Amends General

Minimum Wage

Order and IWC

Industry and

Occupation Orders

The law requires employers to display this poster where employees can readily see it.

under the FLSA.

ADDITIONAL INFORMATION

requirements.

CA DISCRIMINATION AND HARASSMENT IS PROHIBITED BY LAW

The California Civil Rights Department (CRD) enforces laws that protect you from illegal discrimination and harassment in employment

HE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT AND ITS 5. Up to four months of job-protected leave to employees disabled because

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 violations of the FLSA's child labor

provisions. Heightened civil money penalties may be

assessed for each child labor violation that results in

the death or serious injury of any minor employee, and

such assessments may be doubled when the violations

are determined to be willful or repeated. The law also

prohibits retaliating against or discharging workers

who file a complaint or participate in any proceeding

Certain occupations and establishments are

exempt from the minimum wage, and/or

overtime pay provisions. Certain narrow

exemptions also apply to the pump at work

Special provisions apply to workers in American

Samoa, the Commonwealth of the Northern

Mariana Islands, and the Commonwealth of

Some state laws provide greater employee

protections; employers must comply with both.

Some employers incorrectly classify workers as

"independent contractors" when they are actually

employees under the FLSA. It is important to

know the difference between the two because

employees (unless exempt) are entitled to the

FLSA's minimum wage and overtime pay

protections and correctly classified independent

Certain full-time students student learners

apprentices, and workers with disabilities may be

paid less than the minimum wage under special

1-866-487-9243 www.dol.gov/agencies/whd \$\frac{1}{2} \frac{1}{2} \

NATIONAL ORIGIN (includes language restrictions and

possession of a driver's license issued to undocumented

RELIGION (includes religious dress and grooming practices)

SEX/GENDER (includes pregnancy, childbirth, breastfeeding

of pregnancy, childbirth, or a related medical condition, as well as the right

to reasonable accommodations, on the advice of their health care provider,

6. Up to five days of job-protected leave following a reproductive loss event

(failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessfu

assists another person to oppose unlawful discrimination, including filing

The law provides remedies for individuals who experience prohibite

discrimination, harassment, or retaliation in the workplace. These remedies

can include hiring, front pay, back pay, promotion, reinstatement, cease-

If you believe you have experienced discrimination, harassment, or

retaliation, you may file a complaint with CRD. Independent contractors

and volunteers: If you believe you have been harassed, you may file a

discrimination/harassment/retaliation. For those who are under the age of

18, complaints must be filed within three vears after the last act o

at work, file a complaint with the Civil Rights Department (CRD).

Have a disability that requires a reasonable accommodation? CRD car

The Fair Employment and Housing Act is codified at Government Code

sections 12900 -12999. The regulations implementing the Act are at Code

Government Code section 12950 and California Code of Regulations, title

2. section 11023, require all employers to post this document. It must be

employment agency waiting rooms, union halls, and other places

conspicuously posted in hiring offices, on employee bulletin boards, in

employees gather. Any employer whose workforce at any facility or

establishment consists of more than 10% of non-English speaking persons

must also post this notice in the appropriate language or languages.

Yes. Employees have the right to use and be addressed by the name and

pronouns that correspond with their gender identity or gender expression. These

are sometimes known as "chosen" or "preferred" names and pronouns. For

software for payroll and other administrative purposes, such as creating work

messaging account, or work ID card could be harassing or discriminatory. CRD

changed their name. Employers should also not ask questions about a person's

For translations of this guidance, visit:

www.calcivilrights.ca.gov/posters/required

recommends that employers take care to ensure that each employee's choser

name and pronouns are respected to the greatest extent allowed by law.

CRD-E07P-ENG / January 2024

costs, punitive damages, and emotional distress damages.

and-desist orders, expert witness fees, reasonable attorney's fees and

RACE (includes hair texture and hairstyles)

and/or related medical conditions

an internal complaint or a complaint with CRD

REMEDIES/FILING A COMPLAINT

calcivilrights.ca.gov/complaintprocess

assist vou with vour complaint

of Regulations, title 2, division 4.1

For translations of this guidance, visit:

CA TRANSGENDER RIGHTS IN THE WORKPLACE

CALIFORNIA LAW PROTECTS TRANSGENDER AND GENDER 5. Does an employee have the right to be addressed by the name and

NONCONFORMING PEOPLE FROM DISCRIMINATION, HARASSMENT, AND pronouns that correspond to their gender identity or gender expression, even

Yes, All employees, job applicants, unpaid interns, volunteers, and contractors certificate, nor have undergone any type of gender transition (such as surgery)

are protected from discrimination at work when based on a protected to use a name and/or pronouns that correspond with their gender identity of

or more employees may not, for example, refuse to hire or promote someone compels the use of a legal name, employers and co-workers must respect ar

because they identify as - or are perceived to identify as - transpender or non-

unlawful discrimination includes discharging an employee, subjecting them to legally required, refusing or failing to use that person's chosen name and worse working conditions, or unfairly modifying the terms of their employment pronouns, if different from their legal name, on a shift schedule, nametao, instant

an employer can be liable if co-workers create a hostile work environment - Yes. An employer who imposes a dress code must enforce it in a non-

whether in person or virtual – for an employee who is undergoing a gender discriminatory manner. This means that each employee must be allowed to

transition. Similarly, an employer can be liable when customers or other third dress in accordance with their gender identity and expression. While an employer

parties harass an employee because of their gender identity or expression, such may establish a dress code or grooming policy in accord with business

as intentionally referring to a gender-nonconforming employee by the wrong necessity, all employees must be held to the same standard, regardless of their

3. Does California law protect employees who complain about discrimination 7. Can an employer ask an applicant about their sex assigned at birth or

room facilities. This includes the right to use a restroom or locker room that Civil Rights Department • calcivilrights.ca.gov/complaintprocess

corresponds to the employee's gender identity, regardless of the employee's sex Toll Free: 800.884.1684 / TTY: 800.700.2320 • California Relay Service (711)

assigned at birth. In addition, where possible, an employer should provide an Have a disability that requires a reasonable accommodation? CRD can assis

REEMPLOYMENT RIGHTS

RETALIATION

AMBULANCE:

PHYSICIAN:

ALTERNATE:

March 1990 S-500

POLICE:

FIRE — RESCUE: 911

911

911

(909) 383-4321

State of California

Cal/OSHA Publications

Department of Industrial Relations

DOSHPublications@dir.ca.gov

verbal notice of your service:

that job to perform service in the uniformed service and:

manner after conclusion of service; and

to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND

* are a past or present member of the uniformed service;

* are obligated to serve in the uniformed service;

then an employer may not deny you:

★ have applied for membership in the uniformed service; or

CA EMERGENCY PHONE NUMBERS

★ you ensure that your employer receives advance written or

uniformed services while with that particular employer;

you return to work or apply for reemployment in a timely

discharge or under other than honorable conditions.

