FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

The law requires employers to display this poster where law. Civil money penalties may also be assessed for violations of the

EQUAL PAY FOR EQUAL WORK ACT

POLICY The General Assembly of Georgia hereby declares that the practice of discriminating on the basis of sex by paying wages to employees of one sex

at a lesser rate than the rate paid to employees of the opposite sex for comparable work on jobs which require the same or essentially the same knowledge,

skill, effort and responsibility unjustly discriminates against the person receiving the lesser rate: It is hereby declared to be the policy of the State of Georgia

PROHIBITION OF DISCRIMINATION No employer having employees subject to any provisions of this section shall discriminate, within any establishment

in which such employees are employed, between employees on the basis of sex by paying wages at a rate less than the rate paid to the opposite sex,

4. A differential based on any other factor other than SEX: Provided, that an employer who is paying a wage rate differential in violation of this subsection

It shall also be unlawful for any person to cause or attempt to cause an employer to discriminate against any employee in violation of the provisions of this

It shall be unlawful for any person to discharge or in any other manner discriminate against any employee covered by this Chapter because such employee

has made a complaint against the employer or any other person or has instituted or caused to be instituted any proceeding under or related to this Chapter

or has testified or is about to testify in any such proceedings. Any person who violates any provision of this Code section shall, upon conviction thereof, be

FOR INFORMATION ON EQUAL PAY FOR EQUAL WORK ACT, CONTACT:

Georgia Department of Labor | Office of Equal Opportunity

148 Andrew Young International Blvd., N. E., Atlanta, Georgia 30303-1751

PHONE: 1(877) 709-8185

An Equal Opportunity Employer/Program

UNEMPLOYMENT INSURANCE

UNEMPLOYMENT INSURANCE FOR EMPLOYEES

Your job with this employer is covered by Georgia Employment Security Laws. You may be able to establish a claim for Unemployment Insurance

IMPORTANT: You may file a claim for Unemployment Insurance benefits via the internet at dol.georgia.gov. You may also file a claim in

NOTICE: Employers cannot deduct any money from employees' paychecks to pay unemployment insurance tax. The funding for unemployment

HOUSTON COUNTY

LAGRANGE

MOULTRIE

SAVANNAH

ROME

MILLEDGEVILLE

THOMASVILLE

TIFTON

TOCCOA

VIDALIA

Other

See your employer for a copy of Form W-4 or call the IRS at 1-800-829-

3676. Now is the time to check your withholding. For more details, get

Withholding Calculator at: www.irs.gov/individuals on the IRS website.

Employer: Please post or publish this Bulletin Board Poster so that

your employees will see it. Please indicate where they can get forms

agreement which is more restrictive with respect to lie detector

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

ENFORCEMENT The Secretary of Labor may bring court actions to

restrain violations and assess civil penalties against violators.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER

WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

WAGE AND HOUR DIVISION

UNITED STATES

DEPARTMENT OF LABOR

1-866-487-9243

Publication 919, How Do I Adjust My Tax Withholding?, or use the

and information on this subject.

Department of the Treasury

disclosed to unauthorized persons.

Internal Revenue Service www.irs.gov

WIRS

VALDOSTA

WAYCROSS

OFFICES WHERE UNEMPLOYMENT INSURANCE CLAIMS MAY BE FILED

DOUGLAS

GAINESVILLE

GEORGIA DEPARTMENT OF LABOR

An Equal Opportunity Employer/Program

Auxiliary Aids & Services Available Upon Request to Individuals with Disabilities

PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name)

Shall be as follows:

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s)

they will accept from an employee. The refusal to hire an individual because the documents have a

future expiration date may also constitute illegal discrimination.

For information, please contact

The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private provision of any State or local law or any collective bargaining

security-related activities. The Act permits polygraph (a kind of lie Employees or job applicants may also bring their own court actions.

EMPLOYEE VACATION

VACATION UNEMPLOYMENT INSURANCE IS NOT PAYABLE

• Unpaid vacation, up to two weeks in a calendar year if provided by:

- Announced at least 30 days before the beginning of the scheduled

PARAGRAPH (3)(A) of OCGA SECTION 34-8-195

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain

types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members

service connection

injuries.

