

**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 1/2 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 hours restrictions. Different rules apply in agricultural employment.

**TIP CREDIT**  
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 employer's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

**PUMP AT WORK**  
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 be used by the employee to express breast milk.

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

**WHD** WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR [www.dol.gov/agencies/whd](http://www.dol.gov/agencies/whd) 1-866-487-9243 WH1088

REV. 04/2023

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## YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

**REEMPLOYMENT RIGHTS**  
You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:  
• you ensure that your employer receives advance written or verbal notice of your service;  
• you have five years or less of cumulative service in the uniformed services while with that particular employer;  
• you return to work or apply for reemployment in a timely manner after conclusion of service; and  
• you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

**RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION**  
If you:  
• are a past or present member of the uniformed service;  
• have applied for membership in the uniformed service; or  
• then an employer may not deny you:  
• initial employment; • promotion; or  
• reemployment; • any benefit of employment  
• retention in 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 that person has no service connection.

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REV. 05/2022

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## EMPLOYEE RIGHTS 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 discharging, disciplining, or discriminating against an 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, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

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

The law 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 their own court actions.

**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 [www.dol.gov/agencies/whd](http://www.dol.gov/agencies/whd) 1-866-487-9243 WH1462

REV. 02/2022

**MT**

## Montana Department of LABOR & INDUSTRY MONTANA'S MINIMUM WAGE (Effective 1/1/2024)

# \$10.30\*

\*The minimum wage is subject to a cost-of-living adjustment based on the Consumer Price Index no later than September 30<sup>th</sup> of each year. Montana's minimum wage is to be the greater of the federal or current state minimum wage.

**Exception:** A business not covered by the Fair Labor Standards Act whose gross annual sales are \$110,000 or less may pay \$4.00 per hour. However, if an individual employee is producing or moving goods between states or otherwise covered by the Fair Labor Standards Act, that employee must be paid the greater of either the federal minimum wage or Montana's minimum wage.

**NO TIP CREDIT, TRAINING WAGE OR MEAL CREDIT IS ALLOWED IN THE STATE OF MONTANA**

**OVERTIME PAY**  
Employees who work in excess of 40 hours in a workweek must receive overtime compensation at a rate of at least 1 1/2 times their regular hourly rate for those hours worked over 40. There are exclusions from overtime pay. This information can be obtained by calling our office at (406) 444-6543.

**FOR ADDITIONAL INFORMATION PLEASE CONTACT:**  
DEPARTMENT OF LABOR & INDUSTRY P.O. BOX 201503 HELENA MT 59620-1503 PHONE (406) 444-6543 EMAIL: [DLIERWage@mt.gov](mailto:DLIERWage@mt.gov)  
Please visit us on the web at: [www.mtwagehourbopa.com](http://www.mtwagehourbopa.com)

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

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

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## U.S. Equal Employment Opportunity Commission Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

**Who is Protected?**  
• Employees (current and former), including managers and temporary employees  
• Job applicants  
• Union members and applicants for membership in a union

**What Types of Workplace Discrimination are Illegal?**  
Under the EEOC 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, childbirth, and related medical 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 proceeding  
• Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

**What Organizations are Covered?**  
• Most private employers  
• State and local governments (as employers)  
• Educational institutions (as employers)  
• Unions  
• Staffing agencies

**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 information of employees  
• Conduct that might reasonably discourage someone 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 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: <https://publicportal.eeoc.gov/Portal/Login.aspx>  
• 1-800-669-4000 (toll free)  
• 1-800-669-6820 (TTY)  
• 1-844-234-5122 (ASL video phone)  
• Visit an EEOC field office (information at [www.eeoc.gov/field-office](http://www.eeoc.gov/field-office))  
• E-mail [info@eeoc.gov](mailto:info@eeoc.gov)

Additional information about the EEOC, including information about filing a charge of discrimination, is available at [www.eeoc.gov](http://www.eeoc.gov).

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel Employer Support of the Guard and Reserve • 1-800-336-4590

REV. 05/2022

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## YOUR EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

**What is FMLA leave?**  
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 Division (WHD) enforces the FMLA for most employees.

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:  
• The birth, adoption or foster placement of a child with you.  
• Your serious mental or physical health condition that makes you unable to work.  
• To care for your spouse, child or parent with a serious mental or physical health condition, and  
• Certain qualifying reasons related to the foreign dependent 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 the servicemember.