★ you have five years or less of cumulative service in the

iender identity or expression

Want to learn more? Visit: https://bit.lv/3hTG1E0

RETALIATION AT WORK. THESE PROTECTIONS ARE ENFORCED BY THE CIVIL if different from their legal name and gender?

or contractor because of their gender identity or gender expression. For example, their gender identity and gender expression?

www.calcivilrights.ca.gov/posters/required

Toll Free: 800.884.1684 / TTY: 800.700.2320

complaint with CRD.

REPRODUCTIVE HEALTH DECISION MAKING

certificates issued by the Department of Labor.

same reason when requesting additional leave.

Management or Congress.

What does my employer need to do?

cooperating with a WHD investigation.

Where can I find more information?

If advance notice is not possible, give notice as soon as possible.

You do not have to share a medical diagnosis but must provide

enough information to your employer so they can determine whether

the leave qualifies for FMLA protection. You must also inform your

employer if FMLA leave was previously taken or approved for the

Your employer may request certification from a health care provider

to verify medical leave and may request certification of a qualifying

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

State employees may be subject to certain limitations in pursuit of direct

lawsuits regarding leave for their own serious health conditions. Most

federal and certain congressional employees are also covered by the

law but are subject to the jurisdiction of the U.S. Office of Personnel

Allow you to take job-protected time off work for a qualifying

Continue your group health plan coverage while you are on leave

Allow you to return to the same job, or a virtually identical job with

the same pay, benefits and other working conditions, including

on the same basis as if you had not taken leave, and

Your employer cannot interfere with your FMLA rights or threaten o

punish you for exercising your rights under the law. For example, your

employer cannot retaliate against you for requesting FMLA leave or

After becoming aware that your need for leave is for a reason that may

qualify under the FMLA, your employer must confirm whether you are

eligible or not eligible for FMLA leave. If your employer determines that

If you believe your rights under the FMLA have been violated, you may

file a complaint with WHD or file a private lawsuit against your employe

Scan the QR code to learn about our WHD complaint process

UNITED STATES DEPARTMENT

WAGE AND HOUR DIVISION

How much of your requested leave, if any, will be FMLA-protected

you are eligible, your employer must notify you in writing:

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

About your FMLA rights and responsibilities, and

If you are eligible for FMLA leave, your employer must:

shift and location, at the end of your leave

FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA) is a federal law that provides

eligible employees with job-protected leave for qualifying family and

medical reasons. The U.S. Department of Labor's Wage and Hour

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-

The birth, adoption or foster placement of a child with you.

Your serious mental or physical health condition that makes you

To care for your spouse, child or parent with a serious mental or

Certain qualifying reasons related to the foreign deployment of

your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a

covered servicemember with a serious injury or illness may take up to

26 workweeks of FMLA leave in a single 12-month period to care for

You have the right to use FMLA leave in **one block of time.** When it is

medically necessary or otherwise permitted, you may take FMLA leave

intermittently in separate blocks of time, or on a reduced schedule

by working less hours each day or week. Read Fact Sheet #28M(c) for

FMLA leave is **not paid leave**, but you may choose, or be required by

your employer, to use any employer-provided paid leave if your

You have worked for your employer at least 12 months,

You have at least 1,250 hours of service for your employer during

Your employer has at least 50 employees within 75 miles of your

You work for a private employer that had at least 50 employees

during at least 20 workweeks in the current or previous calendar

You work for an elementary or public or private secondary school,

You work for a public agency, such as a local, state or federal

government agency. Most federal employees are covered by Title

Follow your employer's normal policies for requesting leave.

Give notice at least 30 days before your need for FMLA leave, or

of the FMLA, administered by the Office of Personnel

Airline flight crew employees have different "hours of service"

You work for a **covered employer** if **one** of the following applies:

You are an eligible employee if all of the following apply

You work for a covered employer.

the 12 months before your leave, and

employer's paid leave policy covers the reason for which you need FMLA

Division (WHD) enforces the FMLA for most employees.

physical health condition, and

month period for:

the servicemember

requirements.

Management

low do I request FMLA leave?

Generally, to request FMLA leave you must:

Am I eligible to take FMLA leave?

Your Employee Rights Under the Family and Medical Leave Act

hiropractic, physical therapy and occupational therapy visits.

permanent loss of physical or mental function that a doctor can measure

benefits may not be paid for more than 104 weeks within five years from the date of injury.

Death Benefits: Paid to your dependents if you die from a work-related injury or illness.

department or police department. If you need first aid, contact your employer.

If you predesignated your personal physician or a medical group, you may see your personal physician or the

• If your employer is using a medical provider network (MPN) or a health care organization (HCO), in most cases

you will be treated within the MPN or HCO unless you predesignated a personal physician or medical group. An

MPN is a group of physicians and health care providers who provide treatment to workers injured on the job. You

should receive information from vour emplover if vou are covered by an HCO or a MPN. Contact your employer for

An injury or illness can be caused by one event (such as hurting your back in a fall) or by repeated exposures (such as hurting your wrist from doing the same motion over and over). If your employer is not using an MPN or HCO, in most cases the claims administrator can choose the doctor who Medical Care: Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, medical equipment first treats you when you are injured, unless you predesignated a personal physician or medical group. . Medical Provider Networks. Your employer may be using an MPN, which is a group of health care providers and travel costs that are reasonably necessary to treat your injury. You should never see a bill. There are limits on

designated to provide treatment to workers injured on the job. If you have predesignated a personal physician or Temporary Disability (TD) Benefits: Payments if you lose wages while recovering. For most injuries, TD If you are treating with a non-MPN doctor for an existing injury, you may be required to change to a doctor within Permanent Disability (PD) Benefits: Payments if you do not recover completely and your injury causes a the MPN. For more information, see the MPN contact information below: MPN Effective Date: 04-06-2005

If you need help locating an MPN physician, call • Supplemental Job Displacement Benefit: A nontransferable voucher, if you are injured on or after 1/1/2004. MPN Identification number: our injury causes permanent disability, and your employer does not offer you regular, modified, or alternative work. your MPN access assistant at: . If you have questions about the MPN or want to file a complaint against the MPN, call the MPN Contact Person at: 1 (866) 409-6353

Discrimination. It is illegal for your employer to punish or fire you for having a work injury or illness, for filing a doctor who will treat you for a job injury or illness. If eligible, you must tell your employer, in writing, the name and claim, or testifying in another person's workers' compensation case. If proven, you may receive lost wages, job address of your personal physician or medical group before you are injured. You must obtain their agreement to reinstatement, increased benefits, and costs and expenses up to limits set by the state. treat you for your work injury. For instructions, see the written information about workers' compensation that your **Questions?** Learn more about workers' compensation by reading the information that your employer is required to give you at time of hire. If you have questions, see your employer or the claims administrator (who handles workers' compensation claims for your employer): Get Medical Care. If you need emergency care, call 911 for help immediately from the hospital, ambulance, Claims Administrator <u>City of Riverside</u> **Report Your Injury.** Report the injury immediately to your supervisor or to an employer representative. Don't

provide you with a claim form within one working day after learning about your injury. Within one working day after Officer. The nearest Information & Assistance Officer can be found at location: WCAB — Riverside you file a claim form, your employer or claims administrator must authorize the provision of all treatment, up to ten Main Street Suite 300. Riverside. CA 92501, (951) 782-4269 or by calling toll-free (800) 736-7401. thousand dollars, consistent with the applicable treatment guidelines, for your alleged injury until the claim is Learn more information about workers' compensation online: www.dwc.ca.gov and access a useful booklet Workers' Compensation in California: A Guidebook for Injured Workers." False claims and false denials. Any person who makes or causes to be made any knowingly false or fraudulent

material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony and may be fined and imprisoned.

that arises from your voluntary participation in any off-duty, recreational, social, or athletic activity that is not part of your work-related duties

CA WHISTLEBLOWER PROTECTION ACT

delay. There are time limits, if you wait too long, you may lose your right to benefits. Your employer is required to You can also get free information from a State Division of Workers' Compensation Information (DWC) & Assistance

The Division of Labor Standards Enforcement believes that the sample posting below meets the requirements of Labor Code Section 1102.8(a).

