damages in instances of misapplied overtime provisions providing such 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 law.

### VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE LEAVE TIME ALLOWED

See Section 285.630, RSMo., and refer to Sections 285.625 to 285.670 RSMo. for definitions.

**EMPLOYEES** who are victims of domestic or sexual violence, or have a family or household member who is a victim of domestic or sexual violence, may take unpaid leave from work to address such violence by:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by such violence.
- Obtaining services from a victim services organization.
- Obtaining psychological or other counseling.
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or employee's family or household.
- Seeking legal assistance or remedies to ensure health and safety.

In the case of domestic or sexual violence as defined by statute, an individual who works for a business with 50 or more employees is entitled to up to two workweeks of unpaid leave within any 12-month period to address the related matters above. An individual who works for a business employing 20 to 49 employees is entitled to up to one workweek of unpaid leave within any 12-month period to address such matters.

Leave may be taken intermittently or on a reduced work schedule. The employee shall provide to the employer 48 hours notice unless such notice is not practicable.

**EMPLOYER:**

- May request certification that the employee or member of family or household is a victim as described above.
- Must restore the employee to the position of employment held prior to the reporting of domestic or sexual violence or an equivalent position.
- Must maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided had the employee continued in the employment previously held.
- May, under many circumstances, recover from the employee the premium paid for maintaining coverage if the employee fails to return from leave after the leave period has expired.

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### OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

## 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.

**Contact OSHA. We can help.**

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

### EMPLOYEE POLYGRAPH PROTECTION ACT

**EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT**

The Employee Polygraph Protection Act (EPPA) does not prevent any provision of any State or local law concerning or during the use of the employer.

**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 law also does not apply to tests given by the Federal Government in the private sector subject to restrictions to certain prospective employees of security service firms (armed car, alarm, and guard services), certain pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employers of those who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

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

**WAGE AND HOUR DIVISION**  
 UNITED STATES DEPARTMENT OF LABOR  
 1-866-487-9243 TTY: 1-877-889-5627  
 www.dol.gov

### UNEMPLOYMENT INSURANCE

#### UNEMPLOYMENT INSURANCE BENEFITS NOTICE TO WORKERS

Your employer is subject to the Missouri Employment Security Law and pays tax contributions to cover unemployment insurance (UI) benefits in case you become unemployed through no fault of your own.

**WHEN TO APPLY FOR UI BENEFITS**

- If you are unemployed, laid off or working less than full time;
- If you lose your job through no fault of your own or quit for a valid reason related to the work or the employer;
- If you are able to work, available for work and actively seeking employment.

**HOW TO APPLY FOR UI BENEFITS**

- To apply, visit [unemployment.labor.mo.gov](http://unemployment.labor.mo.gov) to create a new user account and file your initial claim;
- If you do not have Internet access, call a Regional Claims Center during normal business hours, Monday through Friday for assistance.

Jefferson City Missouri 573-751-9040 Springfield 417-895-6851 Kansas City 816-889-3100  
 St. Louis 314-340-4950 Outside Local Calling Area 800-320-2519

**RECEIVED** P.O. Box 59 Jefferson City, MO 65104-0059 Fax: 573-751-9730  
 LABORATORY OF UNEMPLOYED WORKERS  
 Missouri: 800-735-2966 Relay Missouri: 711  
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### MISSOURI MINIMUM WAGE

#### EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

## \$11.15 MISSOURI MINIMUM WAGE IN EFFECT FOR PRIVATE EMPLOYERS FOR 2022

The minimum wage rate will increase 85 cents each year through 2023 for all private, non-exempt workers. Missouri Minimum Wage law does not apply to public employers, nor does it allow the state's minimum wage rate to be lower than the federal minimum wage rate.

**TIPPED EMPLOYEES** Employees are required to pay tipped employees at least 50 percent of the minimum wage, \$5.75 per hour, plus any amount necessary to bring the employee's total compensation to a minimum of \$11.15 per hour.

**EXEMPTIONS** All businesses are required to pay, at minimum, the \$11.15 per hour rate, except retail and service businesses whose annual gross sales are less than \$500,000. The law does not apply to certain employees, non-exempt, nor does it supersede more favorable laws or interfere with collective bargaining agreement rights.

