

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.

OVERTIME PAY
At least 1.5 times the regular rate of pay for all hours worked over 40 in a workweek.

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

TIP CREDIT
Employers may "tip credit" employees who meet certain conditions may claim a partial wage credit based on tips received by those employees. Employers must tip employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employer tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

NURSING MOTHERS
The FLSA requires employers to provide reasonable break time for a nursing mother who is employed who is subject to the FLSA overtime requirements in order for the employer to express breast milk for her nursing child for one year after she has both reached this time and expressed her milk for one year after she has both reached this time.

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

1-866-487-2343 TTY: 1-877-889-5627 www.dol.gov/whd

REV. 07/2016

FED

YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- You have the right 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 injuries.

ENFORCEMENT

- The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- 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 <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/usa/vets>.
- If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

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

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 - 1-800-336-4390

REV. 04/2017

FED

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS
Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child (leave must be taken within 1 year of the child's birth or placement);
- To care for a family member's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employer's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employer does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employer must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS
While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS
An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employer must:

- Have worked for the employer for at least 12 months;

For additional information or to file a complaint:
1-866-4-USWAGE (1-866-487-2343) TTY: 1-877-889-5627 www.dol.gov/whd

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

REV. 04/2016

LA

Minor Labor Law Placard

Title 23, Chapter 3 of Revised Statutes of 1950 as Amended

No minor under the age of 18 years shall be employed until the employer has procured and has on file an employment certificate for such minor issued by the city or parish superintendent of schools.

No minor under the age of 14 years may be employed, permitted, or suffered to work except as provided in RS 23:151.

Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions, if no more than:

- 3 hours on a school day or 18 hours in a school week;
- 8 hours on a non-school day or 40 hours in a non-school week.

Also, work may not begin before 7 a.m. or end after 7 p.m., except from June 1 through Labor Day, when evening hours are extended to 9 p.m.

No minor under the age of 18 years may be employed, permitted, or suffered to work for any four-hour period without one interval of at least thirty minutes within such period for meals. Such interval shall be included as part of the working hours of the day.

There are no time standards for minors 16 and 17 years of age regarding the numbers of hours worked per day or per week, however, minors shall not receive an eight-hour rest break at the end of each work day, before the commencement of the next day of work.

Purposes of the following items, a day during which school is in session shall be that designated as such by the local school superintendent for the school district in which the minor is employed.

- No minor 15 years of age who has not graduated from high school shall be employed, permitted, or suffered to work between the hours of 11:00 a.m. and 5:00 a.m. prior to the start of any school day.
- No minor 17 years of age who has not graduated from high school shall be employed, permitted, or suffered to work between the hours of 12:00 a.m. and 5:00 a.m. prior to the start of any school day.
- No minor under 16 years of age who has not graduated from high school shall be employed, permitted, or suffered to work between the hours of 7:00 p.m. and 7:00 a.m., except from June 1 through Labor Day, at which time the permissible hours are extended to 9:00 p.m.
- No minor under the age of 18 years shall be employed, permitted, or suffered to work more than three hours each day on any day when school is in session, nor more than eighteen hours in any week when school is in session.

Prohibited Employment
Minors (except those indentured as apprentices in accordance with Chapter 4 of Revised Statutes, Title 23) shall not be employed, permitted, or suffered to work in the following occupations:

- In cleaning, cleaning, or wiping machinery or shafting, or in applying belts to pulleys;
- In or about any mine or quarry;
- In or about places where stone cutting or polishing is done;
- In or about any plant manufacturing explosives or articles containing explosive components, or in the use or transportation of the same;
- In or about any or mineral operations, including, but not limited to, smelters, foundries, forgings, hot rolling mills, or in any other place in which the heat treatment of metals is done;
- In the operation of machinery used in the colling rolling of heavy metals, or in the operation of power-driven machinery for punching, shearing, stamping, bending, or planing metals;

