

EMPLOYMENT

POSTER COMPLIANCE DATE 01/2018

Since 1953

LAWS

FEDERAL



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

FED

At least 11/2 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

MO

\$7.85

at least

\$3.925

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.

NURSING MOTHERS

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide

TIPPED EMPLOYEES

EXCEPTIONS

WHD DEPARTMENT OF LABOR UNITED STATES OF AMERICA

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.

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 law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

Some state laws provide greater employee protections; employers must comply with both

Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. Certain full-time students, student learners, apprentices, and

workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd

REV. 07/2016

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

FED

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

UNITED STATES OF

AMERICA

FED

service and:

employer;

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.**

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

1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd WH1462

REV. 07/2016

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.

You have the right to be reemployed in your civilian job

if you leave that job to perform service in the uniformed

written or verbal notice of your service;

you ensure that your employer receives advance

you have five years or less of cumulative service in

REEMPLOYMENT RIGHTS

If you leave your job to perform military service. you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.

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

HEALTH INSURANCE PROTECTION

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

circumstances. The text of this notice was prepared by

VETS, and may be viewed on the internet at this address:

http://www.dol.gov/vets/programs/userra/poster.htm.

Federal law requires employers to notify employees of

requirement by displaying the text of this notice where

they customarily place notices for employees.

their rights under USERRA, and employers may meet this

the uniformed services while with that particular you return to work or apply for reemployment in a or injuries.

service connection.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

FED

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons: The birth of a child or placement of a child for adoption or foster care;

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

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

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

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

BENEFITS & PROTECTIONS

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

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

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

ELIGIBILITY REQUIREMENTS

- An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:
- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.
- *Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA

protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

FED

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

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.

For additional information or to file a complaint:

1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627



www.dol.gov/whd

employment practice.

HAS OCCURRED

suspected:

www.eeoc.gov.

following bases:

ORIGIN



at least

OVERTIME COMPENSATION

IN EFFECT FOR 2018

Aissouri law does not allow the state's minimum wage rate to be lower than the federal minimum wage rate.

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT OF LABOR

MISSOURI MINIMUM WAGE

he minimum wage rate is measured by the Consumer Price Index. It may increase or decrease on January 1, 2019, if the cost of living rises or falls.

Overtime compensation must also be paid at a rate of at least one and one-half times a covered employee's regular rate for all hours worked over 40 in a workweek.

All businesses are required to pay at minimum, the \$7.85 per hour rate, except retail and service businesses whose annual gross sales are less than \$500,000.

The law does not apply to exempt employees/employers, certain classes of employees under the definition of "employee" in Section 290.500(3), RSMo, and employees/employers pertaining to agriculture in Section 290.507, RSMo. It doesn't supersede more favorable laws or interfere with collective bargaining agreement rights.

Employers are required to pay tipped employees at least 50 percent of the minimum wage, \$3.925 per

hour, or the amount necessary to bring the employee's total compensation to a minimum of \$7.85 per



EMPLOYEE RIGHTS An employee not being paid the correct wages, can file a minimum wage complaint at labor.mo.gov/DLS/MinimumWage and is entitled to pursue a private legal right of action to collect any wages due.

An employer who unlawfully pays sub-minimum wages shall be liable for the full amount of wages due as liquidated damages, less any amount actually paid and for costs and such reasonable attorney fees as may be allowed by the Court or jury.

LEARN MORE AT LABOR.MO.GOV/DLS/MINIMUMWAGE



MO

STANDARDS

3315 West Truman Boulevard 573-751-3403 Fax: 573-751-3721 JEFFERSON CITY, MO 65102-0449 laborstandards@labor.mo.gov

Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program. TDD/TTY: 800-735-2966 Relay Missouri: 711 LS-52 AI

REV. 12/2017

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 posting, 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.

Department of Labor and Industrial Relations, Division of Labor Standards **Required Poster: Employers Employing Workers Under the Age of 16**

Youth Employment List

Employers are required to post this list of employed youth under the age of 16 in the workplace.

