breast milk. Employers are also required to provide a place, other than a

The Department has authority 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 prosecution. Employers may be assessed civil money penalties

for each willful or repeated violation of the minimum wage or overtime

pay provisions of the law. Civil money penalties may also be assessed for

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

Certain occupations and establishments are exempt from the

Special provisions apply to workers in American Samoa, the

Commonwealth of the Northern Mariana Islands, and the

Some employers incorrectly classify workers as "independent

Some state laws provide greater employee protections; employers

complaint or participate in any proceeding under the FLSA.

minimum wage, and/or overtime pay provisions.

**ADDITIONAL INFORMATION** 

must comply with both

Commonwealth of Puerto Rico.

violations of the FLSA's child labor provisions. Heightened civil money

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.

FED

You have the right to be reemployed in your civilian job if you leave that job to

you ensure that your employer receives advance written or verbal notice of

you have not been separated from service with a disqualifying discharge or

If you are eligible to be reemployed, you must be restored to the job and benefits you

are obligated to serve in the

any benefit of employment

has Occurred?

following bases:

Disability

promotion; or

would have attained if you had not been absent due to military service or, in some

you return to work or apply for reemployment in a timely manner after

you have five years or less of cumulative service in the uniformed services while

perform service in the uniformed service and:

with that particular employer;

under other than honorable conditions.

are a past or present member of the •

have applied for membership in the

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

In addition, an employer may not retaliate against anyone assisting in the

Employees (current and former), including managers

Union members and applicants for membership in

State and local governments (as employers)

**What Types of Employment Discrimination are** 

Under the EEOC's laws, an employer may not discriminate

against you, regardless of your immigration status, on the

Sex (including pregnancy and related conditions,

Genetic information (including employer requests

for, or purchase, use, or disclosure of genetic tests,

Retaliation for filing a charge, reasonably opposing

Harassment (including unwelcome verbal or physical

discrimination, or participating in a discrimination

genetic services, or family medical history)

What Employment Practices can be Challenged

lawsuit, investigation, or proceeding

Pay (unequal wages or compensation)

Failure to provide reasonable accommodation

for a disability or a sincerely-held religious belief,

Obtaining or disclosing genetic information of

Requesting or disclosing medical information of

from opposing discrimination, filing a charge, or

participating in an investigation or proceeding.

Conduct that might reasonably discourage someone

sexual orientation, or gender identity)

Educational institutions (as employers)

enforcement of USERRA rights, including testifying or making a statement in

connection with a proceeding under USERRA, even if that person has no service

conclusion of service; and

cases, a comparable job.

uniformed service;

uniformed service; or

initial employment;

reemployment;

because of this status.

Who is Protected?

Job applicants

Staffing agencies

Illegal?

Race

Religion

as Discriminatory?

conduct)

Assignment

Job training

Classification

Referral

emplovees

All aspects of employment, including:

Hiring or promotion

observance or practice

Discharge, firing, or lay-off

National origin

Age (40 and older)

and temporary employees

What Organizations are Covered?

FED

then an employer may not deny you

retention in employment;

**HEALTH INSURANCE PROTECTION** 

If you leave your job to perform military service, you have the right to elect to

continue your existing employer-based health plan coverage for you and your

Even if you don't elect to continue coverage during your military service, you

have the right to be reinstated in your employer's health plan when you are

existing condition exclusions) except for service-connected illnesses or injuries.

(VETS) is authorized to investigate and resolve complaints of USERRA violations.

https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can

request that your case be referred to the Department of Justice or the Office of

reemployed, generally without any waiting periods or exclusions (e.g., pre-

The U.S. Department of Labor, Veterans Employment and Training Service

If you file a complaint with VETS and VETS is unable to resolve it, you may

You may also bypass the VETS process and bring a civil action against an

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:

https://www.dol.gov/agencies/vets/programs/userra/poster 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

U.S. Department of Labor • 1-866-487-2365

U.S. Department of Justice Office of Special Counsel

Employer Support of the Guard and Reserve • 1-800-336-4590

**Protected Veteran Status** 

service medal veterans.

Retaliation

Programs (OFCCP)

financial assistance.

fine of up to \$500.00.