ENFORCEMENT

be viewed at

HEALTH INSURANCE PROTECTION

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

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

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

USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://

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

• 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

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

Office of Special Counsel, as applicable, for representation.

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

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

elect to continue your existing employer-based health plan coverage for

DUBLIN

GRIFFIN

COUNTY

if you become TOTALLY or PARTIALLY unemployed through no fault of your own and comply with all eligibility requirements.

• Be UNEMPLOYED, ABLE to work, AVAILABLE for work, ACTIVELY SEEKING WORK, and be willing to accept suitable work immediately.

through the exercise of the police power of this State to correct and, as rapidly as possible, to eliminate discriminatory wage practices based on sex.

FEDERAL MINIMUM WAGE

OVERTIME PAY At least 1 ½ times your regular rate of pay for all

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

vears 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 employee's tips combined with the

employer's cash wage of at least \$2.13 per hour do not equal the

minimum hourly wage, the employer must make up the 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

ENFORCEMENT The Department has authority to recover back

wages and an equal amount in liquidated damages in instances of

minimum wage, overtime, and other violations. The Department

may litigate and/or recommend criminal prosecution. Employers

may be assessed civil money penalties for each willful or repeated

violation of the minimum wage or overtime pay provisions of the

3. A system which measures earnings by quantity or quality of production, or

person at any Georgia Department of Labor (GDOL) career center listed below.

• Report weekly work search contacts, all gross earnings each week, and any job refusal.

CARROLLTON

CARTERSVILLE

Bi-Weekly

CLAYTON COUNTY

COBB/CHEROKEE

COLUMBUS COVINGTON

Georgia Employment Security Laws state for each week you request unemployment benefits, you must:

shall not, in order to comply with the provisions of this subsection, reduce the wage rate of any employee

EXCEPT WHERE SUCH PAYMENT IS MADE PURSUANT TO:

punished by a fine not to exceed \$100.00. (OCGA Section 34-5-3.)

• Register for employment services at worksourcegaportal.com.

insurance benefits comes from taxes paid by employers.

ATLANTA

AI BANY

AMERICUS

ATHENS

AUGUSTA

Weekly

Marry or divorce?

· Your tax credits?

Change your name?

Gain or lose a dependent?

Your itemized deductions?

If you can answer "YES"...

Were there major changes to...

BRUNSWICK

Since you last filed form W-4 with your employer did you...

• Your non-wage income (interest, dividends, capital gains, etc.)?

• Your family wage income (you or your spouse started or ended a job)?

To any of these questions or you owed extra tax when you filed your

employers from using lie detector tests either for pre-

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

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

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

• Leave of absence at your own request

- Employment contract or agreement, or by:

- Established employer custom, practice, or policy; and

When you are on:

Paid vacation

period

of the uniformed services, and applicants to the uniformed services.

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

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

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

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

you have not been separated from service with a disqualifying discharge

and benefits you would have attained if you had not been absent due to

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you:

• are a past or present member of the uniformed service; • have applied

• initial employment; • reemployment; • retention in employment; •

for membership in the uniformed service; or • are obligated to serve in the

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

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

job to perform service in the uniformed service and:

while with that particular employer;

then an employer may not deny you:

promotion; or • any benefit of employment

uniformed service

because of this status.

or under other than honorable conditions.

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

employment screening or during the course of employment.

last return, you may need to file a new form W-4.

exercising other rights under the Act.

employees can readily see it.

to express breast milk.

1. A seniority system;

2. A merit system;

hours worked over 40 in a workweek.

\$7.25 PER HOUR BEGINNING JULY 24, 2009

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 under

· Certain occupations and establishments are exempt from the

minimum wage, and/or overtime pay provisions. Certain narrow

Special provisions apply to workers in American Samoa, the

Commonwealth of the Northern Mariana Islands, and the

Some state laws provide greater employee protections; employers

Certain full-time students, student learners, apprentices,

OF LABOR

1-866-487-9243

www.dol.gov/agencies/whd

exemptions also apply to the pump at work requirements.

ADDITIONAL INFORMATION

Commonwealth of Puerto Rico.

independent contractors are not.

must comply with both.