WHISTLEBLOWERS ARE PROTECTED

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation. Who is protected?

Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county and city, including any charter city or county, and any school district community college district, municipal or public corporation, political subdivision, or the University of California. [California Labor Code Section 1106]

violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses: 1. A violation of a state or federal statute.

2. A violation or noncompliance with a local, state or federal rule or regulation, or 3. With reference to employee safety or health, unsafe working conditions or work practices in the employee's

employment or place of employment A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

What protections are afforded to whistleblowers? 1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being

2. An employer may not retaliate against an employee who is a whistleblower.

violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation. 4. An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment

5. An employer may not retaliate against an employee who is a family member of an employee who has, or is perceived to have, engaged in protected conduct or made a protected complaint, such as whistleblowing. Effective January 1, 2016 under AB 1509, certain entities are excluded from the imposition of joint liability on client employers for all workers supplied by a labor contractor.

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary

to comply with the law.

How to report improper acts If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations

of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

NOTICE TO EMPLOYEES UNEMPLOYMENT INSURANCE BENEFITS

Pregnancy Disability Leave. Even if an employee is not eligible for CFRA leave, if disabled by pregnancy,

Under California law, an employee may have the right to take iob-protected leave to care for their own the same position or, in certain instances, a comparable serious health condition or a family member with a serious health condition, or to bond with a new child (via birth, adoption, or foster care). California law also Notice. For foreseeable events (such as the expected requires employers to provide job-protected leave and birth of a child or a planned medical treatment for the accommodations to employees who are disabled by employee or of a family member), the employee must pregnancy, childbirth, or a related medical condition. provide, if possible, at least 30 days' advance notice to

Under the California Family Rights Act of 1993 (CFRA), many employees have the right to take job-protected that are unforeseeable, employees should notify their leave, which is leave that will allow them to return to their employers, at least verbally, as soon as they learn of the job or a similar job after their leave ends. This leave may need for the leave. Failure to comply with these notice be up to 12 work weeks in a 12-month period for: the serious health condition of a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling, or someone else with a blood or an employee's health care provider before allowing leave family-like relationship with the employee ("designated

 the birth, adoption, or foster care placement of a child. If an employee takes leave for their own or a family member's serious health condition, leave may be taken on an intermittent or reduced work schedule when **Eligibility.** To be eligible for CFRA leave, an employee must have more than 12 months of service with their employer, have worked at least 1,250 hours in the 12month period before the date they want to begin their leave, and their employer must have five or more

only unpaid leave, some employers pay their employees 826-5139 / (951) 826-5859 during CFRA leave. In addition, employees may choose (or employers may require) use of accrued paid leave while taking CFRA leave under certain circumstances. Employees on CFRA leave may also be eligible for benefits administered by the Employment Development

Taking CFRA leave may impact certain employee benefits regarding eligibility for a leave and/or the impact of the www.calcivilrights.ca.gov/posters/required leave on seniority and benefits, they should contact their

Civil Rights Department

CA UNEMPLOYMENT INSURANCE BENEFITS

This employer is registered under the California Unemployment Insurance Code and is reporting wage credits to the Employment Development Department (EDD) that are being accumulated for you

to be used as a basis for Unemployment Insurance benefits. You may be eligible to receive Unemployment Insurance benefits if you are: Unemployed or working less than full-time.

Out of work due to no fault of your own and physically able to work, ready to accept work, and looking for work. at the end of the recess period (California Unemployment Insurance Code section 1253.3). Benefits based on other covered employment may be payable during recess periods if the unemployed individual is in all other respects eligible

and the wages earned in other covered employment are sufficient to establish an Unemployment Insurance claim after excluding wages earned from a public or nonprofit educational institution(s). Note: Some employees may be exempt from Unemployment and Disability Insurance coverage.

The fastest way to file for Unemployment Insurance (UI) is with UI Online at www.edd.ca.gov/UI_Online. You may also file for Unemployment Insurance by calling toll-free from anywhere in the U.S. at: 1-800-300-5616 Mandarin Spanish

1-866-303-0706 1-800-547-2058 1-800-326-8937 Vietnamese 1-800-547-3506 TTY 1-800-815-9387 Note: Waiting to file a claim could delay benefits EDD representatives are available Monday through Friday between 8 a.m. and 12 noon (Pacific Time).

CA HEALTHY FAMILIES ACT OF 2014 & PAID SICK LEAVE

Division of Labor Standards Enforcement Labor Commissioner's Office HEALTHY WORKPLACES/HEALTHY FAMILIES ACT: CALIFORNIA PAID SICK LEAVE (as amended effective 1/1/2024) Other accrual plans that meet specified

An employee who, on or after July 1, 2015. conditions, including PTO plans, may also satisfy the requirements. works in California for 30 or more days within a year from the beginning of employment is Usage: entitled to paid sick leave. An employee may use paid sick days beginning Paid sick leave accrues at the rate of one hour on the 90th day of employment. per every 30 hours worked, paid at the An employer shall provide paid sick days upon employee's regular wage rate. Accrual shall the oral or written request of anemployee for begin on the first day of employment or July 1 2015, whichever is later. Accrued paid sick leave diagnosis, care or treatment of an existing health

shall carry over to the following year of employment and may be capped at 80 hours or An employer can also provide 5 days or 40 • hours, whichever is greater, of paid sick leave "up-front" at the beginning of a 12-month period.

No accrual or carry over is required.

condition or preventive care, or specified purposes for anemployee who is a victim of An employer may limit the use of paid sick days to 40 hours or five days, whichever is greater, in each year of employment.

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website

http://www.dir.ca.gov/dlse/DistrictOffices.htm using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone DLSE Paid Sick Leave Posting 11/2023

ENFORCEMENT

★ The U.S. Department of Labor, Veterans Employment and

resolve complaints of USERRA violations.

USERRA Advisor can be viewed at

or visit its website at

applicable, for representation

★ For assistance in filing a complaint, or for any other

https://webapps.dol.gov/elaws/vets/userra

★ If you file a complaint with VETS and VETS is unable to

against an employer for violations of USERRA.