**Individuals with Disabilities** 

U.S. Department of Labor

Washington, D.C. 20210

200 Constitution Avenue, N.V

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

years of discharge or release from active duty), active duty

recruit, employ, and advance in employment, disabled

veterans, recently separated veterans (i.e., within three

wartime or campaign badge veterans, or Armed Forces

Retaliation is prohibited against a person who files a

complaint of discrimination, participates in an OFCCP

proceeding, or otherwise opposes discrimination by

Any person who believes a contractor has violated its

nondiscrimination or affirmative action obligations under

disability, please dial 7-1-1 to access telecommunications

submitting a question online to OFCCP's Help Desk at

nttps://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP

PROGRAMS OR ACTIVITIES RECEIVING

FEDERAL FINANCIAL ASSISTANCE

In addition to the protections of Title VII of the Civil Rights

Act of 1964, as amended, Title VI of the Civil Rights Act of

1964, as amended, prohibits discrimination on the basis

of race, color or national origin in programs or activities

discrimination is covered by Title VI if the primary objective

receiving Federal financial assistance. Employment

of the financial assistance is provision of employment,

or where employment discrimination causes or may

cause discrimination in providing services under such

programs. Title IX of the Education Amendments of 1972

prohibits employment discrimination on the basis of sex

in educational programs or activities which receive Federal

Section 504 of the Rehabilitation Act of 1973, as amended,

disability in any program or activity which receives Federal

prohibits employment discrimination on the basis of

financial assistance. Discrimination is prohibited in all

who, with or without reasonable accommodation, can

perform the essential functions of the job.

aspects of employment against persons with disabilities

If you believe you have been discriminated against in a

program of any institution which receives Federal financial

REV. 10/20/2022

assistance, you should immediately contact the Federal

Federal contractors under these Federal laws.

OFCCP's authorities should contact immediately:

If you are deaf, hard of hearing, or have a speech

relay services. OFCCP may also be contacted by

regional or district office, listed in most telephone

directories under U.S. Government, Department

of Labor and on OFCCP's "Contact Us" webpage at

https://www.dol.gov/agencies/ofccp/contact.

Race, Color, National Origin, Sex

The Office of Federal Contract Compliance

REV. 05/2022

For assistance in filing a complaint, or for any other information on

USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at

be viewed at <a href="https://webapps.dol.gov/elaws/vets/userra">https://webapps.dol.gov/elaws/vets/userra</a>.

Special Counsel, as applicable, for representation.

employer for violations of USERRA.

place notices for employees.

U.S. Equal Employment Opportunity Commission

**Know Your Rights: Workplace Discrimination is Illegal** 

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in

employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

What can You Do if You Believe Discrimination

Contact the EEOC promptly if you suspect discrimination.

Do not delay, because there are strict time limits for filing

a charge of discrimination (180 or 300 days, depending on

where you live/work). You can reach the EEOC in any of the

https://publicportal.eeoc.gov/Portal/Login.aspx

**Submit** an inquiry through the EEOC's public portal:

1-844-234-5122 (ASL video phone)

an EEOC field office (information at

**EMPLOYERS HOLDING FEDERAL CONTRACTS** 

OR SUBCONTRACTS

nondiscrimination and affirmative action commitments of

companies doing business with the Federal Government.

If you are applying for a job with, or are an employee of, a

company with a Federal contract or subcontract, you are

protected under Federal law from discrimination on the

Race, Color, Religion, Sex, Sexual Orientation,

Executive Order 11246, as amended, prohibits employment

discrimination by Federal contractors based on race, color,

religion, sex, sexual orientation, gender identity, or national

origin, and requires affirmative action to ensure equality of

**Asking About, Disclosing, or Discussing Pay** 

Executive Order 11246, as amended, protects applicants

and employees of Federal contractors from discrimination

compensation or the compensation of other applicants or

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 by Federal contractors.

limitations of an otherwise qualified individual with a

Federal contractors take affirmative action to employ

and advance in employment qualified individuals with

disabilities at all levels of employment, including the

accommodation to the known physical or mental

Disability discrimination includes not making reasonable

disability who is an applicant or employee, barring undue

hardship to the employer. Section 503 also requires that

**Attention Employees** 

based on inquiring about, disclosing, or discussing their

The Department of Labor's Office of Federal Contract

Compliance Programs (OFCCP) enforces the

**Gender Identity, National Origin** 

opportunity in all aspects of employment

1-800-669-4000 (toll free)

www.eeoc.gov/field-office)

info@eeoc.gov

Additional information about the EEOC,

including information about filing a

charge of discrimination, is available at

1-800-669-6820 (TTY)

dependents for up to 24 months while in the military.

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.

### FED **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.

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

**CHILD LABOR** 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

Employers of "tipped employees" 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 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

**ENFORCEMENT** 



### 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 Certain full-time students, student learners, apprentices, and workers

**FED** 

DEPARTMENT

UNITED STATES

OF LABOR

OF AMERICA

**FED** 

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

mployee's spouse, child, or parent.