Specific Violations: Penalty

- Employer, permits or suffers a minor to work in violation of this part;
- Refuses to the Director of Workforce Development or authorized representatives additional to the premises where minors are employed, or otherwise obstructs the Director of Workforce Development or representatives in the performance of their duties;
- Violates any provision of this Part which is a penalty not otherwise provided, shall be fined not less than one hundred dollars (\$100) nor more than five hundred dollars (\$500), or imprisoned for not less than thirty (30) days nor more than six months, or both;
- Any person who violates these provisions shall, in addition to the criminal penalty provided above, be liable for a civil penalty not to exceed five hundred dollars (\$500) for each violation which occurs.

Continuing Violations: Penalty
Each day during which any violation of these provisions continues shall constitute a separate offense and the employment of any minor in violation of these provisions shall, with respect to such minor, constitute a separate offense.

RS. 23:241

Louisiana Workforce Commission
www.laworks.net

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

REV. 08/18/2011

LA

Independent Contractor or Employee?

ATTENTION ALL EMPLOYEES, EMPLOYERS, INDEPENDENT CONTRACTORS AND SUBCONTRACTORS:

The law says that you are an employee unless:

- You are free from direction and control in performing your job, AND
- You perform work that is not part of the usual work done by the business that hired you OR is not performed on the business's premises, AND
- You are customarily engaged in an independently established trade, occupation, profession or business.

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

IT IS AGAINST THE LAW FOR AN EMPLOYER TO MISCLASSIFY EMPLOYEES AS INDEPENDENT CONTRACTORS OR PAY EMPLOYEES OFF THE BOOKS.

Employee Rights:
If you are an employee, you are entitled to:

- Unemployment benefits; if unemployed through no fault of your own, able to work, and meet other eligibility requirements;
- Workers' Compensation benefits for on-the-job injuries;
- A violation of this law for employers to retaliate against anyone who asserts their rights under the law. Retaliation subjects an employer to civil penalties, a lawsuit

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REV. 09/2012

FED

Equal Employment Opportunity is THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN
Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

AGE
The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

DISABILITY
Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

SEX (WAGES)
In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work. In jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS
Title I of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members

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REV. 04/2016

LA

Age Discrimination

The prohibitions herein listed shall be limited to individuals who are at least forty years of age.

It is unlawful for an employer to engage in any of the following practices:

- Fail or refuse to hire, or to discharge, any individual or otherwise discriminate against any individual with respect to compensation, or his terms, conditions, or privileges of employment because of the individual's age.
- Limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee because of the individual's age.
- Reduce the wage rate of any employee in order to comply with the requirements herein.
- It is unlawful for an employment agency to fail or refuse to refer for employment, or otherwise to discriminate against, any individual because of the individual's age, or to classify or refer for employment any individual on the basis of the individual's age.
- It is unlawful for a labor organization to engage in any of the following practices:
 - Exclude or expel from its membership, or otherwise to discriminate against any individual because of his age.
 - Limit, segregate, or classify its membership, or to classify or fail to refer to refer for employment any individual, in any way which would deprive or tend to deprive any individual of employment opportunities, or would limit such employment opportunities or otherwise adversely affect his status as an employee or as an applicant for employment, solely because of the individual's age.
 - Cause or attempt to cause an employer to discriminate against any individual in violation of the provisions herein.
- It is unlawful for an employer to discriminate against any of his employees or applicants for employment, for an employment agency to discriminate against any individual, or for a labor organization to discriminate against any member thereof or applicant for membership because of the individual, member, or applicant for membership has opposed any practice made unlawful by this Section, or because such individual, member or applicant for membership

Acts 1997, No. 1409

If you believe you have been discriminated against, please contact the Louisiana Commission on Human Rights at 1-888-248-0859 or visit us at www.gov.state.la.us/humanrights/humanrightshome.htm.
LSA-R.S. 51:222(3)(i)

Every employee, employment agency, and labor organization shall post and keep posted in conspicuous places upon its premises, setting forth information to effectuate this purpose.
RS. 23:311, 312

Louisiana Workforce Commission
www.laworks.net

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

REV. 04/2010

LA

Earned Income Credit EIC 2021

Notice to Employees of Federal Earned Income Tax Credit (EIC)

If you make \$51,000 or less, your employer should notify you the time of filing of the potential availability of the federal Earned Income Tax Credit. Earned Income Tax Credits are reductions in federal income tax liability for which you may be eligible if you meet certain requirements. Additional information and forms for these programs can be obtained from your employer or the Internal Revenue Service.