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

EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

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

All aspects of employment, including:

Harassment (including unwelcome verbal

Pay (unequal wages or compensation)

belief, observance or practice

• Failure to provide reasonable accommodation

for a disability; pregnancy, childbirth, or related

medical condition; or a sincerely-held religious

Obtaining or disclosing genetic information

· Requesting or disclosing medical information

Conduct that might reasonably discourage

charge, or participating in an investigation

• Discharge, firing, or lay-off

or physical conduct)

· Hiring or promotion

Benefits

Job training

Classification

of employees

of employees

Know Your Rights: Workplace Discrimination is Illegal

• Employees (current and former), including managers and temporary employees

 Job applicants Union members and applicants for membership What Organizations are Covered? Most private employers

State and local governments (as employers)

Educational institutions (as employers)

 Staffing agencies **What Types of Employment Discrimination are** Under the EEOC's laws, an employer may not discriminate against you, regardless of your

immigration status, on the bases of: Race Color Religion National origin

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)

Sex (including pregnancy, childbirth, and related

or proceeding

someone from opposing discrimination, filing a

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS The Department of Labor's Office of Federal Contract Compliance Programs **Protected Veteran Status** The Vietnam Era Veterans' Readjustment Assistance (OFCCP) enforces the nondiscrimination and affirmative action commitments of Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination companies doing business with the Federal Government. If you are applying for a against, and requires affirmative action to recruit, employ, and advance in job with, or are an employee of, a company with a Federal contract or subcontract, employment, disabled veterans, recently separated veterans (i.e., within three you are protected under Federal law from discrimination on the following bases: years of discharge or release from active duty), active duty wartime or campaign Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National badge veterans, or Armed Forces service medal veterans. Origin Executive Order 11246, as amended, prohibits employment Retaliation Retaliation is prohibited against a person who files a complaint discrimination by Federal contractors based on race, color, religion, sex, sexual of discrimination, participates in an OFCCP proceeding, or otherwise opposes orientation, gender identity, or national origin, and requires affirmative action discrimination by Federal contractors under these Federal laws. Any person to ensure equality of opportunity in all aspects of employment. Asking About, Disclosing, or Discussing Pay Executive Order 11246, as action obligations under OFCCP's authorities should contact immediately:

amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. **Disability** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 includes not making reasonable accommodation to the known physical or to access telecommunications relay services. OFCCP may also be contacted by mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ office, listed in most telephone directories under U.S. Government, Department and advance in employment qualified individuals with disabilities at all levels of Labor and on OFCCP's "Contact Us" webpage at of employment, including the executive level.

discrimination in providing services under such programs. Title IX of the Education program of any institution which receives Federal financial assistance, you Amendments of 1972 prohibits employment discrimination on the basis of sex in should immediately contact the Federal agency providing such assistance. s or activities which receive Federal financial assistance.

• Retaliation for filing a charge, reasonably opposing • Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights. discrimination, or participating in a discrimination or someone assisting or encouraging someone lawsuit, investigation, or proceeding · Interference, coercion, or threats related else to exercise rights, regarding disability to exercising rights regarding disability discrimination or pregnancy accommodation pregnancy accommodation **What Employment Practices can be Challenged** as Discriminatory?

discrimination (including accommodation) or 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 **Call** 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)

E-Mail info@eeoc.gov Additional information about the EEOC, including information

about filing a charge of

www.eeoc.gov.

discrimination, is available at

who believes a contractor has violated its nondiscrimination or affirmative 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)

submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district https://www.dol.gov/agencies/ofccp/contact.

Employee's Responsibilities

2. You must report any accident immediately, but not later than 30

days after the accident, to your employer, your employer's

representative, your foreman or immediate supervisor. Failure to

medical providers in the course of their treatment for work

related injuries. You must accept reasonable medical treatment

and rehabilitation services when ordered by the State Board of

Workers' Compensation or the Board may suspend your benefits.