**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 UNITED STATES 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

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

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

to restrictions, to certain prospective employees of security service firms (armored car, alarm, and

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms

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

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER

WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

1-866-487-9243

WH1462

TTY: 1-877-889-5627

www.dol.gov/whd

The law does not preempt any provision of any State or local law or any collective bargaining

who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that

guard), and of pharmaceutical manufacturers, distributors and dispensers.

agreement which is more restrictive with respect to lie detector tests.

violators. Employees or job applicants may also bring their own court actions.

**WAGE AND** 

**HOUR DIVISION** 

DEPARTMENT OF LABOR

**UNITED STATES** 

resulted in economic loss to the employer.

results disclosed to unauthorized persons.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject

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

tests either for pre-employment screening or during the course of employment.

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 For qualifying exigencies related to the foreign deployment of a military member who is the

take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a 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.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also

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

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. 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; Have at least 1,250 hours of service in the 12 months before taking leave;\* and

\*Special "hours of service" requirements apply to airline flight crew employees. Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible

to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow

Work at a location where the employer has at least 50 employees within 75 miles of the employee's

Employees do not have to share a medical diagnosis, but must provide enough information to the mployer 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 <mark>is for</mark> a

reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating **EMPLOYER RESPONSIBILITIES** Once an employer becomes aware that an employee's need for leave is for a reason that may qualify

under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if

eligible, must also provide a notice of rights and responsibilities under the FMLA. If th<mark>e employee</mark> is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave. 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 affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint: DEPARTMENT 1-866-4-USWAGE UNITED STATES

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

U.S. Department of Labor • Wage and Hour Division • WH1420

REV. 04/2016

SUSAN CORBIN

nvestigation, inquiry or court action.

safety and health standards.

industry or the public sector.

pursuant to the Act.

**PROTECTIONS:** 

It is illegal for employers in Michigan to discharge, threaten or otherwise discriminate against you regarding your compensation, terms, conditions, location or privileges of employment because you take part in a public hearing,

The Michigan Occupational Safety and Health Act (MIOSH Act), Act No.

health protection for Michigan employees through the maintenance of

safe and healthful working conditions. Under the MIOSH Act and a state

plan approved in September 1973 by the U.S. Department of Labor, the

for administering the Act. Department representatives conduct job site

**EMPLOYER REQUIREMENTS:** MIOSHA requires that each employer:

cause death or serious physical harm to the employee.

Furnish to each employee employment and a place of employment

Post this and other notices and use other appropriate measures to

under the Act, including the provisions of applicable rules and

within 8 hours of any work-related fatality. Notification may be

within 24 hours of all work-related inpatient hospitalizations,

Notify the Michigan Department of Labor and Economic Opportunity

Make available to employees, for inspection and copying, all medical

attend all meetings between the Michigan Department of Labor and

Economic Opportunity and the employer relative to any appeal of a

Give the representative of employees the opportunity to accompany

the department during the inspection or investigation of a place of

benefits or discriminate against the representative of employees for

time spent participating in the inspection, investigation, or opening

Provide personal protective equipment, at the employer's expense,

Not permit an employee, other than an employee whose presence

operate equipment or engage in a process which has been tagged

by the Department and which is the subject of an order issued by the

To promptly notify an employee who was or is being exposed to toxic

Comply with promulgated rules and standards and with orders issued

provided for use in a place of employment, or interfere in any way with

Not remove, displace, destroy, or carry off a safeguard furnished or

representative and a representative of employees be given an opportunity to

accompany the department representative for the purpose of aiding in the

representative will consult with a number of employees concerning matters

materials or harmful physical agents in concentrations or at levels

is necessary to avoid, correct or remove an imminent danger, to

when it is specifically required by a MIOSHA standard.

Department identifying that an imminent danger exists.

which exceed those prescribed by a MIOSHA standard.

the use thereof by any other person.

of safety or health in the place of employment.

inspection or investigation.

**EMPLOYEE REQUIREMENTS:** MIOSHA requires that each employee:

**INSPECTIONS/INVESTIGATIONS:** Inspections and investigations are

conducted by trained personnel. The Act requires that an employer

If a representative of employees does not participate, the department

accomplished by calling 1-800-858-0397.

calling 844-464-6742 (4MIOSHA).

citation by the employer.

and closing conferences.