* Earned income and adjusted gross income (AGI) must each be less than:

- \$51,864 (557,414 married filing jointly with three or more qualifying children)
- \$43,983 (553,865 married filing jointly with two qualifying children)
- \$42,158 (548,158 married filing jointly with one qualifying child)
- \$15,800 (521,920 married filing jointly) with no qualifying child

The tax provisions of the American Rescue Plan Act of 2021, signed into law on March 11, 2021, are under review and may affect the EIC.

If you need more information regarding the EIC or to check on updates, you should contact the IRS at 1-800-829-1040 or visit the IRS Website at www.irs.gov. Additional EIC resources are also available at the IRS EITC Home page: <http://www.irs.gov/credits-deuctions/individuals/earned-income-tax-credit-eic>

Visit the IRS on the Web at www.irs.gov or call toll free at 1-800-829-1040.

Every employer shall keep conspicuously posted in or about the premises wherein any worker is employed, a printed copy or abstract of those labor laws which the Executive Director may designate, in a form to be furnished by the Executive Director.
RS. 21:15, 21:1018-2

Louisiana Workforce Commission
THE DEPARTMENT OF LABOR
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REV. 03/2021

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EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

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LEAVE ENTITLEMENTS
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- The birth of a child (leave must be taken within 1 year of the child's birth or placement);
- To care for a family member's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employer's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employer does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employer must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS
While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS
An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employer must:

- Have worked for the employer for at least 12 months;

For additional information or to file a complaint:
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REV. 04/2016

LA

Genetic Discrimination

Genetics in the Workplace

Louisiana law forbids genetic discrimination and limits genetic testing in the workplace.

Definitions
Key terms are used to establish specific genetic discrimination and privacy protections. They are as follows:

- "Genetic monitoring" is the periodic examination of employees to evaluate changes in their genetic material that may be used to predict the occurrence of employment disability or exposure to toxic substances in the workplace.
- "Genetic services" are defined as the health services provided to obtain, assess, or interpret genetic information for diagnostic or therapeutic purposes, or for genetic education or counseling.
- "Genetic tests" means the analysis of human DNA, RNA, chromosomes, and those proteins and metabolites used to detect heritable or some somatic disease-related genes or karyotypes for clinical purposes. It must be generally accepted in the scientific and medical communities to qualify under this definition.
- "Protected genetic information" is information about the genetic tests of an individual or that of an individual's family members, or the occurrence of a disease, or medical condition or disorder in family members of the individual.

Nondiscrimination
Louisiana law also provides that an employer, labor organization or employment agency shall not discriminate on the basis of protected genetic information, and

an employer, labor organization or joint labor management committee controlling apprenticeship, on-the-job training or other training program shall not discriminate on the basis of protected genetic information.

Exceptions
An employer, labor organization or employment agency may request protected genetic information with an offer of employment. They may request, collect or purchase protected genetic information if there is a request for, or receipt of, genetic services and the effect of genetic monitoring or test substance shall be permitted in the workplace.