P.O. Box 449

NAME OF WORKER	School Term Shift (7 a.m. – 7 p.m.)	Non-School Shift (7 a.m. – 9 p.m.)
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		

Work certificates are required for youth 14 to 15 years of age before they start employment at any job (other than in the entertainment industry) during the school year. No child under the age of 14 may be employed in any capacity (other than in the entertainment industry or in newspaper delivery, babysitting, occasional yard or farm work with parental consent, or some youth sporting events). Work certificates are issued by school officials or their designees (or a parent of a home-schooled child) only upon application requested in person by the child with the written consent of his/her parent, legal

timely manner after conclusion of service; and	ENFORCEMENT
you have not been separated from service with a disqualifying discharge or under other than honorable conditions. ou are eligible to be reemployed, you must be restored	 The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints or USERRA violations.
the job and benefits you would have attained if you d not been absent due to military service or, in some ses, a comparable job.	 For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website
GHT TO BE FREE FROM DISCRIMINATION AND TALIATION ou:	at <u>http://www.dol.gov/vets</u> . An interactive online USERRA Advisor can be viewed at <u>http://www.dol.gov/elaws/userra.htm</u> .
are a past or present member of the uniformed service;• are obligated to serve in the uniformed service;have applied for•	 If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation
membership in the uniformed service; or	 You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.
en an employer may not deny you:	The rights listed here may vary depending on the

then an employer may not deny you initial employment; promotion: or any benefit of

reemployment; retention in employment employment

because of this status

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

MO

Unemployment Insurance Benefits **Notice to Workers**

Unemployment Insurance (UI) benefits are provided under the Missouri Employment Security Law for workers who become totally or partially unemployed, if they meet the eligibility requirements of the law.

No deductions are made from employees' paychecks for this insurance. The employer pays the tax in Missouri.

Visit the Division of Employment Security's website at www.moclaim.mo.gov for additional information concerning UI, to file your initial or renewed claim, and to obtain information about a claim already filed. The website is available 24 hours a day, seven days a week.

You may call a Regional Claims Center for assistance Monday through Friday, 8 a.m. to 5 p.m. Automated information about a claim already filed is available by phone, 24 hours a day, at the numbers below.

Jefferson City: 573-751-9040 Kansas City: 816-889-3101 Local numbers are: Springfield: 417-895-6851 St. Louis: 314-340-4950 If you are outside the above local calling areas: 800-320-2519

> **DIVISION OF EMPLOYMENT SECURITY P.O.** Box 59

JEFFERSON CITY, MO 65104-0059

IMPORTANT: If needed, call 573-751-9040 for assistance in the translation and understanding of the information in this document.

IMPORTANTE! : Si es necesario, llame el 573-751-9040 para asistencia en la traducción y entendimiento de la formación en este documento

Missouri Division of Employment Security is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 800-735-2966 Relay Missouri: 711

Division of Workers' Compensation

MODES-B-2 AI U.I.Prg.

MO

EMPLOYEE INFORMATION

The Missouri Division of Workers' Compensation (DWC) administers programs for workers who have been injured on the job or exposed to an occupational disease arising out of and in the course of employment. The Division's Administrative Law Judges have the authority to approve settlements or issue awards after a hearing relating to an injured employee's entitlement to benefits.

Steps to Take When Injured on the Job

Notify your employer immediately (written notice must be provided within 30 days of the injury/or 30 days when reasonably aware of the work-relatedness of occupational illness or disease) by contacting

U.S. Department of Labor • Wage and Hour Division • WH1420

Equal Employment Opportunity is THE LAW

The U.S. Equal Employment Opportunity Commission

impairments). EEOC field office information is available

section. Additional information about EEOC, including

Employers Holding Federal Contracts

or Subcontracts

protected under Federal law from discrimination on the

(EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820

(toll-free TTY number for individuals with hearing

at www.eeoc.gov or in most telephone directories

in the U.S. Government or Federal Government

information about charge filing, is available at

Applicants to and employees of companies with

RACE, COLOR, RELIGION, SEX, NATIONAL

Executive Order 11246, as amended, prohibits job

discrimination on the basis of race, color, religion, sex or

national origin, and requires affirmative action to ensure

equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973,

as amended, protects qualified individuals from

discrimination on the basis of disability in hiring,

a Federal government contract or subcontract are

and requests for or receipt of genetic services by Private Employers, State and applicants, employees, or their family members. Local Governments, Educational RETALIATION Institutions, Employment Agencies