154 of the Public Acts of 1974, as amended, provides job safety and

or otherwise discriminate against you regarding your

The Michigan Whistleblowers' Protection Act (469 P.A. 1980) creates certain protections and obligations for employees and employers under Michigan law. **OBLIGATIONS:** It is illegal for employers in Michigan to discharge, threaten

The Act does not diminish or impair either your rights or the rights of your employer under any collective bargaining compensation, terms, conditions, location or privileges of employment because you or a person acting on your behalf The Act does not require your employer to compensate you for reports or is about to report a violation or a suspected violation your participation in a public hearing, investigation, inquiry, or of federal, state or local laws, rules or regulations to a public

The Act does not protect you from disciplinary action if you make a report to a public body that you know is false.

MICHIGAN SAFETY AND HEALTH

PROTECTION ON THE JOB

THE MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ACT, 1974 P.A. 154, AS AMENDED,

REQUIRES POSTING OF THIS DOCUMENT IN A CENTRAL AND CONSPICUOUS LOCATION.

FAILURE TO DO SO MAY RESULT IN A PENALTY.

If you believe that your employer has violated this Act you may bring civil action in circuit court within 90 days of the alleged

combination of these remedies. The court may also award all or a portion of the costs of litigation, including reasonable attorney fees and witness fees to the complainant if the court believes such an award is appropriate. This poster is provided as a courtesy of the Michigan Occupational Safetyand Health Administration (MIOSHA).

Persons found in violation of this Act may be subject to a civil

If your employer has violated this Act the court can order your

reinstatement, the payment of back wages, full reinstatement

of fringe benefits and seniority rights, actual damages, or any

MIOSHA does not enforce the Michigan Whistleblowers' Protection Act (469 P.A.1980) Visit our website at <u>www.michigan.gov/miosha</u> for additional

MI

DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY **GOVERNOR Informational Sheet:** Youth Employment Standards Act 90 of 1978, as amended

STATE OF MICHIGAN

**POSTING REQUIREMENT** MCL 409.110 Minor under 16 years; days and hours of employment.

Sec. 10. A minor under 16 years shall not be employed in an occupation subject to this act for more than 6 days in 1 week, nor for a period longer than a weekly average of 8 hours per day or 48 hours in 1 week, nor more than 10 hours in 1 day. The minor shall not be employed between the hours of 9 p.m.

and 7 a.m. A minor who is a student in school shall not be employed more than a combined school and work week of 48 hours during the period when school is in session. MCL 409.111 Minor 16 years and over; days and hours of employment; employment in agricultural

**Sec. 11. (1).** Except as provided in subsection (3), a person shall not employ a minor 16 years of age or older in an occupation subject to this act for more than any of the following periods: Six days in 1 week.

An average of 8 hours per day in 1 week. Ten hours in 1 day. Subject to subdivision (e), 48 hours in 1 week.

If the minor is a student in school and school is in session, 24 hours in 1 week. **(2)** Except as provided in subsection (3), a person shall not employ a minor 16 years of age or olde

between 10:30 p.m. and 6 a.m. However, except as provided in subsection (3), a person may employ a minor 16 years of age or older who is a student in school until 11:30 p.m. on any of the following days: On Fridays and Saturdays.

During school vacation periods.

During periods when the minor is not regularly enrolled in school.

(3) A person may employ a minor 16 years of age or older in farming operations involved in the production of seed or in agricultural processing for a period greater than the periods described in subsections (1) and (2) if all of the following conditions are met: If a minor is a student in school, the period greater than the periods described in subsections (1) and (2) occurs when school is not in session.

The minor is employed for not more than 11 hours in 1 day The minor is employed for not more than 62 hours in any week. However, the employer shall

not require the minor to work more than 48 hours during any week without the consent of

The minor is not employed between 2 a.m. and 5:30 a.m. The agricultural processing employer maintains on file a written acknowledgment of the

minor's parent or guardian consenting to the period of employment authorized under this (4) As used in this section:

"Agricultural processing" means the cleaning, sorting or packaging of fruits or vegetables. "Farming operations involved in the production of seed" means farming activities and

research involved in the production of seed, including plant detasseling, hand-pollination, roguing, or hoeing, and any other similar farming activity required for commercial seed production History: Am. 1978, Act 90, Eff. June 1, 1978 ;-- Am. 1995, Act 251, Eff. Mar. 28, 1996 ;-- Am. 1996, Act 499,

Imd. Eff. Jan. 9, 1997 ;-- Am. 2000, Act 418, Imd. Eff. Jan. 8, 2001 ;-- Am. 2011, Act 197, Imd. Eff. Oct. 18, MCL 409.112 Meal and rest period.