If you believe you have been discriminated against, please contact the Louisiana Commission on Human Rights at 1-888-248-0859 or visit us at www.gov.state.la.us/humanrights/humanrightshome.htm.
LSA-R.S. 51:222(3)(i)

This notice must be posted in a conspicuous place, setting forth information to effectuate this purpose.
RS. 23:302, R.S. 23:308 and 309

Louisiana Workforce Commission
www.laworks.net

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

REV. 04/2010

LA

Unemployment Insurance

Notice to Workers

Your employer is subject to the Louisiana Unemployment Security Law and is required to post this notice in a conspicuous place. Your employer has contributed to the Louisiana Trust Fund from which benefits are paid. No amount of contributions to the Trust Fund is deductible from your earnings.

Total Unemployment
You may be eligible to receive unemployment insurance benefits provided:

- You are unemployed;
- You are registered for work;
- You are able to work, available for work, and actively conducting a search for work;
- You have been paid wages by employer subject to the Louisiana Employment Security Law during your base period in an amount sufficient to qualify you under the law.

Disqualification
You may be disqualified from drawing benefits on your claim if:

- You have left work voluntarily without good cause attributable to a substantial change made to the employment by the employer;
- You have been discharged for misconduct connected with your work;
- You fail without good cause to (a) apply for available suitable work, (b) accept suitable work when offered, or (c) return to your customary self-employment when directed.
- You have been discharged for the use of illegal drugs.

You may also be disqualified:

- For any week with respect to which the Administrator finds that your unemployment is due to a labor which is an active progress at the factory, establishment or other premises at which you are or were last employed, and in which you are participating, or in which you are interested;
- For any week with respect to which or a part of which you have received or are seeking unemployment benefits under an unemployment insurance law of another state or the United States.

Penalties
If you make a false statement knowing it to be false or intentionally fail to disclose an important fact in order to receive or increase a benefit amount, you shall be disqualified for not more than the 52 weeks which immediately follow the week in which such determination is made and shall not be entitled to further benefits until such determination has been made or the claim for payment has prescribed.

In addition, the law provides: Whoever makes a false statement or representation to the Agency knowing it to be false, or knowingly fails to disclose a material fact to obtain or increase any benefit or other payment under this Chapter, or under an employment security law of any other State, or the Federal Government, or of a foreign government, either for himself or for any other person, shall be guilty of a misdemeanor, and shall be fined not less than \$50 nor more than \$1,000 or imprisoned for not less than 30 days nor more than 90 days, or both, in the discretion of the court. Each such false statement or representation or failure to disclose a material fact shall constitute a separate violation.

To file a new unemployment claim, open an existing claim, file for weekly unemployment benefits, or to get answers about your Unemployment Insurance claim, visit us on the Web at www.laworks.net.

If you do not have access to the internet, or prefer to manage your Unemployment Insurance claim by phone, call the Unemployment Insurance Call Center at 1-866-783-5601.

This notice must be posted in a convenient and conspicuous place in the employer's place of business. RS. 23:1621

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REV. 01/2009

FED

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.

PROHIBITIONS
Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discriminating, disciplining, or discharging any employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS
Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions in certain types of applications, employees, or their family members; the manufacture of defense or aerospace products, or other products of national significance; distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

EMPLOYEE RIGHTS
The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

EXAMINEE RIGHTS
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 results disclosed to unauthorized persons.

ENFORCEMENT
The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring a civil action to enforce their rights under the Act.