WHD

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

RACE, COLOR, RELIGION, SEX, NATIONAL

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

REV. 04/2017

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

AGE

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

SEX (WAGES)

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

GENETICS

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

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful a U.S. military operation for which an Armed Forces service medal was awarded). WHAT TO DO IF YOU BELIEVE DISCRIMINATION RETALIATION

There are strict time limits for filing charges of employment discrimination. To preserve the ability of proceeding, or otherwise opposes discrimination under EEOC to act on your behalf and to protect your right to these Federal laws. file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is

nondiscrimination or affirmative action obligations under the authorities above 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) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at or district office, listed in most telephone directories under U.S. Government, Department of Labor.

> **Programs or Activities Receiving** Federal Financial Assistance

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. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

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 iob.

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.

EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Act of 1974, as amended, 38 U.S.C. 4212, prohibits job Supplement discrimination and requires affirmative action to employ FFOC-P/F-

REV. 11/2009

P.O. Box 58, JEFFERSON CITY, MO 65102 573-751-4231 Insurance Company, Third Party

Administrator, Service Company, or **Designated Individual If Self-Insured**

executive level.

The Vietnam Era Veterans' Readjustment Assistance disorders in family members (family medical history);

MISSOURI DIVISION OF WORKERS' COMPENSATION

REV. 12/2014



All workers have the right to:

Raise a safety or health concern with

related injury or illness, without being

Receive information and training on job

Request an OSHA inspection of your

hazards, including all hazardous substances

workplace if you believe there are unsafe or

unhealthy conditions. OSHA will keep your

name confidential. You have the right to have a

representative contact OSHA on your behalf.

Participate (or have your representative

participate) in an OSHA inspection and

retaliated against for using your rights.

See any OSHA citations issued to your

the workplace injury and illness log.

This poster is available free from OSHA.

File a complaint with OSHA within 30 days

(by phone, online or by mail) if you have been

Request copies of your medical records, tests

that measure hazards in the workplace, and

speak in private to the inspector.

your employer or OSHA, or report a work-

A safe workplace.

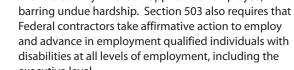
retaliated against.

in your workplace.

employer.

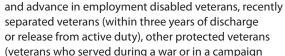


promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee,



Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE **MEDAL VETERANS**



REV. 04/2016

(veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP

Any person who believes a contractor has violated its

OFCCP-Public@dol.gov, or by calling an OFCCP regional

RACE, COLOR, NATIONAL ORIGIN, SEX

todian or guardian or, if deemed necessary, by the issuing officer, the child shall be accompanied by his parent, guardian or custodian. The school official has the right to deny a certificate if deemed not in the best interest of the youth. School officials should keep copies of certificates issued, and cancellation notices.

Unacceptable Types of Work and Workplaces for All Youth Under 16

Door-to-door sales (excluding churches, schools, scouts) Operating hazardous equipment: ladders, scaffolding, freight elevators, cranes, hoisting machines, man lifts, etc. Handling/maintaining power-driven machinery (with the exception of lawn/garden machinery in a domestic setting) (RSMo 294.011(7)(c), and RSMo 294.040(1)) Mining, quarrying, or stone cutting/polishing (except in jewelry stores) Transporting or handling Type A and B explosives or ammunition Operation of any motor vehicle	• • •	Metal-producing industries including stamping, punching, cold rolling, shearing, or heating Saw mills or cooperage stock (barrel) mills or where woodworking machinery is used Jobs involving ionizing or non-ionizing radiation or radioactive substances Jobs in hotels, motels, or resorts unless the work performed is physically separated from the sleeping accommodations Jobs in any establishment in which alcoholic beverages are sold, manufactured, bottled or stored unless 50 percent of the workplace sales are generated from other goods
	•	Any job dangerous to the life, limb, health, or morals of youth