Sec. 12. A minor shall not be employed for more than 5 hours continuously without an interval of at least 30 minutes for a meal and rest period. An interval of less than 30 minutes shall not be considered to interrupt a continuous period of work. MCL 409.112a Prohibition of minors working alone in occupation involving a cash transaction after

sunset or 8 p.m. at fixed location. Sec. 12a. A minor who would otherwise be permitted under this act to be employed in an occupation subject to this act shall not be employed in an occupation that involves a cash transaction subject to this act after sunset or 8 p.m., whichever is earlier, at a fixed location unless an employer or other employee 18 years of age or older is present at the fixed location during those hours.

IMPORTANT: Administrative Rule, R408.6207 REQUIRES A MINOR SUBJECT TO ACT 90 BE SUPERVISED BY THE EMPLOYER OR ANOTHER EMPLOYEE 18 YEARS OF AGE OR OLDER LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities.

WAGE AND HOUR DIVISION P.O. Box 30476 • Lansing, Michigan 48909-7976 **OVERNIGHT MAIL ADDRESS: 2407 N. GRAND RIVER • LANSING MICHIGAN 48906** Toll Free: 1-855-4MI-WAGE (1-855-464-9243) • (517) 284-7800 • FAX (517) 763-0110

www.michigan.gov/wagehour WHD-9919

MI This Workplace Covered by the Michigan Right To Know Law

Safety Data Sheets (SDS) for those hazardous chemicals in their workplace. Employees cannot be discharged or discriminated against for exercising their rights including the request for information on hazardous chemicals.

employees in a readily accessible manner,

Employers must make available for

History: Add. 1980, Act 436, Eff. Mar. 31, 1981.

Employees must be notified and given direction (by employer posting) for locating Safety Data Sheets and the receipt of new or revised SDS(s). When the employer has not provided a

SDS, employees may request assistance in obtaining SDS from the:

MICHIGAN OCCUPATIONAL SAFETY AND **H**EALTH **A**DMINISTRATION GENERAL INDUSTRY SAFETY AND HEALTH **DIVISION (517) 284-7750 CONSTRUCTION SAFETY AND HEALTH DIVISION AND ASBESTOS LICENSING** 

Phone

**TWO** ways to verify poster compliance! **QR CODE** Scan with phone camera: Go to: JJKeller.com/LLPverify

ONLINE

right to request an inspection by giving written notice to the Michigan Department of Labor and Economic Opportunity. If a condition exists which may present an immediate danger, the Department should be notified in Michigan Department of Labor and Economic Opportunity is responsible the most expedient manner without regard to a written notice. The names of complainants will be kept confidential and not revealed upon the request of inspections and investigations to ensure compliance with the Act and with the employee. Employees also have the right to bring unsafe or unhealthful conditions to the attention of the department representative during the The contents of this poster describe many important provisions of the Act. conduct of an inspection or investigation. These provisions apply equally to employers and employees in either private The Act provides that employees may not be discharged or in any manner discriminated against for filing a complaint or exercising any of their rights under the Act. An employee who believes he or she has been discriminated

**COMPLAINTS:** Employees and employee representatives who believe

that an unsafe or unhealthful condition exists in their workplace have the

against may file a complaint with the Michigan Department of Labor and Economic Opportunity within 30 days of the alleged discrimination. which is free from recognized hazards that are causing or are likely to The U.S. Department of Labor is monitoring the operation of the Michigan Occupational Safety and Health Administration (MIOSHA) to assure the Comply with promulgated rules and standards and with orders issued effective administration of the state act. Any person may make a written complaint regarding the state administration of the state act directly to the Regional Office of OSHA, 230 South Dearborn, Chicago, Illinois 60604. keep his or her employees informed of their protection and obligations **CITATIONS:** If upon inspection or investigation the Michigan Department of Labor and Economic Opportunity believes that a requirement of the Notify the Michigan Department of Labor and Economic Opportunity

Act has been violated, a citation alleging such violation and setting a time period for correction will be issued to the employer. The citation must be prominently posted at or near the place of the alleged violation for three days or until the violation is corrected, whichever is later. The Act provides for first instance penalties of up to \$7,000 for a violation. Penalties of up to \$7,000 per day may be assessed for failure to correct a amputations and losses of an eye. Notification may be accomplished by violation within a proposed abatement period. Any employer who willfully

or repeatedly violates the Act may be assessed penalties of up to \$70,000 for each such violation. Employers may appeal the alleged citation, the records and health data in the employer's possession pertaining to that proposed penalties or the abatement periods to the Department and to the Board of Health and Safety Compliance and Appeals. Employees may appeal Afford an employee an opportunity with or without compensation to the abatement period in a similar manner. Employees also may appeal to the Board of Health and Safety Compliance and Appeals any decision issued by the Department in response to an employer appeal. Criminal penalties also are provided for in the Act. A person who knowingly

makes a false statement or report pursuant to the Act upon conviction is punishable by a fine of up to \$10,000 or may be imprisoned for not more than 6 months or both. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of up to \$10,000 or by imprisonment for not more than one year or both. A second conviction

employment and to prohibit the suffering of any loss of wages or fringe for up to three years.