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

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

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REV. 07/2016

LA

Sickle Cell Trait Discrimination

Prohibition of sickle cell trait discrimination; exceptions

A. It is unlawful for an employer to engage in any of the following practices:

- Fail or refuse to hire, or to discharge, any individual or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because such individual has sickle cell trait.
- Limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities, or otherwise adversely affect his status as an employee, because such individual has sickle cell trait.
- Reduce the wage rate of any employee in order to comply with the provisions herein.
- It is unlawful for an employment agency to fail or refuse to refer for employment, or otherwise to discriminate against, any individual because such individual has sickle cell trait, or to classify or refer for employment any individual on the basis that such individual has sickle cell trait.
- It is unlawful for a labor organization to engage in any of the following practices:
 - Exclude or expel from its membership, or otherwise discriminate against, any individual because of sickle cell trait.
 - Limit, segregate, or classify its membership, or to classify or fail to refer to refer for employment any individual, in any way which would deprive or tend to deprive any individual of employment opportunities, or would limit such employment opportunities, or otherwise adversely affect his status as an employee or as an applicant for employment, solely because such individual has sickle cell trait.
 - Cause or attempt to cause an employer to discriminate against an individual in violation of the provisions herein.
- It is unlawful for an employer to discriminate against any of his employees or applicants for employment, for an employment agency to discriminate against any member thereof or applicant for membership because of the individual, member, or applicant for membership has opposed any practice made unlawful by this Section, or because such individual, member or applicant for membership

Acts 1997, No. 1409, §1

If you believe you have been discriminated against, please contact the Louisiana Commission on Human Rights at 1-888-248-0859 or visit us at www.gov.state.la.us/humanrights/humanrightshome.htm.
LSA-R.S. 51:222(3)(i)

Every employee, employment agency, and labor organization shall post and keep posted in conspicuous places upon its premises a notice, to be prepared by the Louisiana Workforce Commission, setting forth information as the department deems appropriate to effectuate the purposes of this Part.
RS. 23:352, 354

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REV. 04/2010

LA

Workers' Compensation

Reporting injury
You should report to your employer any occupational disease or personal injury that is work-related, even if you deem it to be minor.

Occupational Disease or Death
In case of an occupational disease, all claims are barred unless the employee files a claim with his/her employer within one year of the date that:

- the disease manifests itself;
- the employee is disabled as a result of the disease;
- the employee knows or has reasonable grounds to believe that the disease is occupationally related.

In case of death arising from an occupational disease, all claims are barred unless the dependents file a claim with the deceased employee's employer within one year of:

- the date of death;
- the date the claimant has reasonable grounds to believe that the death resulted from occupational disease.

Filing Notice
In case of injury or death caused by a work-related accident, an injured employee or any person claiming to be entitled to compensation either as a claimant or a representative of a person claiming to be entitled to compensation, must give notice to the employer within 30 days of the injury. If notice is not given within 30 days, no payments will be made for such injury or death. In addition, any fraudulent action by the employee, employer, or any other person for the purpose of obtaining or deferring any benefit or payment of workers' compensation shall subject such person to criminal as well as civil liabilities.

The above mentioned notice should be filed with the employer at the address shown.

If notice is given shall not be held invalid because of any inaccuracy in stating the time, place, nature or cause of injury or accident, unless it is shown that the employer was in fact misled to his detriment thereby. Failure to give notice may not harm the employee if the employer knew or otherwise knew of the injury and was not prejudiced by the delay or failure to give notice.

Physicians
In the event you are injured, you are entitled to select a physician of your choice for treatment. The employer may choose another physician and arrange an examination which you would be required to attend.

Formal Claim
In order to preserve your right to benefits under the Louisiana Workers' Compensation Law, you must file a formal claim with the Office of Workers' Compensation Administration within one year after the accident if payments have not been made or within one year after the last payment of weekly benefits.

Information
If you desire any information regarding your rights and entitlement to benefits as prescribed by law, you may call or write to the Office of Workers' Compensation Administration, Post Office Box 90400, Baton Rouge, Louisiana 70800-9040 or telephone (225) 342-7555.

NAME AND ADDRESS OF INSURANCE COMPANY

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

EMPLOYER REPRESENTATIVE

EMPLOYER

RS. 23:1302 states that this notice should be posted in a convenient and conspicuous place in the employer's place of business.

Louisiana Workforce Commission
www.laworks.net

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

REV. 05/2003

FED

Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

This poster is available free from OSHA.

Contact OSHA. We can help.

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

DEPARTMENT OF LABOR UNITED STATES OF AMERICA **OSHA** Occupational Safety and Health Administration

Two ways to verify poster compliance! SCAN

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To update your employment law posters contact J. J. Keller & Associates, Inc. 800-327-6868

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