You have the right to take 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 #28(M) for more information.

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

**Am I eligible to take FMLA leave?**  
You are an eligible employee if all of the following apply:  
• You work for a covered employer,  
• You have worked for your employer at least 12 months,  
• You have at least 1,250 hours of service for your employer during the 12 months before your leave, and  
• Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a covered employer if one of the following applies:  
• You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,  
• You work for an elementary or public or private secondary school, or  
• You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

**How do I request FMLA leave?**  
Generally, to request FMLA leave you must:  
• Follow your employer's normal policies for requesting leave,  
• Give notice at least 30 days before your need for FMLA leave, or  
• 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 same reason when requesting additional leave.

Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

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 Management or Congress.

**What does my employer need to do?**  
If you are eligible for FMLA leave, your employer must:  
• Allow you to take job-protected time off work for a qualifying reason,  
• Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and  
• Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation. After becoming aware that you need leave 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 you are eligible, your employer must notify you in writing.  
• About your FMLA rights and responsibilities, and  
• How much of your requested leave, if any, will be FMLA-protected leave.

**Where can I find more information?**  
Call 1-866-487-9243 or visit [dol.gov/fmla](http://dol.gov/fmla) to learn more.

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 employer in court. Scan the QR code to learn about our WHD complaint process.

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

SCAN ME WH1420

REV. 04/2023

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## Department of LABOR & INDUSTRY MONTANA LAW PROHIBITS DISCRIMINATION & RETALIATION in employment, housing, education, public accommodations, credit, finance, insurance, & state / local government.

Discrimination is unlawful if based on one of these protected classes:

ANY AGE	PHYSICAL DISABILITY	MENTAL DISABILITY
RACE/COLOR	NATIONAL ORIGIN	MARITAL STATUS
RELIGION/CREED	VACCINATION STATUS	FAMILY STATUS (IN HOUSEHOLD)
SEX (INCLUDING PREGNANCY, SEXUAL ORIENTATION, & GENDER IDENTITY)	POLITICAL BELIEFS (IN GOVERNMENT SERVICES OR GOVERNMENT EMPLOYMENT)	

**FOR MORE INFO CONTACT THE MONTANA HUMAN RIGHTS BUREAU**  
P.O. BOX 1728, HELENA, MT 59624-1728 (406) 444-2884 or 1 (800) 542-0807 (RELAY SERVICE 711) MONTANADISCRIMINATION.COM

NOTICE: This state requires an employer to display a Workers' Compensation posting furnished by the employer's insurance carrier or a state agency. Employers should contact their insurance carrier or the appropriate state agency to obtain a copy of this state's Workers' Compensation posting or notice of compliance/certificate of insurance. Employees should refer to the Workers' Compensation posting or notice of compliance/certificate of insurance furnished by the state or the employer's insurance carrier for information about Workers' Compensation.

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

IT DOES NOT FULFILL THIS STATE'S WORKERS' COMPENSATION POSTING REQUIREMENT.

NOTICE: Employers must contact their local unemployment office or the state agency responsible for unemployment compensation to receive the official Unemployment Insurance posting. Employees should contact their local unemployment office for information on how to claim unemployment benefits.

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY. IT DOES NOT FULFILL THIS STATE'S UNEMPLOYMENT INSURANCE POSTING REQUIREMENT.

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## PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

**Race, Color, National Origin, Sex**  
The Vietnam Veterans Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or combat badge veterans, or Armed Forces service medical veterans.

**Retaliation**  
Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:  
The Office of Federal Contract Compliance Programs (OFCCP)  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210  
1-800-397-6251 (toll free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <https://ofccp.helpdesk.dol.gov/>, or by calling an OFCCP regional or district office listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's Contact Us\* webpage at <http://www.dol.gov/agencies/ofccp/contact>.

**Individuals with Disabilities**  
Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

**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: <https://publicportal.eeoc.gov/Portal/Login.aspx>  
• 1-800-669-4000 (toll free)  
• 1-800-669-6820 (TTY)  
• 1-844-234-5122 (ASL video phone)  
• Visit an EEOC field office (information at [www.eeoc.gov/field-office](http://www.eeoc.gov/field-office))  
• E-mail [info@eeoc.gov](mailto:info@eeoc.gov)

Additional information about the EEOC, including information about filing a charge of discrimination, is available at [www.eeoc.gov](http://www.eeoc.gov).