doubles the maximum monetary penalty and is punishable by imprisonment

**VOLUNTARY ACTIVITY & COMPLIANCE ASSISTANCE:** The act encourages employers and employees to reduce workplace hazards voluntarily. The Michigan Department of Labor and Economic Opportunity offers

limited on-site consultation assistance to employers to assist them in achieving compliance with occupational safety and health standards. Training specialists are available and can give advice on the correction of hazardous conditions and on the development of safety and health systems. Department staff are available to conduct seminars and training relative to occupational safety and health for both employer and employee groups. Requests for service should be addressed to the department at the address shown below.

The U.S. Department of Labor will continue to enforce federal standards governing maritime operations of long shoring, shipbuilding, ship breaking and ship repairing. These issues are not covered by the Michigan Plan for Occupational Safety and Health. **MORE INFORMATION:** 

**Michigan Department of Labor and Economic Opportunity Michigan Occupational Safety and Health Administration** 530 W. Allegan Street, P.O. Box 30643

Lansing, Michigan 48909-8143 www.michigan.gov/miosha

## THIS IS AN IMPORTANT DOCUMENT - DO NOT COVER!

MIOSHA Injuries/Illnesses Reporting ......1-844-464-6742 Consultation and Training Assistance.....1-517-284-7720

# **Michigan Occupational Safety and Health Administration**

Enter this code: 69398-102022

The Michigan Department of Labor and Economic Opportunity (LEO) is a equal opportunity employers/program.

MIOSHA/CET 2010

To update your labor law posters contact

J. J. Keller & Associates, Inc.

Since 1953

This poster is in compliance with federal and state posting requirements.

MI

non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

**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

**WAGE AND HOUR DIVISION** DEPARTMENT OF LABOR UNITED STATES OF AMERICA

1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd **REV. 07/2016** 





DIRECTOR

SUSAN CORBIN











Michigan Department of Labor and Economic Opportunity **Wage and Hour Division** PO Box 30476 Lansing, MI 48909-7976

**REQUIRED POSTER GRETCHEN WHITMER SUSAN CORBIN** GOVERNOR **GENERAL REQUIREMENTS - MINIMUM WAGE and OVERTIME** 

The Improved Workforce Opportunity Wage Act (IWOWA), Public Act 337 of 2018, as amended, covers employers who employ 2 or more employees 16 years of age and older.

**Minimum Hourly Wage Rate** Employees must be paid at least: **Tipped Employee** Minimum Hourly **Effective Date** 85%\*\* Hourly Rate Wage Rate Minimum Hourly Rate **Reported Average Hourly Tips** 

January 1, 2021 \$5.98 \$8.20 January 1, 2022 \$8.39 \$9.87\* \$3.75 \$10.10\* \$3.84 \$8.59 An increase in the minimum hourly wage rate as prescribed in subsection (1) does not take effect if the unemployment rate for this state, as determined by the Bureau of Labor Statistics, United States Department of Labor, is 8.5% or greater for the calendar year preceding the alendar year of the prescribed increase. An increase in the minimum hourly wage rate as prescribed in subsection (1) that does not take effect pursuant to this subsection takes effect in the first calendar year following a calendar year for which the unemployment rate for this

Overtime

Employees covered by the IWOWA must be paid 1-1/2 times their regular rate of pay for hours worked over 40 in a workweek. The following

are exempt from overtime requirements: employees exempt from the minimum wage provisions of the Fair Labor Standards Act of 1938,

state, as determined by the Bureau of Labor Statistics, United States Department of Labor, is less than 8.5%. \*\* Minors 16-17 years of age may be paid 85% of the minimum hourly wage rate. **Training Wage** A training wage of \$4.25 per hour may be paid to employees 16 to 19 years of age for the first 90 days of employment.

and political appointees; employees of amusement and recreational establishments operating less than 7 months of the year; agricultural employees, and any employee not subject to the minimum wage provisions of the act. **Compensatory Time** If an employer meets certain conditions, employees may agree to receive compensatory time of 1-1/2 hours for each hour of overtime worked. The agreement must be voluntary, in writing, and obtained before the compensatory time is earned. All compensatory time earned nust be paid to an employee. Accrued compensatory time may not exceed 240 hours. Employers must keep a record of compensatory time earned and paid. Contact the Wage and Hour Division for information on the conditions an employer must meet in order to offer