- Between 7 a.m. and 7 p.m. during the school term
- Between 7 a.m. and 9 p.m. during non-school term
- No more than three hours a day on school days

Please contact the Missouri Division of Labor Standards at 573-751-3403, or email us at YouthEmployment@labor.mo.gov or go to www.labor.mo.gov/DLS if you have questions or need additional copies of this list.

Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program. TDD/TTY: 800-735-2966 Relay Missouri: 711

LS-43 (05-16) AI

COMMISSION ON HUMAN RIGHTS

DISCRIMINATION **EMPLOYMENT IS PROHIBITED**

www.labor.mo.gov/mohumanrights

The Missouri Human Rights Act makes it illegal to discriminate in any aspect of employment because of an individual's race, color, religion, national origin, ancestry, sex, disability or age (40 through 69),

The Missouri Human Rights Act applies to:

• Private employers with six or more employees • All apprenticeship or training programs • All labor organizations





 Hiring and firing, compensation, assignment or classification of employees, transfer, promotion, layoff or recall, job advertisements, recruitment, testing, use of company facilities, training and apprenticeship programs, fringe benefits, pay, retirement plans, or disability leave, or other terms and conditions of employment

• Harassment on the basis of race, color, religion, national origin, ancestry, sex, disability, or age

• Retaliating against an individual for filing a complaint of discrimination, participating in a discrimination investigation or hearing, or opposing discriminatory practices

Discriminating in any aspect of employment against an individual because of his or her association with a person in one of the protected categorie



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compensation to procure employees for an employer or to procure for employees opportunities to work for an employer. The mission of MCHR is to develop.

recommend, and implement ways to prevent and eliminate discrimination, and to provide equitable and timely resolutions of liscrimination claims through enforcement of the Missouri Human Rights Act.

CONTACT US Missouri Commission on Human Rights

(MCHR) 3315 W. Truman Blvd., Suite 212 Jefferson City, MO 65102-1129 573-751-3325

Complaint Hotline: 877-781-4236 TDD/TTY: 800-735-2966 **Relay Missouri:** 711



EMPLOYER REPRESENTATIVE	ADDRESS		
PHONE NUMBER			
ilure to do so may jeopardize your ability to receive benefits			
Seek medical attention (your employer/insurer is responsible for providing medical treatment and paying the medical fees and charges unless you choose	Рноле		
to treat with another doctor at your own expense without	your employer/insurer's approval).		
Get more information about the benefits available under the Workers' Compensation Program or about the steps you may take to get the benefits you need.			

NAME

Visit www.labor.mo.gov/DWC or call 800-775-COMP.

Benefits for Injured Employees

Medical Care:

The employer or insurer is required to provide medical treatment and care to cure and relieve the effects of the injury. This includes all costs for authorized medical treatment, prescriptions, and medical devices. There is no deductible, and all costs are paid by the employer or its workers' compensation insurance company. If you receive a bill, contact your employer or the insurance company immediately. The employer/insurer has the right to choose the healthcare rovider or treating physician. You may select a different healthcare provider or treating physician, but if you do so, it nay be at your own expense.

Payment for Lost Wages:

- If a doctor says you are unable to work due to your injuries or recovery from a surgery, you may be entitled to temporary total disability (TTD) benefits. If a doctor says that you can perform light or modified duty work and your employer offers you such work, you may not be eligible for TTD benefits. TTD benefits should be continued until the doctor says you can return to work, or when your treatment is concluded because your condition has reached "maximum medical improvement," whichever occurs first.
- If you return to light or modified duty at less than full pay, you may be entitled to temporary partial disability benefits

Permanent Disability Benefits:

If the injury or illness results in a permanent disability, you may be entitled to receive either permanent partial or permanent total disability benefits.