4. No compensation shall be allowed for an injury or death due to

5. You must notify the insurance carrier/employer of your address

when you move to a new location. You should notify the insurance carrier/employer when you are able to return to full-

time or part-time work and report the amount of your weekly

earnings because you may be entitled to some income benefits

insurance carrier/employer upon change of address or

physician even if the pay is lower than the job you had when you

were injured. If you do not attempt the job, your benefits may be

employer denies these benefits, you must file a claim within one

year after the date of last authorized medical treatment or within

two years of your last payment of weekly benefits or you will lose

the dependent(s) must file a claim with the State Board of

Workers' Compensation within one year after your death or lose

expenses related to medical care must be submitted to the

insurance carrier/employer within one year of the date the

If an employee unjustifiably refuses to submit to a drug test

following an on-the-job injury, there shall be a presumption

that the accident and injury were caused by alcohol or drugs. If

the presumption is not overcome by other evidence, any claim

be punished by a fine of not more than \$10,000.00 or

imprisonment, up to 12 months, or both, for making false or

misleading statements when claiming benefits. Also, any false

statements or false evidence given under oath during the course

of any administrative or appellate division hearing is perjury.

for workers' compensation benefits would be denied.

12. You shall be guilty of a misdemeanor and upon conviction shall

9. If your dependent(s) do not receive allowable benefit payments,

10. Any request for reimbursement to you for mileage or other

6. A dependent spouse of a deceased employee shall notify the

7. You must attempt a job approved by the authorized treating

3. An employee has a continuing obligation to cooperate with

policies and procedures of the employer.

do so may result in the loss of the benefits.

the employee's willful misconduct.

even though you have returned to work.

suspended.

your right to these benefits.

the right to these benefits.

expense was incurred.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, amended, prohibits employment discrimination on the basis of disability in any prohibits discrimination on the basis of race, color or national origin in programs program or activity which receives Federal financial assistance. Discrimination or activities receiving Federal financial assistance. Employment discrimination is is prohibited in all aspects of employment against persons with disabilities covered by Title VI if the primary objective of the financial assistance is provision who, with or without reasonable accommodation, can perform the essential of employment, or where employment discrimination causes or may cause functions of the job. If you believe you have been discriminated against in a

WORKERS' COMPENSATION BILL OF RIGHTS

WC-BILL OF RIGHTS **GEORGIA STATE BOARD OF WORKERS' COMPENSATION**

BILL OF RIGHTS FOR THE INJURED WORKER

As required by law, O.C.G.A. §34-9-81.1, this is a summary of your rights and responsibilities. The Workers' Compensation Law provides you, as a worker in the State of Georgia, with certain rights and responsibilities should you be injured on the job. The Workers' Compensation Law provides you coverage for a work-related injury even if an injury occurs on the first day on the job. In addition to rights, you also have certain responsibilities. Your rights and responsibilities are described below.

Employee's Rights

1. If you are injured on the job, you may receive medical rehabilitation and 1. You should follow written rules of safety and other reasonable income benefits. These benefits are provided to help you return to work. Your dependents may also receive benefits if you die as a result of a job-

2. Your employer is required to post a list of at least six doctors or the name of the certified WC/MCO that provides medical care, unless the Board has granted an exception. You may choose a doctor from the list and make one change to another doctor on the list without the permission of your employer. However, in an emergency, you may get temporary medical care from any doctor until the emergency is over, then you must get treatment from a doctor on the posted list.

3. Your authorized doctor bills, hospital bills, rehabilitation in some cases, physical therapy, prescriptions, and necessary travel expenses will be paid if injury was caused by an accident on the job. All injuries occurring on or before June 30, 2013 shall be entitled to lifetime medical benefits. If your accident occurred on or after July 1, 2013 medical treatment shall be limited to a maximum of 400 weeks from the accident date. If your injury is catastrophic in nature you may be entitled to lifetime medical benefits.