Training Service (VETS) is authorized to investigate and

information on USERRA, contact VETS at 1-866-4-USA-DOL

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

resolve it, you may request that your case be referred to the

Department of Justice or the Office of Special Counsel, as

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

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

cause the employer an "undue hardship." An undue

hardship is defined as causing significant difficulty o

The Family and Medical Leave Act which

provides unpaid leave for certain workers for

1-800-336-4590

PDL does not need to be taken all at once but can be taken on an as-needed basis as required by the California Employment Development Department. At your discretion, you can use any vacation or other paid time off during your PDL.

Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PFL), administered Your employer may require or you may choose to use any available sick leave during your PDL.

Your employer is required to continue your group health coverage during your PDL at the same

level and under the same conditions that coverage would have been provided if you had

anti-harassment protections apply to employers of 1 or more. postnatal medical appointments, and doctor-ordered bed rest, and covers conditions such as

to use hazardous chemicals safely.

bargaining representative, or an employee's physician.

potentially toxic materials or harmful physical agents.

employer for details

NOTICE OBLIGATIONS AS AN EMPLOYEE:

* "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic partner, or a person to whom the employee stands in loco

*** "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal

Taking PDL may impact certain of your benefits and your seniority date; please contact your

Give your employer reasonable notice. To receive reasonable accommodation, obtain a transfer,

or take PDL, you must give your employer sufficient notice for your employer to make

appropriate plans. Sufficient notice means 30 days advance notice if the need for the reasonable

accommodation, transfer, or PDL is foreseeable, or as soon as practicable if the need is an

Provide a written medical certification from your health care provider. Except in a medical

emergency where there is no time to obtain it, your employer may require you to supply a

not practicable for you to do so under the circumstances despite your diligent, good faith efforts.

Your employer must provide at least 15 calendar days for you to submit the certification. See

if your employer has a copy of a medical certification form to give to your health care provider

Please note that if you fail to give your employer reasonable advance notice or, if your employer

requires it, written medical certification of your medical need, your employer may be justified

Under the California Family Rights Act (CFRA), if you have more than 12 months of service with an

emplover, and have worked at least 1.250 hours in the 12-month period before the date you want to

child**, or for your own serious health condition or that of your child, parent***, spouse, domestic

with the employee ("designated person"). Employers may pay their employees while taking CFR/

leave, but employers are not required to do so, unless the employee is taking accrued paid time-off

while on CFRA leave. Employees taking CFRA leave may be eligible for benefits administered by

*PDL. CFRA leave, and anti-discrimination protections apply to employers of 5 or more employees;

in delaying your reasonable accommodation, transfer, or PDL

ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA):

guardian, or other person who stood in loco parentis to the employee when the employee was a TO FILE A COMPLAINT • Civil Rights Department | calcivilrights.ca.gov/complaintprocess | Toll Free 800.884.1684 | TTY: 800.700.2320 California Relay Service (711)

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

CRD-E09P-ENG / January 2023

SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES:

CAL/OSHA

Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.html), or is covered by the Hazard

Communication standard (www.dir.ca.gov/title8/5194.html) must provide employees information

Employers shall make available on a timely and reasonable basis a safety data sheet on each

hazardous substance in the workplace upon request of an employee, an employee's collective

Employees have the right to see and copy their medical records and records of exposure to

Employers must allow access by employees or their representatives to accurate records of employee exposures to potentially toxic materials or harmful physical agents, and notify employees of any

exposures in concentration or levels exceeding the exposure limits allowed by Cal/OSHA standards.

Any employee or their representative has the right to observe monitoring or measuring of employee

on the hazardous chemicals in their work areas, access to safety data sheets, and training on how

SAFETY AND HEALTH PROTECTION ON THE JOB California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA).

WHAT AN EMPLOYER MUST DO: All employers must provide work and workplaces that are safe and healthful. In other words, as an Employers who use any substance that is listed as a hazardous substance in California Code of employer, you must follow state laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers, and substantial monetary penalties. You must display this poster in a conspicuous place where notices to employees are customarily

posted so everyone on the job can be aware of basic rights and responsibilities You must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the requirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov/ title8/3203.html) and provide access to employees and their designated representatives. You must be aware of hazards your employees face on the job and keep records showing that each employee has been trained in the hazards unique to each job assignment. You must correct any hazardous condition that you know may result in injury to employees. Failure

to do so could result in criminal charges, monetary penalties, and even incarceration minimum civil penalty of \$5.000 WHAT AN EMPLOYER MUST NEVER DO:

Never permit an employee to do work that violates Cal/OSHA workplace safety and health regulations. your company is obeying workplace safety and health laws. Never permit an employee to be exposed to harmful substances without providing adequate

Never allow an untrained employee to perform hazardous work. **EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:** As an employee, you (or someone acting for you) have the right to file a confidential complaint and

request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. by Cal/OSHA, unless you request otherwise.

investigator inspecting your workplace. You and your designated representative have the right to access the employer's IIPP. Any employee has the right to refuse to perform work that would violate an occupational safety or health standard or order where such violation would create a real and apparent hazard to the

employee or other employees You may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions, or for otherwise exercising your rights to a safe and healthful workplace. If you

feel that you have been fired or punished for exercising your rights, you may file a complaint about this type of discrimination by contacting the nearest office of the California Department of Industrial Relations, Division of Labor Standards Enforcement (Labor Commissioner's Office) or the San Francisco office of the U.S. Department of Labor, Occupational Safety and Health Administration. (Employees of state or local government agencies may only file these complaints with the California Labor Commissioner's Office.) Consult your local telephone directory for the office nearest you. **EMPLOYEES ALSO HAVE RESPONSIBILITIES:**

that could result in an injury or illness to an employee. While working, you must always obey state

WHEN CAL/OSHA COMES TO THE WORKPLACE: A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to make sure Inspections are also conducted when an employee files a valid complaint with Cal/OSHA. Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness, or fatality.

When an inspection begins, the Cal/OSHA investigator will show official identification. The employer, or someone the employer chooses, will be given an opportunity to accompany the investigator during the inspection. An authorized representative of the employees will be given the same opportunity. Where there is no authorized employee representative, the investigator will talk to a reasonable number of employees about safety and health conditions at the workplace.

VIOLATIONS, CITATIONS, AND PENALTIES:

You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/OSHA If the investigation shows that the employer has violated a safety and health standard or order, Cal/OSHA may issue a citation. Each citation carries a monetary penalty and specifies a date by which the violation must be abated. A notice, which carries no monetary penalty, may be issued in lieu of a citation for certain non-serious violations.

Penalty amounts depend in part on the classification of the violation as regulatory, general, serious, repeat, or willful; and whether the employer failed to abate a previous violation involving the same hazardous condition. Base penalty amounts, penalty adjustment factors, and minimum and maximum penalty amounts are set forth in California Code of Regulations, title 8, section 336 (www.dir.ca.gov/title8/336.html). In addition, a willful violation that causes death or permanent

impairment of the body of any employee can result, upon conviction, in a fine of up to \$250,000 or imprisonment up to three years, or both, and if the employer is a corporation or limited liability company, the fine may be up to \$1.5 million. The law provides that employers may appeal citations within 15 working days of receipt to the Occupational Safety and Health Appeals Board.

