OKLAHOMA & FEDERAL LABOR LAW POSTER

the right to be reinstated in your employer's health plan when you are reemployed,

•The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is

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

Employer Support Of The Guard

exclusions) except for service-connected illnesses or injuries.

authorized to investigate and resolve complaints of USERRA violations.

generally without any waiting periods or exclusions (e.g., pre-existing condition

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. proceeding under USERRA, even if that person has no service connection You have the right to be reemployed in your civilian job if you leave that job to perform **HEALTH INSURANCE PROTECTION** · If you leave your job to perform military service, you have the right to elect to continue • you ensure that your employer receives advance written or verbal notice of your service; your existing employer-based health plan coverage for you and your dependents for up you have five years or less of cumulative service in the uniformed services while with to 24 months while in the military. · Even if you don't elect to continue coverage during your military service, you have

YOUR RIGHTS UNDER USERRA

you return to work or apply for reemployment in a timely manner after conclusion of you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

f you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, If you: • are a past or present member of the uniformed service: • have applied for

at 1-866-4-USA-DOL or visit its website at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/elaws/userra.htm. • If you file a complaint with VETS and VETS is unable to resolve it, you may request that 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 your case be referred to the Department of Justice or the Office of Special Counsel, as employment: • promotion: or • any benefit of employment, because of this status n 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

• You may also bypass the VETS process and bring a civil action against an employer for

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm. 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 employee:

PUBLIC EMPLOYEES OCCUPATIONAL SAFETY AND HEALTH

PUBLIC EMPLOYEE JOB SAFETY & HEALTH PROTECTION

The Oklahoma Occupational Health & Safety Standards Act of 1970 provides job safety and health protection for public workers by promoting safe and healthful working conditions. As authorized by the Act, rules have been adopted to prevent accidents in all public work places, including public schools and all political subdivisions of city, county and state government. These rules include standards contained in the Federal Occupational Safety & Health Act of 1970 (OSHA) and other safety and health standards derived from national consensus standards.

EMPLOYERS

Each public employer shall establish and maintain safe The Attorney General, upon request of the Commissioner shall interfere with the use of any method or process pursuant to the Act. adopted for the protection of an employee or any other person lawfully within such place of employment. No employer shall fail to obey orders necessary to protect the life, safety and health of public employees. Public employers must allow their employees to participate in mandatory training and education programs.

No public employee shall willfully remove, displace, damage, destroy, carry off or in any way interfere with the use of any safety device or safeguard furnished or provided for use in any place of public employment. No employee or agent of employees shall interfere with any method or process adopted for the protection of any employee or of any other person lawfully within such place of employment. No employee shall fail to obey orders necessary to protect the life, safety and health of public employees. Public employees must participate in mandatory training and education programs.

INSPECTIONS

Without prior notification, authorized inspectors from the Oklahoma Department of Labor may, at any reasonable time, enter and inspect public places of employment in order to investigate matters deemed appropriate, and to determine if any person is violating any provision of the Act or any standards promulgated pursuant to it.

COMPLAINTS

Public employees have the right to file a complaint requesting an investigation of unsafe or unhealthful conditions. No adverse personnel action may be taken against any employee who files a work- place safety or health complaint. Employees who believe they have been discriminated against on this basis may file a complaint with the Oklahoma Department of Labor.

VIOLATIONS

not include:

If upon inspection the Oklahoma Department of Labor believes a public employer has violated the Act, a notice alleging such violation(s) will be issued to the employer. The notice will specify the time frame in which each violation must be corrected or a response provided. The commissioner of Labor may require the violation(s) be corrected immediately and/or that the alleged violator appear before the Commissioner or a designated representative at a specified time and place to answer the charges.

PROPOSED PENALTIES

and healthful workplace conditions. Appropriate safety of Labor, shall bring an action against any person who devices shall be used where necessary to protect the life, violates any of the provisions of the Act or violates any health and safety of all public employees. No employer order or determination of the Commissioner promulgated

> Any public employer or political subdivision failing to comply with any standards or interfering with, impeding or in any manner obstructing the administration of standards pursuant to the provisions of the Act may be charged with a misdemeanor. Additionally, such employers or political subdivisions may be prevented, by cease and desist orders, from continuing such violation(s). Each day in which each violation occurs shall constitute a separate violation.