4. You are entitled to weekly income benefits if you have more than seven days of lost time due to an injury. Your first check should be mailed to you within 21 days after the first day you missed work. If you are out more than 21 consecutive days due to your injury, you will be paid for the first week. 5. Accidents are classified as being either catastrophic or non-catastrophic. Catastrophic injuries are those involving amputations, severe paralysis,

severe head injuries, severe burns, blindness, or of a nature and severity that prevents the employee from being able to perform his or her prior work and any work available in substantial numbers within the national economy. In catastrophic cases, you are entitled to receive two-thirds of 8. If you believe you are due benefits and your insurance carrier/ your average weekly wage but not more than \$800 per week for a jobrelated injury for as long as you are unable to return to work. You also are entitled to receive medical and vocational rehabilitation benefits to help in recovering from your injury. If you need help in this area call the State Board of Workers' Compensation at (404) 656-0849. **6.** In all other cases (non-catastrophic), you are entitled to receive two-thirds

of your average weekly wage but not more than \$800 per week for a job related injury. You will receive these weekly benefits as long as you are totally disabled, but no longer than 400 weeks. If you are not working and it is determined that you have been capable of performing work with restrictions for 52 consecutive weeks or 78 aggregate weeks, your weekly income benefits will be reduced to two-thirds of your average weekly wage but no more than \$533.33 per week, not to exceed 350 weeks. 7. When you are able to return to work, but can only get a lower paying job

as a result of your injury, you are entitled to a weekly benefit of not more than \$533.33 per week for no longer than 350 weeks.

8. Your dependent(s), in the event you die as a result of an on-the-job accident, will receive burial expenses up to \$7,500 and two-thirds of your average weekly wage, but not more than \$800 per week. A widowed

spouse with no children will be paid a maximum of \$320,000. Benefits continue until he/she remarries or openly cohabits with a person of the 9. If you do not receive benefits when due, the insurance carrier/employer

must pay a penalty, which will be added to your payments.

The State Board of Workers' Compensation will provide you with information regarding how to file a claim and will answer any other guestions regarding your rights under the law. If you are calling in the Atlanta area the telephone number is (404) 656-3818, outside the metro Atlanta area call 1-800-533-0682, or write the State Board of Workers' Compensation at: 270 Peachtree Street, N.W., Atlanta, Georgia 30303-1299 or visit our website: https://www.sbwc.georgia.gov. A lawyer is not needed to file a claim with the Board; however, if you think you need a lawyer and do not have your own personal lawyer, you may contact the Lawyer Referral Service at (404) 521-0777

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT https://www.sbwc.georgia.gov

WILLFULLY MAKING A FALSE STATEMENT FOR THE PURPOSE OF OBTAINING OR DENYING BENEFITS IS A CRIME SUBJECT TO PENALTIES OF UP TO \$10,000.00 PER VIOLATION (O.C.G.A. §34-9-18 AND §34-9-19).

REVISION 07/2023 WC-BILL OF RIGHTS

WORKERS' COMPENSATION MANAGED CARE ORGANIZATION

(This notice must be posted in a conspicuous place readily accessible to the employee at all times.) **MANAGED CARE ORGANIZATION PROCEDURES**

This business operates under the Georgia Workers' Compensation Law.

WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY. AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, OR FOREMAN.

OFFICIAL NOTICE

If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases the employer will also pay a part of the worker's lost wages. Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the right to receive

compensation if an accident is not reported within 30 days (see O.C.G.A. § 34-9-80) The employer will supply free of charge, upon request, a form for reporting accidents and will also furnish, free of charge, information about

workers' compensation. The employer will also furnish to the employee, upon request, copies of board forms on file with the employer pertaining to an employee's claim.

> The insurance company providing coverage for this business under the Workers' Compensation Law is:

> > Insurer Name

Your employer has enrolled with the certified Workers' Compensation Managed Care Organization (WC/MCO) listed below to provide all the necessary medical treatment for workers' compensation injuries. The effective date is shown below. If you had an injury prior to the effective date listed below you may continue to receive treatment from your current non-participating authorized physician until you elect to utilize the services of the WC/MCO.

Each employee will be furnished with a publication which explains in detail how to access the services of the WC/MCO and provides a complete list of the medical providers available. In addition, each employee will be given a wallet-sized card which contains information on the services of the WC/MCO including a 24-hour toll-free phone number with recorded messages of information on how to utilize these services.

MAILING ADDRESS GEOGRAPHICAL SERVICE AREA NAME OF CONTACT PERSON

PHONE NUMBER OF CONTACT PERSON

NAME OF WC/MCO

ADDRESS OF CONTACT PERSON

EFFECTIVE DATE OF WC/MCO_

24 HOUR TOLL-FREE PHONE NUMBER

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT https://sbwc.georgia.gov

(O.C.G.A. § 34-9-18 and § 34-9-19).