29 USC 201 to 219 (except certain domestic service employees), professional, administrative, or executive employees; elected officials

compensatory time off in lieu of overtime compensation. **Equal Pay** An employer shall not discriminate on the basis of sex by paying employees a rate which is less than the rate paid to employees of the opposite sex for equal work on jobs requiring equal skill, effort, and responsibility performed under similar working conditions - except where payment is pursuant to a seniority system, merit system or system measuring earnings on the basis of quantity or quality of production or a differential other than sex.

An employee may either file civil action for recovery of unpaid minimum wages or overtime, or they may file a complaint with the

or overtime due the employee and all employees of an establishment. Recovery under this act can include unpaid minimum wages or overtime, plus an equal additional amount as liquidated damages, costs, and reasonable attorney fees. A civil fine of \$1,000 can be assessed to an employer who does not pay minimum wage or overtime. LEO is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities.

**Enforcement** 

Department of Labor and Economic Opportunity. The department may investigate a complaint and file civil action to collect unpaid wages

REV. 12/2021 NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act osting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that he employee is entitled to the higher minimum wage rate.

**Wage and Hour Division** 

www.michigan.gov/wagehour ● Toll Free 1-855-4MI-WAGE (1-855-464-9243)

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY. Michigan Department of Labor and Economic Opportunity

PO Box 30476 Lansing, MI 48909-7976 REQUIRED POSTER GRETCHEN WHITMER **GOVERNOR GENERAL REQUIREMENTS – PAID MEDICAL LEAVE ACT\*** 

The Paid Medical Leave Act, 2018 Public Act 338, as amended by 2018 Public Act 369, effective March 29, 2019, covers employers who employ 50 or more individuals. The act covers individuals engaged in service to an employer in the business of the employer and from whom an employer is required to withhold for federal income tax purposes. An eligible employee does not include executive, administrative, and professional overtime exempt employees, employees covered by a private collective bargaining agreement that is in effect, employees of the United States government, another state, or a political subdivision of another state, individuals whose primary work location is not in this state, individuals 16-19 years of age being paid the vouth training wage in accordance with the Improved Workforce Opportunity Wage Act, temporary employees as described in the Michigan Employment Security Act, variable hour employees as defined by 26 CFR 54.4980H-1, employees covered by the Railway Labor Act and Railroad Unemployment Insurance Act, individuals employed by an employer for 25 weeks or fewer in a calendar year for a job scheduled for 25 weeks or fewer, individuals who worked, on average, fewer than 25 hours per week during the immediately preceding calendar year.(See section 2 of The Paid Medical Leave Act, 2018 Public Act 338.)

Coverage

Paid Medical Leave Accrual

Paid medical leave accrual begins on March 29, 2019, or upon commencement of the employee's employment, whichever is later. Paid medical leave is accrued at a rate of 1 hour for every 35 actual hours worked; however, an employer is not required to allow accrual of over 1 hour in a calendar week or more than 40 hours in a benefit year. A benefit year is any consecutive 12-month period used by an employer to calculate an eligible employee's benefits. Employees can carry over up to 40 hours of unused accrued paid medical leave from one benefit year to the next; however, employers are not required to allow employees to use more than 40 hours in a single benefit year. An employer may provide the total amount of paid medical leave all at once by providing at least 40 hours at the beginning of the benefit year or on the date that the individual becomes eligible during the benefit year on a prorated basis. If an employer adopts this practice, it does not have to permit employees to carry over unused leave to

the next benefit year. (See section 3 of the Paid Medical Leave Act, 2018 Public Act 338). Paid Medical Leave Usage An employee may use paid medical leave as it is accrued except an employer may require an employee to wait until the 90th calendar day after commencing employment before using accrued paid medical leave. Paid medical leave must be used in 1-hour increments unless the employer

has a different increment policy set forth in writing in an employee handbook or other employee benefit document. Employees must follow the employer's usual and customary notice, procedural, and documentation requirements for requesting leave. The employee must be allowed at least 3 days to provide documentation. Employees may take paid medical leave for any of the following: Physical or mental illness, injury, or health condition of the employee or his or her family member Medical diagnosis, care, or treatment of the employee or employee's family member Preventative care of the employee or his or her family member