An employer who receives a citation, Order to Take Special Action, or Special Order must post it or a copy, including the enclosed multi-language employee notification, prominently at or near the place of the violation or unsafe condition for three working days, or until the unsafe condition is corrected, whichever is longer, to warn employees of danger that may exist there. Any employee may protest the time allowed for correction of the violation to the Division of Occupational Safety and Health or the Occupational Safety and Health Appeals Board.

HELP IS AVAILABLE: To learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free information, required forms, and publications. You can also contact a local district office of Cal/OSHA. If you prefer, you may retain a competent private consultant, or ask your workers' compensation insurance carrier for guidance in obtaining information.

> Call the FREE Worker Information Helpline – (833) 579-0927 DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)

HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 – Telephone (510) 286-7000

3419 Broadway St., Ste. H8, American Canyon 94503 (707) 649-3700 American Canyon (661) 588-6400 7718 Meany Ave., Bakersfield 93308 Bakersfield Foster City 1065 East Hillsdale Bl., Ste. 110, Foster City 94404 (650) 573-3812 Fremont 39141 Civic Center Dr., Ste. 310, Fremont 94538 (510) 794-2521 2550 Mariposa St., Rm. 4000, Fresno 93721 (559) 445-5302 Fresno Long Beach 1500 Hughes Way, Suite C-201, Long Beach 90810 (424) 450-2630 (213) 576-7451 Los Angeles 320 West Fourth St., Rm. 820, Los Angeles 90013 4206 Technology Dr., Ste. 3, Modesto 95356 (209) 545-7310 Modesto 800 Roval Oaks Dr., Ste. 105, Monrovia 91016 Monrovia (626) 239-0369 Oakland 1515 Clay St., Ste. 1303, Box 41, Oakland 94612 (510) 622-2916 Redding 381 Hemsted Dr., Redding 96002 (530) 224-4743 1750 Howe Ave., Ste. 430, Sacramento 95825 (916) 263-2800 Sacramento San Bernardino 464 West Fourth St., Ste. 332, San Bernardino 92401 (909) 383-4321 San Diego

San Francisco

Santa Ana

Van Nuvs

Santa Ana Monrovia Orange County Oakland / Bay Area Sacramento / Northern CA San Bernardino San Diego / Imperial County

2 MacArthur Place, Ste. 720, Santa Ana 92707 (714) 558-4300 800 Royal Oaks Dr., Ste. 105, Monrovia 91016 (626) 471-9122 Cal/OSHA Consultation Services FIELD / AREA OFFICES (559) 445-6800 Fresno / Central Valley 2550 Mariposa Mall, Rm. 2005, Fresno 93721 La Palma / Los Angeles / 1 Centerpointe Dr., Ste. 150, La Palma 90623 (714) 562-5525 1515 Clay St., Ste 1103, Oakland 94612 (510) 622-2891 1750 Howe Ave., Ste. 490, Sacramento 95825 (916) 263-0704 464 West Fourth St., Ste. 339, San Bernardino 92401 (909) 383-4567 7575 Metropolitan Dr., Ste. 204, San Diego 92108 (619) 767-2060 6150 Van Nuys Blvd., Ste. 307, Van Nuys 91401 (818) 901-5754 San Fernando Valley

Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of ndustrial Relations, which has primary responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor Tel: (415) 625-2547. OSHA monitors the operation of state plans to assure that continued approval is merited.

OVERTIME PAY

CHILD LABOR

TIP CREDIT

worked over 40 in a workweek.

At least 1½ times the regular rate of pay for all hours

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-

mining, non-hazardous jobs with certain work hours

restrictions. Different rules apply in agricultural

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

The FLSA requires employers to provide reasonable

break time for a nursing employee to express breast

milk for their nursing child for one year after the child's

birth each time the employee needs to express breast

milk. Employers must provide a place, other than a

bathroom, that is shielded from view and free from

intrusion from coworkers and the public, which may

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

CALIFORNIA LAW PROHIBITS WORKPLACE

prohibition against harassment based on any characteristic listed above,

such as sexual harassment, gender harassment, and harassment based

2. All employers are required to take reasonable steps to prevent all forms

of harassment, as well as provide information to each of their employees

3. Employers with five or more employees and public employers must train.

their employees regarding the prevention of sexual harassment, including

harassment based on gender identity, gender expression, and sexual

. California law prohibits employers with five or more employees and

listed above when making decisions about hiring, promotion, pay, benefits.

2. Employers cannot limit or prohibit the use of any language in any

workplace unless justified by business necessity. The employer must notify

Employers cannot discriminate against an applicant or employee

because they possess a California driver's license or ID issued to an

facial hair, or body hair, which are part of an individual's observance of their

with a disability to enable them to perform the essential functions of a job.

employers with five or more employees. Some exceptions may apply.

1. Specific protections and hiring procedures for people with criminal

2. Protections against discrimination based on an employee or job

themselves, a family member (child of any age, spouse, domestic partner,

parent, parent-in-law, grandparent, grandchild, sibling) or a designated

person (with blood or family-like relationship to employee); to bond with

Up to five days of job-protected bereavement leave within three months

of the death of a family member (child, spouse, parent, sibling,

THE RIGHTS OF EMPLOYEES WHO ARE

grandparent, grandchild, domestic partner, or parent-in-law)

binary, or because they express their gender in non-stereotypical ways.

because of their gender identity or gender expression.

mployment discrimination can occur at any time during the hiring or

Yes. All employers are prohibited from harassing any employee, intern, volunteer

employees choose the one that is most appropriate for them?

Yes. All employees have a right to safe and appropriate restroom and locker TO FILE A COMPLAINT

applicant's use of cannabis off the job and away from the workplace

These additional protections include:

a new child; or for certain military exigencies

THINGS YOU NEED TO KNOW

practices of an employee, unpaid intern, or job applicant, including the TO FILE A COMPLAINT

wearing or carrying of religious clothing, jewelry or artifacts, and hairstyles, Civil Rights Department

5. Employers must reasonably accommodate an employee or job applicant California Relay Service (711)

terms of employment, layoffs, and other aspects of employment.

(physical, developmental, mental health

MEDICAL CONDITION (genetic characteristics, cancer, or a SEXUAL ORIENTATION

based on your actual or perceived:

psychiatric, HIV and AIDS)

record or history of cancer)

GENETIC INFORMATION

GENDER EXPRESSION

GENDER IDENTITY

AGE (40 and above)

he used by the employee to express breast milk

must make up the difference.