VOLUNTARY COMPLIANCE Safety and health education and training is the best way

to help prevent and control occupational accidents. The Department of Labor provides public employers with free consultation services. The Department recognizes the outstanding efforts of participating employers.

RECORDKEEPING REOUIREMENTS

Public employers must maintain accurate work-related injury, exposure and illness incident records. Employers are to use the OK-300 recordkeeping system or its substantial equivalent. Calendar year totals (excluding names of employees) must be posted no later than February 1st of the year following the calendar year to which the report applies. This information must remain posted through the month of April. Public employers are required to maintain written safety and health programs.

POSTING INSTRUCTIONS: This poster must be displayed in one or more conspicuous places where notices to employees are customarily posted. For assistance or additional information, contact:

Oklahoma Department of Labor Public Employee Occupational Safety & Health

3017 North Stiles, Suite 100 Oklahoma City, OK 73105 405-521-6100 888-269-5353



Commissioner of Labor

www.labor.ok.gov

Oklahoma Department of Labor

EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, **EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases: RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil GENETICS Title II of the Genetic Information Nondiscrimination Act of Rights Act of 1964, as amended, protects applicants and employees 2008 protects applicants and employees from discrimination based 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** 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

requests for or receipt of genetic services by applicants, employees, or their family members. 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

RETALIATION 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 employment practice. WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission SEX (WAGES) In addition to sex discrimination prohibited by Title VII (FEOC) 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as number for individuals with hearing impairments). EEOC field office amended, prohibits sex discrimination in the payment of wages to information is available at www.eeoc.gov or in most telephone women and men performing substantially equal work, in jobs that directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about require equal skill, effort, and responsibility, under similar working conditions, in the same establishment. charge filing, is available at www.eeoc.gov.

on genetic information in hiring, promotion, discharge, pay, fringe

benefits, job training, classification, referral, and other aspects of

employment. GINA also restricts employers' acquisition of genetic

information and strictly limits disclosure of genetic information.

Genetic information includes information about genetic tests of

applicants, employees, or their family members; the manifestation of

diseases or disorders in family members (family medical history); and

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS Applicants to and employees of companies with a Federal government contract or subcontract are protected

under Federal law from discrimination on the following bases: all levels of employment, including the executive level IDENTITY, NATIONAL ORIGIN Executive Order 11246, as amended, PROTECTED VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, requires affirmative action to ensure equality of opportunity in all recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge PAY SECRECY Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, veterans, or Armed Forces service medal veterans.

RETALIATION Retaliation is prohibited against a person who files a disclosing, or discussing their compensation or the compensation of complaint of discrimination, participates in an OFCCP proceeding, other applicants or employees or otherwise opposes discrimination under these Federal laws. Any Act of 1973, as amended, protects qualified individuals with disabilities person who believes a contractor has violated its nondiscrimination from discrimination in hiring, promotion, discharge, pay, fringe or affirmative action obligations under the authorities above should benefits, job training, classification, referral, and other aspects of contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution employment. Disability discrimination includes not making reasonable Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at employee, barring undue hardship to the employer. Section 503 also OFCCP-Public@dol.gov, or by calling an OFCCP regional or district requires that Federal contractors take affirmative action to employ office, listed in most telephone directories under U.S. Government and advance in employment qualified individuals with disabilities at Department of Labor

lf you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | www.dol.gov.

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. 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

INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

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.

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 quard), 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

The Employee Polygraph Protection Act prohibits most private any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE **EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.**





DEPARTMENT OF LABOR WH1462 REV 07/16

PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name) Shall be as follows:

Other

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with your employer did you...

Marry or divorce? Gain or lose a dependent? Change your name? Were there major changes to...

Your itemized deductions?

 Your nonwage income (interest, dividends, capital gains, etc.)? · Your family wage income (you or your spouse started or 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.