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REV. 06/27/2023

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## 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](http://www.osha.gov)

TWO ways to verify poster compliance!  
QR CODE Scan with phone camera.  
OR Go to: [JKeller.com/LLP2024](http://JKeller.com/LLP2024)  
ONLINE Enter this code: 69414-012074

To update your labor law posters contact J.J. Keller & Associates, Inc. [JKeller.com/lablaw](http://JKeller.com/lablaw) 800-327-6868

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## Department of Labor & Industry, Employment Relations Division Employment Discrimination is Against the Law Montana Human Rights Bureau

Discrimination in Employment is Prohibited if Based on These Protected Classes

**Age** (all ages)  
**Religion, Creed**  
**Physical or Mental Disability**  
**Marital Status**  
**Race, Color, National Origin**

**Sex** (includes maternity, pregnancy, and sexual harassment)  
**Political Belief** (state and local government employment or service)

**What is Illegal Discrimination?**  
The following practices if based on one or more of the above classes are illegal:  
• To discharge, to refuse to hire, or to discriminate against a person with respect to compensation or privileges of employment  
• To deny a reasonable maternity leave or refuse to reinstate an employee following leave  
• For labor unions to deny membership or otherwise discriminate against a person or member  
• For employment agencies to fail or refuse to refer for employment  
• To retaliate against a person who filed a complaint, participated in the investigation or opposed discriminatory practices

**Employer Alert!**  
• Questions on applications should be related to skills, experience, and education important to performing the job  
• Anyone who hires one or more persons is subject to the Montana Human Rights Act  
• Avoid questions about an applicant's race, age, religion, medical condition, marital status, or family responsibilities

**Sexual Harassment & Unlawful Harassment**  
Sexual harassment includes unwelcome verbal or physical conduct of a sexual nature when:  
• Submission to the conduct is explicitly or implicitly made a term or condition of employment  
• Submission to, or rejection of, the conduct is used as the basis for an employment decision  
• The conduct has the effect of unreasonably interfering with work performance, or creates an intimidating, hostile or offensive work environment  
• Harassment directed toward a person because of gender  
• A pattern of favoritism toward sexual partners

**Examples of Sexual Harassment**  
• Propositions or pressure to engage in sexual activity  
• Repeated body contact  
• Repeated sexual jokes, innuendoes or comments  
• Constant leering or staring  
• Inappropriate comments concerning appearance  
• Hiring or promoting a sex partner over more qualified persons  
• Harassment based upon gender in non-discriminatory employment

**What You Should Do**  
If you are offended by sexual jokes, comments, or other sexual or gender-based conduct in your workplace, immediately inform your supervisor.

If your complaints are not resolved, or your supervisor is the alleged harasser, you should take the following steps:  
• Report the sexual harassment to another supervisor or your employer  
• Keep written records of the dates and facts of all sexual harassment and the names of witnesses

**Employer Alert!**  
Employers may be liable for monetary compensation and other forms of relief to employees who are victims of sexual harassment by:  
• The owner or manager  
• Supervisors, whether or not the employer knew of the sexual harassment  
• Co-workers and non-employees in the workplace, when the employer knew, or should have known of the sexual harassment and failed to take immediate corrective action

**Harassment based on any protected class is unlawful discrimination!**  
• Be regarded or perceived as having such an impairment; and  
• Be able to perform the essential functions of the position with or without a reasonable accommodation.

**Pregnancy & Breastfeeding**  
**Pregnant Employees Have These Rights**  
• Nondiscrimination in hiring  
• Continued employment during pregnancy  
• Reasonable maternity leave  
• No mandatory unreasonable leave  
• Use of accrued benefits and leave time  
• Equal treatment in employee benefits and plans  
• Reinstatement after maternity leave  
• Employer must provide reasonable accommodations as they would for any other employee with medical limitations

**What is Reasonable Maternity Leave?**  
It is determined on a case-by-case basis. In the case of normal pregnancy and delivery, medical providers typically consider a reasonable leave to be 6-8 weeks after delivery.  
• Rely on the judgment of the employee's physician or other medical provider.  
• An employer is required to provide medically necessary maternity leave for the period of the employee's actual disability.  
• An employer may require the employee to provide medical verification.