PUMP AT WORK

CALIFORNIA MINIMUM WAGE FEDERAL FAIR LABOR STANDARDS ACT (FLSA) **EMPLOYEE RIGHTS** PLEASE POST NEXT TO YOUR IWC OR INDUSTRY OCCUPATION ORDER Official Notice: California Minimum Wage UNDER THE FAIR LABOR STANDARDS ACT FEDERAL MINIMUM WAGE

\$7.97

utive Order 11246, as amended, protects applicants and employe

f Federal contractors from discrimination based on inquiring about

Section 503 of the Rehabilitation Act of 1973, as amended, protects

eferral, and other aspects of employment by Federal contractors

Disability discrimination includes not making reasonable

accommodation to the known physical or mental limitations of ar

otherwise qualified individual with a disability who is an applicant o

employee, barring undue hardship to the employer. Section 503 also

requires that Federal contractors take affirmative action to employ and

advance in employment qualified individuals with disabilities at all levels

amended, 38 U.S.C. 4212, prohibits employment discrimination against

and requires affirmative action to recruit, employ, and advance i

employment, disabled veterans, recently separated veterans (i.e., with)

or campaign badge veterans, or Armed Forces service medal veterans.

discrimination, participates in an OFCCP proceeding, or otherwise

Any person who believes a contractor has violated its nondiscrimination

or affirmative action obligations under OFCCP's authorities should

U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington,

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

be contacted by submitting a question online to OFCCP's Help Desk at

district office, listed in most telephone directories under U.S.

Race, Color, National Origin, Sex
In addition to the protections of Title VII of the Civil Rights Act of 196

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

discrimination is covered by Title VI if the primary objective of the

financial assistance is provision of employment, or where employment

under such programs. Title IX of the Education Amendments of 1972

programs or activities which receive Federal financial assistance.

prohibits employment discrimination on the basis of sex in educational

employment discrimination on the basis of disability in any program or

activity which receives Federal financial assistance. Discrimination is

discrimination causes or may cause discrimination in providing services

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

Government, Department of Labor and on OFCCP's "Contact Us"

7-1-1 to access telecommunications relay services. OFCCP may also

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

of employment, including the executive level.

contact immediately:

D.C. 20210 • 1–800–397–6251 (toll-free)

qualified individuals with disabilities from discrimination in hiring

disclosing, or discussing their compensation or the compensation of

Every employer, regardless of the number of employees, shall pay to each employee wages not less than the following: Effective January 1, 2024 Minimum Wage: \$16.00 per hour *See Sec. 2 below Effective January 1, 2023 Minimum Wage: \$15.50 per hour PREVIOUS YEARS Employers with 25 or Fewer Employees* Employers with 26 or More Employees * January 1, 2022 \$14.00 \$15.00 \$14.00 January 1, 2021 Revenue and Taxation Code section 23626 are treated as employees of that The provisions of this Order shall not apply to outside salespersons at individuals who are the parent, spouse, or children of the employer previously

single taxpayer. To employers and representatives of persons working in industries and occupations in the State of California: contained in this Order and the IWC's industry and occupation orders Exceptions and modifications provided by statute or in Section 1, Applicability, TAKE NOTICE that on April 4, 2016, the Governor of California signed and in other sections of the IWC's industry and occupation orders may be legislation passed by the California Legislature, raising the minimum wage used where such provisions are enforceable and applicable to the employe for all industries. (SB 3, Stats of 2016, amending section 1182.12. of the California Labor Code.) and, in 2023, raised the minimum wage payable by certain Fast Food Restaurant employers (AB 1228, Stats. 2023) and above, on each effective date, per hour for all hours worked, except the Healthcare Facility employers (SB 525, Stats, 2023), Pursuant to its authority following who shall pay no less than the specified minimum wage to each under Labor Code section 1182.13, the Department of Industrial Relations employee: Fast Food Restaurant employers under Part 4.5.5. of Division 2 amends and republishes Sections 2, 3, and 5 of the General Minimum Wage the Labor Code (commencing with Labor Code section 1474), effective Apri Order, MW-2024. Section 1, Applicability, and Section 4, Separability, have 2024: and Healthcare Facility employers under Labor Code section 1182. effective June 1, 2024. Note: A supplement to this order is forthcoming. not been changed. Consistent with these enactments, amendments are made to the minimum wage, and the meals and lodging credits sections of all of 3. MEALS AND LODGING CREDITS - TABLE When credit for meals or lodging is used to meet part of the employer the IWC's industry and occupation orders. This summary must be made available to employees in accordance with the IWC's wage orders. Copies of minimum wage obligation, the amounts so credited pursuant to a voluntary

written agreement may not be more than the following: the full text of the amended wage orders may be obtained by downloading online at https://www.dir.ca.gov/iwc/WageOrderIndustries.htm or by contacting your local Division of Labor Standards Enforcement office. JANUARY 1, 2021 | JANUARY 1, 2022 | JANUARY 1, 2023 | JANUARY 1, 2024 All Employers 26 or More 25 or Fewer 26 or More 25 or Fewer For an employer who employs: regardless óf # of LODGING Employees | Employees | Employees \$75.23/week Room occupied along \$65.83/week \$61.13/week \$70.53/week \$65.83/week \$72.88 /week \$54.34/week \$50.46/week \$58.22/week \$54.34/week \$60.16 /week \$62.10/week Room shared Apartment – two thirds (2/3) of the \$790.67/ \$734.21/ \$847.12/ \$790.67/ \$903.60/month \$875.33/month ordinary rental value, and in no even month month month more than: Where a couple are both employe by the employer, two thirds (2/3) of \$1169.59/ \$1086.07/ \$1294.83/ \$1,336.65 \$1253.10/ \$1169.59/ the ordinary rental value, and in no month month month \$5.06 \$4.70 \$5.42 \$5.06 \$5.60 \$5.78

\$6.97 \$6.47 \$7.47 \$6.97 \$9.35 \$8.68 \$10.02 \$9.35 Meals or lodging may not be credited against the minimum wage without a voluntary written agreement between the employer and th employee. When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited ma not be more than the amounts stated in the table above

If the application of any provision of this Order, or any section, subsection, subdivision, sentence, clause, phrase, word or portion of the Order should be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining provisions thereof shall not be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or unconstitutional had not been included herein. This Order amends the minimum wage and meals and lodging credits in MW-2023, as well as in the IWC's industry and occupation orders (See Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other changes to the IWC's industry and occupation

These Amendments to the Wage Orders shall be in effect as of January 1, 2024 Questions about enforcement should be directed to the Labor Commissioner's Office. For the address and telephone number of the office nearest you, information can be found on the internet at www.dir.ca.gov/DLSE/dlse.html or under a search for "California Labor Commissioner's Office" on the internet or any other directory. The Labor Commissioner has offices in the following cities: Bakersfield, El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara

Santa Rosa, Stockton, and Van Nuvs

FEDERAL KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces affirmative action to ensure equality of opportunity in all aspects o Federal laws that protect you from discrimination in employment. If vou believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected? Employees (current and former), including managers and temporary employees • Job applicants • Union members and other applicants or employees applicants for membership in a union Most private employers • State and local governments (as

employers) • Educational institutions (as employers) • Unions •

proceeding • Interference, coercion, or threats related to exercising

rights regarding disability discrimination or pregnancy

from opposing discrimination, filing a charge, or participating in

an investigation or proceeding • Conduct that coerces, intimidates,

threatens, or interferes with someone exercising their rights, or

What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you. regardless of your immigration status, on the bases of: Race • Color • Religion • National origin • Sex (including pregnancy and related conditions, sexual orientation, or gender identity) • Age (40 and older) • Disability • Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) • Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or