WIRS Department of the Treasury Internal Revenue Service www.irs.gov

(Rev. 8-2009)

Cat. No. 11047P

UNEMPLOYMENT COMPENSATION

and illnesses arising out of and in the course of employment, regardless of their character. Within ten (10) days after the date of receipt of notice or knowledge of death or injury that results in the loss of time beyond the shift or medical attention away from the work site, the employer or the employer's representative MUST send a report thereof to the Workers' Compensation Commission via Electronic Data Interchange as specified in Commission rules No agreement by any employee to pay any portion of the premium paid by the employer to a carrier or a benefit fund or department maintained by

No agreement by any employee to waive workers' compensation rights and benefits shall be valid.

Any person who commits workers' compensation fraud, upon conviction, shall be guilty of a felony punishable by imprisonment, a fine or both. **Workers' Compensation Commission** 1915 North Stiles Avenue Oklahoma City, Oklahoma 73105-4918

Tele. 405-522-5308 (OKC) · 918-295-3732 (TU) · In-State Toll Free 855-291-3612

Web Site · www.wcc.ok.gov This notice must be posted and maintained by the employer in one or more conspicuous places on the work premises.

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT



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.
- Receive information and training on job hazards, including all hazardous
- 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.
- days (by phone, online or by mail) if you have been retaliated against for using your
- See any OSHA citations issued to your 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.

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

OVERTIME PAY At least 1 ½ times your 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 nonfarm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment. TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an 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 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

epeated violation of the minimum wage or overtime pay provisions of the law.

The law requires employers to display this poster where employees can 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

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

WAGE AND HOUR DIVISION

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

REQUESTING LEAVE Generally, employees must give 30-days' advance notice

FMLA - FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

The birth of a child or placement of a child for adoption or foster care; To care for the employee's spouse, child, or parent who has a qualifying serious health condition;

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. An eligible employee who is a covered servicemember's spouse, child, parent or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An 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 schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes

accrued paid leave for FMLA leave, the 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 employer. The FMLA does not affect any federal or state law prohibiting individual's FMLA rights or retaliate against someone for using or trying to use discrimination or supersede any state or local law or collective bargaining FMLA leave, opposing any practice made unlawful by the FMLA, or being agreement that provides greater family or medical leave rights.

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; • Work at a location where the employer has at least 50 employees within Have at least 1,250 hours of service in the 12 months before taking leave;* and

of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must Some employers incorrectly classify workers as "independent contractors"

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

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

LEAVE ENTITLEMENTS Eligible employees who work for a covered employer 75 miles of the employee's worksite. can take up to 12 weeks of unpaid, job-protected leave in a 12-month period *Special "hours of service" requirements apply to airline flight crew employees.

of the need for FMLA leave. If it is not possible to give 30-days' notice, an To bond with a child (leave must be taken within 1 year of the child's birth 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 For the employee's own qualifying serious health condition that makes the 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

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

> certification or periodic recertification supporting the need for leave. If the

employer determines that the certification is incomplete, it must provide a

EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an

written notice indicating what additional information is required.



WORKERS' COMPENSATION

Oklahoma Workers' Compensation Notice and Instruction to Employers and Employees

All employees of this employer who are entitled to benefits of the Administrative Workers' Compensation Act are hereby notified that this employer has complied with all rules of the Workers' Compensation Commission and that this employer has secured payment of compensation for all employees and their dependents in accordance with the Act. All employees are further notified this employer will furnish first aid, medical, surgical, hospital, optometric, podiatric, and nursing services, medicine, crutches and other apparatus as may be reasonably necessary in connection with the injury received by the employee, as well as payments of compensation to any injured employee or the employee's dependents as provided in the Act. Any employee who has suffered a compensable injury covered by the Administrative Workers' Compensation Act is entitled to vocational rehabilitation

services, including retraining and job placement, if, as a result of the injury, the employee is unable to perform work for which the person has previous The Oklahoma Workers' Compensation Commission Signature of Employer

has a Counselor Division to provide information to injured workers, employers, and other interested Mediation is available to help resolve certain workers

CC-Form-1A

ree 855-291-3612.

ompensation disputes. For information, call the Counselor Division at 405-522-5308 or In-State Toll

Insurer Name and Address

Date of Expiration of Insurance Policy

(Not applicable to employers authorized to self-insure.)

