

EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

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.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS
Protected Veteran Status: The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to 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 campaign badge veterans, or Armed Forces service medal veterans.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE
Race, Color, National Origin, Sex: In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance.

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.

EQUAL OPPORTUNITY IS THE LAW
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IT IS AGAINST THE LAW FOR THIS RECIPIENT OF FEDERAL FINANCIAL ASSISTANCE TO DISCRIMINATE ON THE FOLLOWING BASIS:

Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

THE RECIPIENT MUST NOT DISCRIMINATE IN ANY OF THE FOLLOWING AREAS:
• Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
• Providing opportunities in, or treating any person with regard to, such a program or activity; or
• Making employment decisions in the administration of, or in connection with, such program or activity.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION
If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- The recipient's Equal Opportunity Officer (or person whom the recipient has designated for this purpose); or
• The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210 or electronically as directed on dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the CRC (see address above).
If the recipient does not give you a written Notice of Final Action within 90 days of the date on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

IDAHO DEPARTMENT OF LABOR
CONTACT THE DEPARTMENT'S EQUAL OPPORTUNITY OFFICER TO FILE A COMPLAINT:
Danilo Cabrera, WIOA equal opportunity officer
danilo.cabrera@labor.idaho.gov
208-696-2537

October 2024
Auxiliary aids and services are available upon request to individuals with disabilities. Dial 711 for Idaho Relay Service.

UNEMPLOYMENT INSURANCE

NOTICE: ALL EMPLOYEES

UNEMPLOYMENT INSURANCE BENEFITS

This firm is subject to the Employment Security Law of the state of Idaho. All employees, except those specifically exempt, are insured for compensation during periods of involuntary unemployment.

- An INSURANCE paid from the Employment Security Trust Fund, a fund derived from taxation against the company or employer.
• NO PORTION OF THE COST OF THIS PROGRAM IS DEDUCTIBLE FROM YOUR EARNINGS.
• Claims for unemployment insurance must be filed online at labor.idaho.gov/claimantportal.
• Navigators are available to help understand and correctly file for unemployment insurance in person at any of the department's offices. Find locations at labor.idaho.gov/officedirectory.
• Don't delay or you could lose your benefits.
• Claims should be filed immediately after separation.

Idaho Department of Labor
317 W. Main St., Boise, ID 83735-0910
(208) 332-8942 labor.idaho.gov

labor.idaho.gov
The Idaho Department of Labor's unemployment insurance programs are funded by the U.S. Department of Labor for 59.25% as part of the Employment and Training Administration grants (93%) and state/nonfederal (7%) totaling \$22,800,000. The Idaho Department of Labor is an equal opportunity employer and service provider. Reasonable accommodations are available upon request. Dial 711 for Idaho Relay Service.

FEDERAL MINIMUM WAGE
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 your regular rate of pay for all work 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.
ADDITIONAL INFORMATION:
• Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
• Some state laws provide greater employee protections; employers must comply with both.
• Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA.
• Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR
1-866-487-9243
www.dol.gov/agencies/whd

FMLA - FAMILY AND MEDICAL LEAVE ACT

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

- 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.

WHY CAN I NOT TAKE FMLA LEAVE?
You are not eligible for FMLA leave if you do not meet the requirements of the FMLA, including information about filing a charge of discrimination, is available at www.eeoc.gov.

WHY CAN I NOT TAKE FMLA LEAVE?
Generally, to request FMLA leave you must follow your employer's normal policies for requesting leave, or give notice at least 30 days before your need for FMLA leave.

EMPLOYEE POLYGRAPH PROTECTION ACT

Employee Polygraph Protection Act
The Employee Polygraph Protection Act (EPPA) 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 (armed car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

Payday Notice
Regular Paydays for Employees of

Payday Notice Form: Regular Paydays for Employees of (Company Name)
Frequency options: Weekly, Bi-Weekly, Monthly, Other

WITHHOLDING STATUS
YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer did you...
• Married or divorce?
• Gain or lose a dependent?
• Change your name?
Where there major changes to...
• Your non-wage income (interest, dividends, capital gains, etc.)?
• Your family wage income (you or your spouse started or ended a job)?
• Your itemized deductions?
• Your tax credits?
If you can answer "YES"...
To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4.

IDAHO MINIMUM WAGE

IDAHO DEPARTMENT OF LABOR
STATE OF IDAHO
Idaho Department of Labor
317 W. Main St.
Boise, Idaho 83735-0910

IDAHO MINIMUM WAGE LAW

SECTION 44-1502, IDAHO CODE: Except as hereinafter otherwise provided, no employer shall pay to any of his employees any wages computed at a rate of less than:
\$7.25 PER HOUR AS OF JULY 24, 2009

TIPPED EMPLOYEES: Any employee engaged in an occupation in which he customarily and regularly receives more than thirty dollars (\$30.00) a month in tips will be paid a minimum of \$3.35 per hour.
OPPORTUNITY WAGE: Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.