**EMPLOYEE RIGHTS** An employee not being paid the correct wages can file a minimum wage complaint at [labor.mo.gov/DLS/MinWage](http://labor.mo.gov/DLS/MinWage) and is entitled to pursue a legal right of action to collect any wages due. An employer who unlawfully pays sub-minimum wages will be liable for the full amount of wages due (plus twice the amount left unpaid as liquidated damages) less any amount actually paid. The employer is also liable for costs and reasonable attorney fees as may be allowed by the court or jury.

**3315 West Truman Boulevard** 573-751-3403  
**Jefferson City, Missouri** P.O. Box 449 Fax: 573-751-3721  
**LABOR STANDARDS & INDUSTRIAL RELATIONS**  
 Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program.  
 TDD/TTY: 800-735-2966 Relay Missouri: 711 LS-52 (11-21) AI

### MISSOURI MINIMUM WAGE

#### EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

## \$11.15 SALARIO MÍNIMO DEL ESTADO DE MISSOURI EN VIGOR PARA LOS EMPLEADORES DEL SECTOR PRIVADO PARA 2022

La tarifa de salario mínimo aumentará 85 centavos cada año hasta el 2023 para todas las empresas privadas, no exentas. La ley de salario mínimo de Missouri no aplica a los empleadores del sector público ni permite que la tarifa del salario mínimo estatal sea menor que el salario mínimo federal.

**EMPLEADOS QUE RECIBEN PROPINAS** Los empleados tienen que pagar a los empleados que reciben propinas por lo menos el 50 por ciento del salario mínimo de \$5,75 por hora, además de cualquier cantidad necesaria para llevar la compensación total del empleado al salario mínimo de \$11,15 por hora.

**EXCEPCIONES** Todos los negocios tienen que pagar como mínimo la tarifa de \$11,15 por hora, con excepción de los negocios de ventas al por menor y de servicios cuyos ventas anuales brutas son menores de \$500,000. La ley no aplica a ciertos empleados, no exentos, ni interfiere con los derechos de los convenios colectivos.

**DERECHOS DEL EMPLEADO** Un empleado que no recibe los salarios correctos, puede presentar una queja por salario mínimo en [labor.mo.gov/DLS/MinWage](http://labor.mo.gov/DLS/MinWage) y tiene derecho a interponer demandas privadas para cobrar los salarios adeudados. Un empleador que pague ilegalmente un salario por debajo del mínimo será responsable por la cantidad total de los salarios adeudados (más el doble de la cantidad no pagada por daños y perjuicios) menos cualquier cantidad realmente pagada. El empleador también es responsable de los costos y honorarios razonables de los abogados según lo permita el tribunal o el jurado.

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### ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work authorized individuals. Employers CANNOT specify who documented they are not employees. 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 800-255-7688.

**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 or naval service in the National Guard or Reserves. 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 military or naval service. You must: • ensure that your employer receives advance written or verbal notice of your service • have five years or less of cumulative service • be the uniformed services member of your particular employer, • you return to work applying for reemployment in a timely manner after conclusion of service; and • you have not been separated from service with a dishonorable discharge or under other than honorable conditions. • If you are not reemployed, you must be restored to the job and benefits you would have had if you had not been absent due to your service, or, in some cases, a comparable job.

**RIGHT TO BE FREE FROM DISCRIMINATION** 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: • initial employment • reemployment • 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 laws, including testifying or assisting an employee in connection with a proceeding under USERRA, even if the employee is not a member of the uniformed services.

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 this notice where there are customary place notices for employees.