Employee's Responsibilities In Case of Work Related Injury f accidentally injured or affected by cumulative trauma or an occupational disease arising out of and in the course of employment, however slight, the employee should notify the employer immediately. If this employer is a partnership, notice shall be given to any partner. If this employer is a corporation, notice shall be given to any agent or officer of the corporation upon whom legal process may be served. Notice shall also be given to the person in charge of business at the location of operations where the injury occurred. Unless oral or written notice is given to the employer within thirty (30) days,

the claim for compensation may be forever barred. The employee may file a claim for compensation with the WORKERS' COMPENSATION COMMISSION for an accidental injury, death, cumulative trauma or occupational disease or illness occurring **ON OR AFTER** February 1, 2014. Forms to file a compensation claim should be furnished by this employer and also are available from the Workers' Compensation Commission. The forms are posted on the Commission's website, www.wcc.ok.gov. A claim for compensation must be filed with the Commission within the time specified by law, or be forever barred. Based on law effective May 28, 2019, claim for compensation for any accidental injury must be filed with the Commission within one (1) year of the date of injury or, if the employee has

(2) years of the date of death; a claim for compensation for occupational disease or illness must be filed within two (2) years of the last injurious exposure; and a claim for compensation for cumulative trauma must be filed within one (1) year of the date of injury. Claims for compensation for accidental injury, death, cumulative trauma or occupational disease or illness occurring BEFORE February 1, 2014 may be filed with the WORKERS' COMPENSATION COURT OF EXISTING CLAIMS and are subject to different notice of injury requirements and claims filing deadlines than those for accidental injury, death, cumulative trauma or occupational disease or illness occurring on or after February 1, 2014. Failure to comply with applicable notice requirements and deadlines may operate to forever bar the claim. Contact the

received benefits under Title 85A for the injury, six (6) months from the date of the last issuance of such benefits; a death claim must be filed within two

WORKERS' COMPENSATION COURT OF EXISTING CLAIMS for additional information. Employer's Responsibilities

The employer must provide employees with immediate first aid, medical, surgical, hospital, optometric, podiatric, and nursing services, medicine, crutches and other apparatus as may be reasonably necessary in connection with the injury received by the employee. This applies to care for all injuries

the employer for the purpose of providing compensation or medical services and supplies as required by the workers' compensation laws, shall be valid. Any employer who makes a deduction for such purposes from the pay of any employee entitled to benefits under the workers' compensation laws shall be guilty of a misdemeanor.

All workers have the right to:

- substances in your workplace.
- File a complaint with OSHA within 30
- Request copies of your medical records,

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 OSHAsupported consultation programs in every state.



OK-0120-F02

OKLAHOMA MINIMUM WAGE

40 O.S. § 197.1 et seq.

WHO IS AN EMPLOYEE?

WHO IS AN EMPLOYEE? **40 O.S.** § **197.4** (e) – "Employee" includes any **40 O.S.** § **197.4** (d) – "Employer" means

(1) An individual employed on a farm, in or group of persons, hiring more than ten the employ of any person, in connection full- time employees or equivalent at any with the cultivation of the soil, or in one location or place of business; provided, connection with raising or harvesting any however, if an employer has less than ten agricultural commodity, including raising, full-time employees or equivalent at any shearing, feeding, caring for, training, and one location or place of business but does management of livestock, bees, poultry, a gross business of more than One Hundred and fur bearing animals and wildlife, or Thousand Dollars (\$100,000.00) annually, in the employ of the owner or tenant or said employer shall not be exempt under the other operator of a farm in connection provisions of this act. This act shall not apply to with the operation, management, employers subject to the Fair Labor Standards

conservation, improvement, or maintenance Act of 1938, as amended, and who are paying of such farm and its tools and equipment; the minimum wage under the provisions of (2) Any individual employed in domestic said act, nor to employers whose employees service in or about a private home;