What Employment Practices can be Challenged as Discriminatory? All aspects of employment, including: Discharge, firing, or lay-off • Harassment (including unwelcome verbal or physical conduct) . Hiring or promotion . Assignment . Pay (unequal wages or compensation) • Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief. observance or practice • Benefits • Job training • Classification • Referral • Obtaining or disclosing genetic information of employees • Requesting or disclosing medical information of employees • Conduct that might reasonably discourage someone

someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation What can You Do if You Believe Discrimination has Occurred? 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 following ways: Submit an inquiry through the EEOC's public portal:

Call 1-800-669-4000 (toll free) • 1-800-669-6820 TTY) • 1–844–234–5122 (ASL vídeo phone) Visit an EEOC field office (information at www.eeoc.gov/field-office) Additional information about the EEOC, including information about filing The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action

commitments of companies doing business with the Federal Federal law from discrimination on the following bases

EXEMPTIONS

security-related activities

distributors and dispensers.

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 Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex.

prohibited in all aspects of employment against persons with disabilities f you believe you have been discriminated against in a program of any nstitution which receives Federal financial assistance, you should sexual orientation, gender identity, or national origin, and requires

immediately contact the Federal agency providing such assistance. FEDERAL EMPLOYEE POLYGRAPH PROTECTION ACT (EPPA)

EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment of involvement in a workplace incident (theft, embezzlemen

any employee or job applicant to take a lie detector test, and from The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for with respect to lie detector tests exercising other rights under the Act. Federal, State and local governments are not affected by the law.

administered in the private sector, subject to restrictions, to **ENFORCEMENT** certain prospective employees of security service firms (armored The Secretary of Labor may bring court actions to restrain car, alarm, and guard), and of pharmaceutical manufacturers, violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions. The Act also permits polygraph testing, subject to restrictions, of THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHER certain employees of private firms who are reasonably suspected EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

www.dol.gov/agencies/whd

easily accessible, gender-neutral (or "all-gender"), single user facility for use by you with your complaint. WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR WH1462 REV 02/22 any employee. The use of single stall restrooms and other facilities should always be a matter of choice. Employees should never be forced to use one, as a matter

1-866-487-9243 🗐 🛣

Where polygraph tests are permitted they are subject

numerous strict standards concerning the conduct and length of Also, the law does not apply to tests given by the Federal the test. Examinees have a number of specific rights, including overnment to certain private individuals engaged in national $\,\,\,\,\,\,\,\,\,$ the right to a written notice before testing, the right to refuse or The Act permits polygraph (a kind of lie detector) tests to be to unauthorized persons.

Yes. Employers are prohibited from retaliating against any employee who asserts No. Employers may ask non-discriminatory questions, such as inquiring about discontinue a test, and the right not to have test results disclosed example, an employer commits unlawful retaliation when it responds to an interviewer should not ask questions designed to detect a person's gender employee making a discrimination complaint – to their supervisor, human identity or gender transition history such as asking about why the person resources staff, or CRD - by cutting their shifts. 4. If bathrooms, showers, and locker rooms are sex-segregated, can body or whether they plan to have surgery

CA UNEMPLOYMENT INSURANCE • DISABILITY • PAID FAMILY LEAVE Notice to Employees:

> This employer is registered with the Employment Development Department (EDD) as required by the California Unemployment Insurance Code and is reporting wage credits to the EDD that are being accumulated for you to be used as a basis for: Jnemployment Insurance (funded entirely by employers' taxes) Unemployment Insurance (UI) is paid for by your employer and provides partial income replacement when you are unemployed or your hours are

also meet all UI eligibility requirements, including that you must be available for work and searching for work. How to File a New UI Claim Use one of the following methods:

Online: UI OnlineSM is the fastest and most convenient way to file your

UI claim. Visit UI Online (www.edd.ca.gov/UI_Online) to get started.

Disability Insurance (DI) is funded by employees' contributions and provides

partial wage replacement benefits to eligible Californians who are unable to

Your employer must provide the Disability Insurance Provisions (DE 2515)

brochure, to newly hired employees and to each employee who is unable to

claim. Visit SDI Online (www.edd.ca.gov/SDI_Online) to get started.

Paid Family Leave (PFL) is funded by employees' contributions and provides partial

wage replacement benefits to eligible Californians who need time off work to care

for seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling,

spouse, or registered domestic partner. Benefits are available to parents who need

time off work to bond with a new child entering the family by birth, adoption, or

foster care placement. Benefits are also available for eligible Californians who need

time off work to participate in a qualifying event resulting from a spouse, registered

Your employer must provide the Paid Family Leave (DE 2511) brochure, to newly

hired employees and to each employee who is taking time off work to care for a

seriously ill family members, to bond with a new child, or to participate in a

domestic partner, parent, or child's military deployment to a foreign country.

work due to a non-work-related illness, injury, pregnancy, or disability.

work due to a non-work-related illness, injury, pregnancy, or disability.

funded entirely by employees' contributions)

(funded entirely by employees' contributions)

Disability Insurance

How to File a New DI Claim

Paid Family Leave

Use one of the following methods:

reduced due to no fault of your own. To claim UI benefit payments you must

 Phone: Representatives are available at the following toll-free numbers, Monday through Friday between 8 a.m. to 12 noon (Pacific Standard Time) except during state holidays.

English 1-800-300-5616 • Cantonese 1-800-547-3506 • Vietnamese 1-800-547-2058 • Spanish 1-800-326-8937 • Mandarin 1-866-303-0706 • TTY 1-800-815-9387 Fax or Mail: When accessing UI Online to file a new claim, some customers will be instructed to fax or mail their UI application to the EDD. If this occurs, the Unemployment Insurance Application (DE 1101I), will display. For faster and more secure processing, fax the completed form to the number listed on the form. If mailing your UI application, use the

Important: Waiting to file your UI claim may delay benefit payments Mail: To file a claim with the EDD by mail, complete and submit a Claim for Disability Insurance (DI) Benefits (DE 2501) form. You can obtain a paper claim form from your employer, physician/practitioner, visiting a State Disability Insurance office, online at EDD Forms and Publications (edd.ca.gov/Forms), or by calling 1-800-480-3287.

address on the form and allow additional time for processing

Note: If your employer maintains an approved Voluntary Plan for DI coverage, contact your employer for assistance. For more information about DI, visit State Disability Insurance (edd.ca.gov/disability) or call 1-800-480-3287. State government employees should call 1-866-352-7675. Online: SDI Online is the fastest and most convenient way to file your TTY (for deaf or hearing-impaired individuals only) is available at 1-800-563-

> How to File a New PFL Claim Use one of the following methods: Online: SDI Online is the fastest and most convenient way to file your claim Visit SDI Online (edd.ca.gov/SDI_Online) to get started. Mail: To file a claim with the EDD by mail, complete and submit a Claim for

> Paid Family Leave (PFL) Benefits (DE 2501F) form. You can obtain a paper claim form from your employer, a physician/practitioner, visiting a State Disability Insurance office, online at EDD Forms and Publications (edd.ca.gov/Forms), or by calling 1-877-238-4373. **Note:** If your employer maintains an approved Voluntary Plan for PFL coverage, contact your employer for assistance. For more information about PFL, visit State Disability Insurance (edd.ca.gov/disability) or call 1-877-238-4373. State government employees should call 1-877-945-4747. TTY (for deaf or hearing-

impaired individuals only) is available at 1-800-445-1312.