Willfully making a false statement for the purpose of obtaining or denying benefits is a crime subject to penalties of up to \$10,000.00 per violation WC-P3 (7/2022)

FMLA - FAMILY AND MEDICAL LEAVE ACT

Your Employee Rights Under the Family and Medical Leave Act

provides eligible employees with **job-protected leave** for qualifying family and nedical 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

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 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 the servicemember. 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 more information

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,

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

· Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is You have at least 1,250 hours of service for your employer during the 12 months important to know the difference between the two because before your leave, and Your employer has at least 50 employees within 75 miles of your work location. employees (unless exempt) are entitled to the FLSA's minimum irline flight crew employees have different "hours of service" requirements. wage and overtime pay protections and correctly classified 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

You work for an elementary or public or private secondary school, or and workers with disabilities may be paid less than the minimum You work for a public agency, such as a local, state or federal government agency. wage under special certificates issued by the Department of Labor. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT

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(Rev. 8-2009)

ow 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.

20 workweeks in the current or previous calendar year,

What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that 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 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 **employer** <u>cannot</u> 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 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 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 **SCAN ME**

Call 1-866-487-9243 or visit 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

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT OF LABOR WH1420 REV 04/23

WORKERS' COMPENSATION OFFICIAL NOTICE

complaint process.

(This notice must be posted in a conspicuous place readily accessible to the employee at all times.)

PANEL OF PHYSICIANS OFFICIAL NOTICE

This business operates under the Georgia Workers' Compensation Law. WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE

EMPLOYER PERSONALLY, AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, OR FOREMAN.

If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases the employer will also pay a part of the worker's lost wages.

Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the right to receive compensation if an accident is not reported within 30 days (see O.C.G.A. § 34-9-80). The employer will supply free of charge, upon request, a form for reporting accidents and will also furnish, free of charge,

information about workers' compensation. The employer will also furnish to the employee, upon request, copies of board forms on file with the employer pertaining to an employee's claim. A worker injured on the job must select a doctor from the list below. The minimum panel shall consist of at least six physicians, including an orthopedic surgeon with no more than two physicians from industrial clinics (see O.C.G.A. § 34-9-201). Further, this panel shall include one minority physician, whenever feasible (see Rule 201 for definition of minority physician). The Board may

grant exceptions to the required size of the panel where it is demonstrated that more than four physicians are not reasonably accessible. One change to another doctor from the list may be made without permission. Further changes require the permission of the employer or the State Board of Workers' Compensation. The insurance company providing coverage for this business under the Workers' Compensation Law is:

Instructions to injured worker: Review the following physician's contact information and select the provider with whom you would like to receive medical treatment. Physician's Contact Information: Name, Address, Phone, and website listed below:

(Additional doctors may be added on a separate sheet) □ This box is checked if additional physicians are listed on separate sheet. IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT https://sbwc.georgia.gov Willfully making a false statement for the purpose of obtaining or denying benefits is a crime subject to penalties of up to \$10,000.00 per violation

(O.C.G.A. § 34-9-18 and § 34-9-19).

WC-P1 (7/2023)

NO SMOKING NOTICE

limited to, common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, and all other enclosed facilities Georgia Smokefree Air Act of 2005 O.C.G.A. §31-12A-1 et seq.

Job Safety and Health IT'S THE LAW!

A safe workplace.

Raise a safety or health concern with

your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.

job hazards, including all hazardous substances in your workplace.

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.

employer.

tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

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.

in a language and vocabulary they can understand. Prominently display this poster in the

Provide required training to all workers

 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 OSHAsupported consultation programs in every state.



1-866-487-2365

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

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: https://www.dol.gov/agencies/vets/programs/userra/poster. Federal law requires employers to notify employees of their rights

under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

Employer Support Of The Guard And Reserve 1-800-336-4590

Publication Date — May 2022

Insurer Name:

NO SMOKING Smoking shall be prohibited in all enclosed areas within places of employment, including, but not

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT



All workers have the right to:

Receive information and training on

Request a confidential OSHA inspection

See any OSHA citations issued to your

Request copies of your medical records,

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

GA-1024-F04