(3) Any individual employed by the United

(4) Any individual working as a volunteer in

States government;

Commerce Act:

salesman;

a charitable, religious or other non profit organization; (5) Any newspaper vendor or carrier; (6) Any employee of any carrier subject to regulation by Part 1 of the Interstate

subject to the provisions of any Federal Fair Labor Standards Act or to any Federal Wage and Hour Law now in effect or enacted here-after; and who is paying the minimum wage under the provisions of this act; (8) Any employee employed in a bona fide

executive, administrative or professional

capacity, or in the capacity of outside

(7) Any employee of any employer who is

(9) Any person employed as part-time employee not on permanent status. A parttime employee is defined as an employee who is employed less than twenty-five (25) hours a week; (10) Any person who is less than eighteen (18) years of age and is not a high school graduate or a graduate of a vocational

in a high school, college, university or vocational training program; (11) Any individual employed in a feedstore operated primarily for the benefit and

(12) Any individual working as a reserve force

use of farmers and ranchers; or

deputy sheriff.

training program, and any person who

is less than twenty-two (22) years of age

and who is a student regularly enrolled

Oklahoma Department of Labor

State Minimum Wage

\$7.25 per hour

Effective July 24, 2009



Leslie Osborn

Commissioner of Labor

MINIMUM WAGE? individual employed by an employer but shall any individual, partnership, association, **40 O.S. § 197.17** – Business establishments corporation, business trust, or any person that furnish uniforms to their employees may take credit against the minimum wage in an amount equal to the reasonable cost of

furnishing the uniforms.

WHAT IS THE CIVIL PENALTY

FOR VIOLATIONS?

investigation, shall promptly make his finding in writing as to whether or not additional wages are due the employee. If the Commissioner finds that additional wages are due, ten percent (10%) of such amount due shall be added as penalty for such wage deficiency. The Commissioner shall mail said findings to the employer and to the employee by certified mail. Payment by the employer and acceptance by the employee of the amount so determined by the Commissioner shall absolve the employer of any further liability to the employee with respect to wages claimed by the employee for the period he was employed by the employer. 40 O.S. § 197.9 - Any employer who is found by a court of competent jurisdiction to have paid an employee wages less than those to which such employee is entitled, under or by virtue of this act, shall be liable to such employee for double the full amount of such wages, less any amount actually paid to such employee by the employer, and for court costs, and such reasonable attorney fees as may be allowed by the court, which in no case shall be less than One Hundred Dollars (\$100.00). Any agreement between such employee and the employer to work for less than such wage rate shall be no defense to such action.

WHAT IS THE CRIMINAL

40 O.S. § 197.13 - Any employer, or the officer or agent of any corporation, who pays or agrees to pay to any employee less than the rate of compensation required by this act, upon conviction, shall be guilty of a misdemeanor and shall be punished by a fine of not more than Five Hundred Dollars (\$500.00), or by imprisonment in the county jail for not more than six (6) months, or by both such fine and imprisonment.

NOTICE: State law requires employers to display this poster in such a manner so as to be accessible to all employees in each establishment

under the control of the employer. It shall be unlawful to employ workers in any industry or occupation within the State of Oklahoma under conditions of labor detrimental to their health or morals and it shall be unlawful to employ workers in any industry within the State of Oklahoma at wages which are not adequate for their maintenance. Except as otherwise provided in the Oklahoma Minimum Wage Act, no employer within the State of Oklahoma shall pay any employee a wage of less than the current federal minimum wage for all hours worked. 3017 N. Stiles, Suite 100, Oklahoma City, OK 73105 · Telephone 405-521-6100 · Toll-free 1-888-269-5353 · Fax 405-521-6018 · www.ok.gov/odol

Your Rights Under the Oklahoma Minimum Wage Act

HOW DO UNIFORMS AFFECT OES-44 (Rev 6-10)

40 O.S. § 197.8 - The Commissioner, after

PENALTY FOR VIOLATIONS?

may obtain help in finding a job or obtain help in finding your claim at the nearest Workforce Oklahoma office of the Oklahoma Employment Security Commission. NOTICE TO EMPLOYERS: It is required by Sec. 2-502 if the Oklahoma places readily accessible to individuals in your employ. Copies may be obtained from the Oklahoma Employment Security Commission, PO Box 52003, Oklahoma City OK 73152 or go online at www.oesc.ok.gov

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.