The care of his or her child whose school or place of care has been closed by order of a public official due to a public health emergency The employee's or his or her family member's exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider For domestic violence and sexual assault situations, employees may use paid medical leave for any of the following: Medical care or psychological or other counseling

Relocation and obtaining legal services Participation in civil or criminal proceedings related to or resulting from the domestic violence or sexual assault **Employee Rights** An employee may file a complaint with the Department of Labor and Economic Opportunity (LEO) within 6 months of the alleged violation. LEO shall investigate a complaint and attempt mediation, where appropriate.

www.michigan.gov/wagehour • Toll Free 1-855-4MI-WAGE (1-855-464-9243)

lf informal resolution is unsuccessful and a violation found, payment of paid medical leave improperly withheld will be requested and penalties may be imposed. An employer who fails to provide paid medical leave is subject to an administrative fine of not more than \$1,000.00. An employer who willingly violates the posting requirement is subject to an administrative fine of not more than \$100.00 for each separate violation. \*For precise language of the statute, see Public Act 338 of 2018, as amended LEO is an equal opportunity employer/program Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities.

Closure of the employee's primary workplace by order of a public official due to a public health emergency

MI **Notice To All Employees: Information about Unemployment Benefits** 

This employer is covered by the

MI

**New or Revised** 

Michigan Department of Labor and Economic Opportunity (LEO)

Michigan Occupational Safety and Health Administration

For further information visit our website at: www.michigan.gov/miosha

Michigan Occupational Safety and Health Administration

Consultation Education and Training Division

LEO is an equal opportunity employer/program

Paid in part with Federal OSHA funds.

(517) 284-7720

**MIOSHA** 

MIOSHA/CET #2106

Receiving services from a victim services organization

MICHIGAN EMPLOYMENT SECURITY ACT Unemployment benefits are payable to qualified and eligible workers of this employer through Michigan's Unemployment Insurance Agency. File an unemployment claim online If you become unemployed, you can file your new unemployment

claim or reopen an established claim online through the Michigan Web Account Manager (MiWAM) at michigan.gov/uia. Click on MiWAM for A claim for benefits begins the week it is filed. File your claim the first week you become unemployed.

review the Handbook for Unemployed Workers at michigan.gov/uia. STATE OF MICHIGAN **DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY** UNEMPLOYMENT INSURANCE AGENCY UIA is an equal opportunity employer/program. Auxiliary aids, services

For complete information about your benefit rights and responsibilities,

and other reasonable accommodations are available upon request to individuals with disabilities. Michigan Department of Labor and Economic Opportunity Unemployment Insurance Agency; Authority: Michigan Administrative Code, Section R 421.105; Paid for with federal funds. UIA 1710

**Receipt Date** 

**REV. 12/2019** 

As Required by the Michigan Right To Know Law

TO BE POSTED THROUGHOUT THE WORKPLACE NEXT TO THE SAFETY DATA SHEETS (SDS) LOCATION POSTERS

New or Revised SDS

**Posting Date** 

age<sup>1</sup>, marital status<sup>1</sup>, height<sup>2</sup>, weight<sup>2</sup>, arrest record<sup>2</sup>, genetic information<sup>2</sup>, and familial status<sup>3</sup> Persons with disabilities needing accommodations for employment must notify their employers in writing within 182 days. Under the education article, age and marital status are prohibited considerations for admissions only in employment only
in housing only

**MICHIGAN LAW** 

**PROHIBITS DISCRIMINATION** 

IN EMPLOYMENT, EDUCATION, HOUSING,

**PUBLIC ACCOMMODATION, LAW ENFORCEMENT** 

**OR PUBLIC SERVICE** 

**BASED ON** 

religion, race, color, national origin, sex, disability,

discriminated against, you may file a complaint with the Michigan Department of Civil Rights. **DEPARTMENT OF** Call 1-800-482-3604 Video Phone: 313-437-7035 www.michigan.gov/mdcr

If you think you have been

Post in a conspicuous place.

**REV 02/2017** 

**REV. 12/2019** 

**MDCR** 

MICHIGAN

CIVIL RIGHTS

**Location of New or Revised SDS** 

MICHIGAN DEPARTMENT OF LABOR AND **ECONOMIC OPPORTUNITY (LEO)** 

(517) 284-7680 www.michigan.gov/miosha MIOSHA/CET #2105

SDS(s) For This Workplace **Are Located At** Location(s)

**Michigan Occupational Safety** 

and Health Administration

REV.08/2021

Location(s) Person(s) responsible for SDS(s)

LEO is an equal opportunity employer/program.

REV. 12/2019

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REV. 06/2021

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