PAYDAY NOTICE

NOTE: Some employees may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to withhold facts to claim benefits. For additional information, visit the EDD (edd.ca.gov). DE 1857A Rev. 44 (12-20) (INTERNET)

State of California • Department of Industrial Relations • Division of Labor Standards Enforcement PAYDAY NOTICE REGULAR PAYDAYS FOR EMPLOYEES OF____ SHALL BE AS FOLLOWS: Every other Friday This is in accordance with sections 204, 204A, 204B, 205, and 205.5 of the California Labor Code. CITY OF RIVERSIDE DLSE 8 (REV. 06-02) PLEASE POST

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

FEDERAL YOUR RIGHTS UNDER USERRA

CRD-E04P-ENG / November 2022

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. initial employment:

injuries.

U.S. Department of Justice

You have the right to be reemployed in your civilian job if you leave reemployment; ★ retention in employment ★ promotion; or ★ any benefit of employment because of this status. In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a

statement in connection with a proceeding under USERRA, even if you have not been separated from service with a disqualifying that person has no service connection. If you are eligible to be reemployed, you must be restored to the job HEALTH INSURANCE PROTECTION and benefits you would have attained if you had not been absent due ★ 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 dependents for up to 24 months while in the military ★ 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 reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or

by displaying the text of this notice where they customarily place

Office of Special Counsel Publication Date — May 2022 FEDERAL PREGNANT WORKERS FAIRNESS ACT (PWFA)

ederal law that, starting June 27, 2023, requires "Reasonable accommodations" are changes to the nmodations" to a qualified worker's known work environment or the way things are usually done mitations related to pregnancy, childbirth, or related at work. edical conditions, unless the accommodation will The ADA which prohibits employment WHAT ARE SOME POSSIBLE ACCOMMODATIONS discrimination based on disability (enforced by

FOR PREGNANT WORKERS? Being able to sit or drink water Receiving closer parking

e Pregnant Workers Fairness Act (PWFA) is a

Having flexible hours Receiving appropriately sized uniforms and safety apparel Receiving additional break time to use the bathroom, eat, and rest Taking leave or time off to recover from childbirth

APPLY TO PREGNANT WORKERS? Other laws that apply to workers affected by pregnancy, childbirth, or related medical conditions, Title VII which prohibits employment

pregnancy and to bond with a new child enforced by the U.S Department of Labor) The PUMP Act which provides nursing mothers a time and private place to pump at work (enforced by the U.S. Department of Labor) Learn more at Being excused from strenuous activities and/or www.EEOC.gov/Pregnancy-Discrimination exposure to chemicals not safe for pregnancy WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY

100

Posting is required by Title 8 Section 1512 (e), California Code of Regulations

discrimination based on sex, pregnancy, or other protected categories (enforced by the U.S. Equal Employment Opportunity Commission (EEOC))

WH1420 REV 04/2 CA FAMILY CARE & MEDICAL LEAVE (CFRA) & PREGNANCY DISABILITY LEAVE (NPLA) What is a whistleblower? A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person childbirth or a related medical condition, the employee with authority over the employee, or to another employee with authority to investigate, discover, or correct the is entitled to take a pregnancy disability leave of up to four months, depending on their period(s) of actual disability. If the employee is CFRA-eligible, they have

iniury or illness

position at the end of the leave, subject to any defense allowed under the law. rules is grounds for, and may result in, deferral of the requested leave until the employee complies with this **Certification.** Employers may require certification from

certain rights to take both a pregnancy disability leave

and a CFRA leave for reason of the birth of their child.

disability leave contain a quarantee of reinstatement to

for pregnancy disability or for the employee's own serious health condition. Employers may also require certification from the health care provider of the employee's family member, including a designated person, who has a serious health condition, before granting leave to take care of that family member. Want to learn more? Visit: calcivilrights ca.gov/family harassment, or retaliation at work, or have been improperly denied protected leave, file a complaint with the Civil Rights Department (CRD). TO FILE A COMPLAINT

calcivilrights.ca.gov/complaintprocess Toll Free: 800.884.1684 / TTY: 800.700.2320 California Relay Service (711) Have a disability that requires a reasonable accommodation? CRD can assist you with your and seniority date. If employees want more information For additional translations of this guidance, visit CRD-100-21ENG / January 2023

Human Resources, Employee Relations Division (951)

IF YOU ARE PREGNANT, HAVE A PREGNANCY-RELATED MEDICAL CONDITION, OR ARE

certification from your health care provider substantiating the need for your leave PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or

continued in employment continuously for the duration of your leave.

This poster explains some basic requirements and procedures to comply with the state's workplace safety and health standards and orders. The law requires that this poster be displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.gov/samples/search/query.htm.

This is done by contacting the local Cal/OSHA district office (see below). Your name is not revealed

7575 Metropolitan Dr., Ste. 207, San Diego 92108 (619) 767-2280 455 Golden Gate Ave., Rm. 9516, San Francisco 94105 (415) 557-0100 2 MacArthur Place, Ste. 720, Santa Ana 92707

6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401

(714) 558-4451 (818) 901-5403

CONSULTATION REGION OFFICE 2550 Mariposa Mall, Rm. 3014, Fresno 93721

DWC 7 (1/1/2016

3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a

CA YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE OBLIGATIONS AS A

Reasonably accommodate your medical needs related to pregnancy, childbirth, or related conditions (such as temporarily modifying your work duties, providing you with a stool or

normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job

when you are no longer disabled by your pregnancy or, in certain instances, to a comparable

job. Taking PDL, however, does not protect you from non-leave related employment actions,

Provide a reasonable amount of break time and use of a room or other location in close

proximity to the employee's work area to express breast milk in private as set forth in the Labor

Never discriminate, harass, or retaliate on the basis of pregnancy FOR PREGNANCY DISABILITY LEAVE: PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical condition. Your health care provider determines how Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work in your same or a comparable position if you

severe morning sickness, gestational diabetes, pregnancy-induced hyper-tension, preeclampsia.

Department of Industrial Relations

You must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured employee. Failure to report a serious injury or illness, or death, within 8 hours can result in a exposure to hazards conducted to comply with Cal/OSHA regulations.

To keep the workplace and your coworkers safe, you should tell your employer about any hazard

455 Golden Gate Ave., Rm 9516, San Francisco 94102 (415) 557-0300 San Francisco 1750 Howe Ave., Ste. 440, Sacramento 95825 (916) 263-2803 Sacramento

(559) 445-6800