CHILD LABOR LAWS

STATE OF OKLAHOMA

CHILD LABOR LAW

Section 71 et. seq. of Title 40 of the Oklahoma Statutes Applicable to minors UNDER 16 years of age nimum Age 14 years of age **Employment Certificate** Employment certificate is issued by the school and is required for all employed minors,

Note to Issuing Officer(s): Minors <u>must comply</u> with compulsory School Laws, Title 70 lours Standard School in session – minors restricted to: No more than three (3) hours per school day No more than eight (8) hours per non-school day No more than eighteen (18) hours per school week School not in session – minors restricted to: No more than eight (8) hours per non-school day No more than forty (40) hours per non-school week For every five (5) hours worked – Thirty (30) minute rest period For every eight (8) hours worked – One (1) hour rest period

From June 1st through Labor Day - minors: Can not work before 7:00 a.m. and not after 9:00 p.m. Occupations which threaten health and well-being include, but not limited to: Cooking Coolers Demolition Freezers Ladders Hoisting devices

Machinery

For information on hazardous occupations for 16 and 17 year olds, contact the United States Department of Labor at 1-866-487-9243 Oklahoma Department of Labor 1-888-269-5353

Loading

OKLAHOMA LAW PROHIBITS

Office of the Oklahoma Attorney General Office of Civil Rights Enforcement 313 N.E. 21st Street Tulsa Office: (918) 581-2342 Website: www.oag.ok.gov

and wish to file or discuss the filing of a complaint contact:

be filed with the Office of Civil Rights Enforcement within 180 days after the alleged discriminatory act(s). ¹ Title 25, Oklahoma Statutes, Section 1302

any other rights you may have, including any appeal procedures you may have through

EXEMPTIONS Federal, State and local governments are not affected

at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS web site **Employer**: Please post or publish this Bulletin Board Poster so that

your employees will see it. Please indicate where they can get forms and information on this subject. Publication 213

NOTICE TO WORKERS If you lose your job or if you work less than full time and get less than your full time wages - you may be entitles to receive unemployment insurance benefits. Ask your employer for a free copy of the booklet entitled *Information for Workers Who Are* **Unemployed** or obtain a copy from the nearest Workforce Oklahoma office or go online at www.oesc.ok.gov. This explains your rights and how to file an unemployment insurance claim. All unemployment claims are now filed by telephone or internet. You

ANTI-DISCRIMINATION NOTICE It is illegal to discriminate against work-authorized individuals. Employers CANNOT

For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688

including home schooled minors and minors from out-of-state working in Oklahoma. Employers are required to have an employment certificate from the school before a minor is

From Tuesday after Labor Day through May 31st – minors: Can not work before 7:00 a.m. and not after 7:00 p.m.

> Mining Motor vehicles Public messenger Power-Driven Processing **Public Utilities** Transportation Unloading Storage Warehouse Weed eaters Work rooms Youth peddling

> > www.labor.ok.gov

DISCRIMINATION

Manufacturing

DISCRIMINATION IN EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, DISABILITY, AGE, SEX OR GENETIC INFORMATION¹

If you are an employee, or an applicant for employment, and feel that because of race, color, religion, national origin, disability, age, sex or genetic information you have been

Qualifications, hire, discharge, recall, layoff, promotion, transfer, compensation,

conditions, terms, privileges or responsibilities of employment, or sexual harassment,

Oklahoma City, Oklahoma 73105 Oklahoma City Office: (405) 521-3921 Email: ocre.complaints@oag.ok.gov Contacting the Office of Civil Rights Enforcement does not conflict with or affect

the Oklahoma Merit Protection or any internal grievance procedures you may have through your employer. However, an Employment Discrimination Complaint must

VAGE AND HOUR DIVISION **₩H**