Survivor Benefits:

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f an employee dies on the job, the surviving dependents may receive weekly death benefits paid at 66 2/3% of the deceased employee's average weekly wage along with funeral expenses up to \$5,000 from the employer/insurer. For additional information relating to survivor's benefits, including college scholarship opportunities for surviving children, olease visit www.labor.mo.gov/DWC

Additional Benefits for Occupational Diseases Due to Toxic Exposure - Permanent Total Disability and/or Death: For Information relating to additional benefits available, please refer to the Division's website at vww.labor.mo.gov/DWC/Injured_Workers/benefits_available

Missouri Division of Workers' Compensation is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 800-735-2966 Relay Missouri: 711

Workers' Compensation Law Roles and Responsibilities for Employers and Employees

EMPLOYER INFORMATION

With some exceptions, all employers with five or more employees, and construction industry employers with one or more employees, are required to insure their workers' compensation liability, either by purchasing a policy or obtaining self-insurance authority. Workers' compensation insurance provides benefits to workers injured on the job. Employers also are required to post this notice in the workplace for employees to view. This poster is required by section 287.127, RSMo, and is available to employers and insurers free of charge by contacting the Division at 800-775-Comp.

Steps to Take When an Injury Occurs

- Be sure first aid is administered and the employee is taken to a physician or hospital for further medical care, if necessary.
- Report the injury to the insurance company or Third Party Administrator (TPA) within five days of the date of injury or within five days of the date on which the injury was reported to the employer by the employee, whichever is later. The insurer, TPA, or Division approved self-insurer is responsible for filing a First Report of Injury with the Division of Workers' Compensation within 30 days of knowledge of the injury.
- Pay medical bills related to the work injury to cure and relieve the employee of the effects of the injury. This includes all costs for authorized medical treatment, prescriptions, and medical devices. The employer has the right to choose the healthcare provider or treating physician. (The employee may select a different healthcare provider or treating physician, but if the employee does so, it may be at his/her own expense.)
- For more liability and insurance information relating to the Workers' Compensation Program, visit www.labor.mo.gov/DWC or call 800-775-COMP.

Workers' Safety

Developing and implementing a comprehensive safety and health program can reduce occupational injuries and help lower workers' compensation costs. Insurance carriers in the state of Missouri must provide safety assistance at the request of the insured employer. The Missouri Department of Labor evaluates these services and provides additional assistance through its Missouri Workers' Safety Program. Visit www.labor.mo.gov/MWSP or call 573-751-4231 for more nformation about these programs or for a registry of independent consultants who are certified in the state of Missouri to provide safety assistance.

Fraud/Noncompliance

Employee Fraud — knowingly making a claim for workers' compensation benefits to which an employee knows he/she s not entitled or knowingly presenting multiple claims for the same occurrence with intent to defraud is a class E felony, punishable by a fine of up to \$10,000, or double the value of the fraud, whichever is greater. A subsequent violation is a class D felony

Employer Fraud — knowingly misrepresenting an employee's job classification to obtain insurance at less than the proper rate is a class A misdemeanor. A subsequent violation is a class E felony. An employer who knowingly makes a false or fraudulent statement regarding an employee's entitlement to benefits to discourage the worker from making a legitimate claim or who knowingly makes a false or fraudulent material statement or material representation to deny benefits to a worker is guilty of a class A misdemeanor punishable by a fine of up to \$10,000. A subsequent violation is a class D felon

Insurer Fraud — knowingly and intentionally refusing to comply with workers' compensation obligations to which an insurance company or self-insurer knows an employee is entitled is a class E felony, punishable by a fine of up to



IT'S THE LAW!

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.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- 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.

FREE ASSISTANCE to identify and correct hazards is available to small and mediumsized 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

regularly undertaking with or without

No more than eight hours a day on non-school days

No more than six days or 40 hours in a week

An employment agency includes any 0 person or agency, public or private,

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This poster is in compliance with federal and state posting requirements.

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