**CHILD LABOR LAWS**

MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
 REQUIRED POSTER: DISPLAY THIS POSTER WHERE WORKERS UNDER THE AGE OF 16  
**YOUTH EMPLOYMENT LIST**  
 Employees are required to post this list of employed youth under the age of 16 in the workplace.  
**Acceptable Work Hours:** • Between 7 a.m. and 7 p.m. during the school term • Between 7 a.m. and 9 p.m. during non-school term • No more than three hours on a school day • No more than eight hours on any other days • No more than six days or 40 hours in a week  
 Please contact the Missouri Division of Labor Standards at 573-751-3403, or e-mail us at YouthEmployment@labor.mo.gov or go to [www.labor.mo.gov](http://www.labor.mo.gov) if you have any questions or need additional copies of this list.  
 Missouri Division of Labor and Industrial Relations is an equal opportunity employer/program.  
 TDD: 800-735-2966 Relay Missouri: 711 LS-43 (05-16) AI

### FMLA - FAMILY AND MEDICAL LEAVE ACT

#### EMPLOYER RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

**ELIGIBLE EMPLOYEES** 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 essential 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 service member'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 and 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, 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. An employer may not interfere with an individual's FMLA rights or retaliate against anyone 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.

**NOTIFICATION** An employer who has a covered employee on a covered employee must meet three criteria in order to be eligible for FMLA leave. The employee must: • Have at least 1,250 hours of service in the 12 months before taking leave; and • Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

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

**REQUESTING LEAVE** Generally, employees must give 30-day advance notice of the need for FMLA leave. If it is not possible to give 30-day notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to bring a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken and certified. Employees 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 what additional information is required.

**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 his or her eligibility for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under FMLA. If the employer is not eligible, the employer must provide a notice of ineligibility. Employees must notify its employer if a leave will be extended or if the employee is returning to work. **ENFORCEMENT** Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer. The FMLA does not allow an employer to sue an employee under the FMLA, but it does allow a state or local law prohibiting discrimination or superseding any state or local law of collective bargaining agreement that provides greater family or medical leave rights.

**Additional information on how to file a complaint:**  
**1-866-487-9243 TTY: 1-877-889-5627**  
**WWW.WAGEHOUR.DOL.GOV**  
 U.S. Department of Labor | Wage and Hour Division

### WITHHOLDING STATUS

**YOU MAY NEED TO CHECK YOUR WITHHOLDING STATUS**

**You will need filed Form W-4 with your employer if:**

- Married or divorced?
- Lost a dependent?
- Change your name?
- Are you an annuitant "YES," to any of these questions or you need extra tax when you filed your last return, or you worked extra when you filed your Form W-4 or call the IRS at 1-800-829-3676. How to file your withholding for more details, get Publication 919, How to Adjust My Withholding, or use the Withholding Calculator at [www.irs.gov](http://www.irs.gov)

**Were there major changes to:**

- Your marital status (including divorce, legal separation, or remarriage)?
- Your number of dependents?
- Your tax credits?
- Your filing status?
- Your state of residence?
- Your family wage income (you or your spouse started or ended a job)?
- Any deductions?
- Any tax credits?
- Are you an annuitant "YES," to any of these questions or you need extra tax when you filed your last return, or you worked extra when you filed your Form W-4 or call the IRS at 1-800-829-3676. How to file your withholding for more details, get Publication 919, How to Adjust My Withholding, or use the Withholding Calculator at [www.irs.gov](http://www.irs.gov)

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 Internal Revenue Service www.irs.gov

### DISCRIMINATION IN EMPLOYMENT

## DISCRIMINATION IN EMPLOYMENT IS PROHIBITED

The Missouri Human Rights Act makes it illegal to discriminate in any aspect of employment because of an individual's race, color, religion, national origin, ancestry, sex, disability, or age (40 through 69).

An employment agency includes any person or agency, public or private, regularly undertaking with or without compensation to procure employees for an employer or to procure for employees opportunities to work for an employer.

**THE MISSOURI HUMAN RIGHTS ACT APPLIES TO:**

- Private employers with six or more employees.
- All employment agencies.
- All apprenticeship or training programs.
- All state and local government agencies.
- All labor organization.

**DISCRIMINATORY PRACTICES PROHIBITED BY THE MISSOURI HUMAN RIGHTS ACT INCLUDE:**

- Hiring and firing; compensation, assignment, or classification of employees; transfer, promotion, layoff, or recall; job advertisements, recruitment, testing, use of company facilities, training, and apprenticeship programs; fringe benefits, pay, retirement plans, or disability leave; or other terms and conditions of employment.
- Harassment on the basis of race, color, religion