SECTION 44-1504, IDAHO CODE, EXEMPTIONS FROM MINIMUM WAGE: The provisions of this act shall not apply to any employee employed in a bona fide executive, administrative, or professional capacity; to anyone engaged in domestic service; to any individual employed as an outside salesperson; to seasonal employees of a non-profit camping program; or to any child under the age of sixteen (16) years working part-time or at odd jobs not exceeding a total of four (4) hours per day with any one (1) employer; or any individual employed in agriculture if; such employee is the parent, spouse, child or other member of his employer's immediate family; or such employee is older than sixteen (16) years of age and is employed as a harvest laborer and is paid on a piece-rate basis in an operation which has been, and is customarily and generally recognized as having been paid on a piece-rate basis in the region of employment, and commutes daily from his permanent residence to the farm on which he is so employed, and has been employed in agriculture less than thirteen (13) weeks during the preceding calendar year; or such employee is sixteen (16) years of age or under and; is employed as a harvest laborer, is paid on a piece-rate basis in an operation which has been, and is customarily and generally recognized as having been paid on a piece-rate basis in the region of employment, and is employed on the same farm as his parent or person standing in the place of his parent, and is paid at the same piece-rate basis as employees over the age of sixteen (16) years are paid on the same farm; or such employee is principally engaged in the range production of livestock.

SECTION 45-606, IDAHO CODE: All wages due a separated employee must be paid the earlier of the next regularly scheduled payday or within 10 days of separation, weekends and holidays excluded. If the separated employee makes a written request for earlier payment, all wages then due must be paid within 48 hours, weekends and holidays excluded.
The Wage and Hour Section of the Idaho Department of Labor is responsible for the administration of the Idaho Minimum Wage and the Wage Payment Act.

NOTICE TO EMPLOYERS: THIS OFFICIAL NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE, IN OR ABOUT THE PREMISES WHERE ANY PERSON SUBJECT TO THE ACT IS EMPLOYED, OR IN A PLACE ACCESSIBLE TO EMPLOYEES (SECTION 44-1507, IDAHO CODE).

EMPLOYMENT OF WORKERS WITH DISABILITIES OR APPRENTICES MUST BE IN CONFORMANCE WITH SECTION 44-1505 AND 44-1506, IDAHO CODE.

For additional posters or information, please contact the address stated on this bulletin or labor.idaho.gov.
The Idaho Department of Labor is an equal opportunity employer and service provider. Reasonable accommodation is available upon request. Dial 711 for Idaho Relay Service. October 2024

WORKERS' COMPENSATION

TO THE EMPLOYER: THIS NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE UPON YOUR PREMISES.

NOTICE REGARDING WORKERS' COMPENSATION INSURANCE

ALL WORKERS EMPLOYED BY THE UNDERSIGNED ARE HEREBY NOTIFIED THAT THE EMPLOYER HAS COMPLIED WITH THE LAW AS TO SECURING THE PAYMENT OF COMPENSATION TO EMPLOYEES AND THEIR DEPENDENTS, IN ACCORDANCE WITH THE PROVISIONS OF THE WORKERS' COMPENSATION LAW.

Date: Employer:
By: Employer's Authorized Agent:

An employee receiving an injury by accident must immediately notify his/her supervisor, superintendent, or the undersigned, who will provide medical attendance.
Claim for compensation must be made in writing and given to the employer.

Forms for giving notice of injury and making claim for compensation will be furnished by the employer; by the surety, or upon application, by the Industrial Commission in Boise, Idaho. IC REV 11/94/EMF

DISCRIMINATION

IDAHO HUMAN RIGHTS COMMISSION
317 W. Main St. Boise, ID 83735
t: 208.334.2873
f: 208.334.2664
www.humanrights.idaho.gov

IDAHO LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT

based on religion, race, color, sex, age (40+), disability and national origin. The law also prohibits retaliation against individuals who exercise their rights under Idaho's antidiscrimination laws.

The Commission also offers educational programs for businesses, human resource organizations and other agencies free of charge.
October 2024
An equal opportunity employer and service provider. Reasonable accommodations are available upon request. Dial 711 for Idaho Relay Service.

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 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.

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 - are obligated to serve in the uniformed service; then an employer may not deny you: - initial employment; - reemployment; - retention in employment; - promotion; or - any benefit of employment, because of this status. In addition, an employer may not retaliate against anyone making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

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.

USERRA logos: VETS, US Department of Labor, U.S. Department of Justice, Office of Special Counsel, ESGR

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

OSHA Occupational Safety and Health Administration
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.

Contact OSHA. We can help.
1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov
October 2024