**Employer Alert!**  
• Know your company's disability benefit policies and policies regarding sick, vacation and annual leave.  
• Communicate with your pregnant employee about the anticipated need for maternity leave and put it in writing.  
• Be sure the employee understands her obligations to return to work on a specified date and provide medical verification of required. Make sure the employee knows how to request an extension of her leave should complications arise.  
• Replacement employees should understand that his or her employment is temporary, unless the pregnant employee resigns or you make other arrangements for reinstatement to her same or equivalent job after the maternity leave.  
• If an employee plans to voluntarily resign because of her pregnancy, obtain the resignation in writing after making sure she is aware that you are prepared to grant a reasonable leave of absence as required by law.

**Advised Accommodation for Breastfeeding Mothers**  
In 2007, the Montana Legislature passed legislation requiring public employers ensure that employees are provided with adequate facilities for breastfeeding or the expression of milk for their child.

**Rights of Persons with Disabilities in Employment**  
The Montana Human Rights Act and Americans with Disabilities Act prohibit discrimination in employment to an applicant or employee because of a physical or mental disability. An employer may have additional obligations under the federal Family Medical Leave Act.

**Employment Rights**  
• Qualified persons with physical and mental disabilities:  
• May not be refused an application, interview or employment because of their disability  
• May not be terminated or discharged because of their disability  
• Have the right to a reasonable accommodation, which would allow them to perform the essential functions of their position

**Who is Covered?**  
• To be protected under the Montana Human Rights Act and the ADA, an applicant or employee with a disability must:  
• Have a physical or mental impairment that substantially limits one or more major life activities; or  
• Have a record of such an impairment; or

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## Request for Reasonable Accommodation

If an employee should request a reasonable accommodation to perform the essential functions of their job, engage in a dialogue with the employee to determine the most appropriate accommodation

• Make a reasonable accommodation, required by a person with a disability, to perform the essential job functions  
• Employees should notify the employer if they need an accommodation and tell the employer what modifications are needed to perform the job.

**Reasonable Accommodation**  
• Whether or not a suggested accommodation is "reasonable" will depend on factors such as cost, availability, necessity, and whether a less expensive or more convenient accommodation is available  
• The employer is not required to provide the accommodation suggested by the employee, if there is an effective alternative accommodation  
• An accommodation is not reasonable if it endangers any employee's health or safety, or it creates an undue hardship on the employer

**Examples of Reasonable Accommodation**  
• Making all application processes accessible to persons with disabilities  
• Making existing facilities used by employees readily accessible to and usable by employees with disabilities  
• Restructuring the job; offering part-time or modified work schedules  
• Acquiring or modifying equipment or devices  
• Adjusting or modifying examinations or training materials or policies as appropriate  
• Providing qualified readers or interpreters

**Perceived Disability**  
Those who are "perceived" as having disabilities are protected from employment discrimination based on stereotypes, fears, or misconceptions about disability. This protection applies to decisions based on unsubstantiated concerns about productivity, safety, insurance, liability, attendance, the costs of accommodation, accessibility, worker's compensation costs or acceptance by co-workers and customers.

**For more information on discrimination in the workplace, visit our website: [www.montanadiscrimination.com](http://www.montanadiscrimination.com)**

**Montana Department of Labor & Industry**  
Employment Relations Division

For information on the Human Rights Bureau process, discrimination issues and filing a discrimination complaint, please contact the

**Montana Human Rights Bureau**  
P.O. Box 1728  
HELENA, MT 59624-1728  
PHONE (406) 444-2884 OR 1-800-542-0807  
RELAY SERVICE 711  
[www.montanadiscrimination.com](http://www.montanadiscrimination.com)

**The Human Rights Bureau is committed to making its services available to persons with disabilities in compliance with Title II of the Americans with Disabilities Act and relevant state law. The Bureau will not exclude persons with disabilities from participating at its meetings or otherwise deny them services, programs or activities. The Bureau will also provide and accept information in alternative formats to accommodate disabilities. Persons with disabilities requiring accommodation in order to take advantage of the Bureau's services should contact the Bureau's staff at 1-800-542-0807.**

**OSHA**  
Occupational Safety and Health Administration  
U.S. Department of Labor

**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](http://www.osha.gov)

TWO ways to verify poster compliance!  
QR CODE Scan with phone camera.  
OR Go to: [JKeller.com/LLP2024](http://JKeller.com/LLP2024)  
ONLINE Enter this code: 69414-012074

To update your labor law posters contact J.J. Keller & Associates, Inc. [JKeller.com/lablaw](http://JKeller.com/lablaw) 800-327-6868

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