

FED EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009. The law requires employers to display this poster where employees can readily see it. OVERTIME PAY At least 1 1/2 times the regular rate of pay for all hours worked over 40 in a workweek. CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.

WHD WAGE AND HOUR DIVISION 1-866-487-2343 TTY: 1-877-889-5627 www.dol.gov/whd

NC Certificate of Coverage and Notice to Workers as to Benefit Rights

Employees covered by the Employment Security Law of North Carolina (Chapter 96 of the North Carolina General Statutes) contribute to a special fund set aside for the payment of unemployment insurance benefits. No money is withheld from workers' checks for unemployment insurance purposes. If your work hours are substantially reduced or your job is eliminated due to lack of work you may qualify for unemployment insurance benefits.

INSTRUCTIONS FOR EMPLOYERS 1. Post this notice on your premises in such a place that all employees may see it. 2. You must notify affected workers of a vacation period within a reasonable period of time before it begins. 3. Benefit claims for attached workers may be filed online at des.nc.gov

FORM 17 N.C. WORKERS' COMPENSATION NOTICE TO INJURED WORKERS AND EMPLOYERS

All employees of this business, except specifically excluded executive officers, suffering work-related injuries may be entitled to Workers' Compensation benefits from the employer or its insurance carrier. IF YOU HAVE A WORK-RELATED INJURY OR AN OCCUPATIONAL DISEASE The Employee Should: Report the injury or occupational disease to the Employer immediately. Give written notice to the Employer within 30 days. File a claim with the Industrial Commission on a Form 18 immediately, but no later than 2 years from injury date or occupational disease.

NC Wage and Hour Notice to Employees and OSH Notice to Employees must be posted together. OSH Notice to Employees

Within 24 hours: Any work-related in-patient hospitalization of one or more employees. Any work-related amputation. Any work-related loss of an eye. To report an accident, call the OSHA Division at 1-800-625-2267 or 919-779-8560. Employer Rights and Responsibilities Public and private sector employees must comply with occupational safety and health standards, rules, regulations, and those orders issued under OSHA that relate to their own actions and conduct.

N.C. DEPARTMENT OF LABOR OCCUPATIONAL SAFETY AND HEALTH DIVISION 1101 MAIL SERVICE CENTER RALEIGH, NC 27699-1101 PHONE: 1-800-625-2267 FAX: 919-707-7964 E-MAIL: ask.osh@labor.nc.gov www.labor.nc.gov

NC Wage and Hour Notice to Employees

payment provisions do not apply to any federal, state or local agency or instrumentality of government. Complaints The department's Wage and Hour Bureau investigates complaints and may collect back wages plus interest if they are due to the employees. The state of North Carolina may bring civil or criminal actions against the employer for violations of the law. The employer may also sue the employer for back wages. The court may award attorney's fees, costs, liquidated damages and interest.

1-800-NC-LABOR (1-800-625-2267) N.C. INDUSTRIAL COMMISSION 1233 MAIL SERVICE CENTER RALEIGH, NC 27699-1233 E-MAIL: emp_classification@ilc.nc.gov PHONE: 919-807-2582 FAX: 919-715-0282

NC Safety and Health

Safety and Health N.C. Department of Labor Responsibilities The state of North Carolina has a federally approved program to administer the Occupational Safety and Health Act in North Carolina. This program is administered by the N.C. Department of Labor, Occupational Safety and Health (OSH) Division. The OSH Division has the following responsibilities and powers: Inspections—The OSH Division conducts workplace inspections that can be triggered by complaints, accidents or because the workplace has been randomly selected for an inspection.

OSHA STANDARDS—The division adopts all federally mandated OSHA standards verbatim or can rewrite them to meet state conditions, as long as the new version is at least as strict as the federal standard.

Employer Rights and Responsibilities Public and private sector employers have a "general duty" to provide their employees with workplaces that are free of recognized hazards likely to cause serious injury or death. Employers must comply with the OSHA safety and health standards adopted by the Labor Department.

Discrimination—It is illegal to retaliate in any way against an employee for raising a health or safety concern, filing a complaint, reporting a work-related injury or illness, or assisting an inspector. The department will investigate and may prosecute employees who take such action.

Retaliatory Employment Discrimination The department's Retaliatory Employment Discrimination Bureau investigates complaints filed by employees against their employers for alleged violations of the N.C. Retaliatory Employment Discrimination Act (REDA). Under REDA, an employer may not retaliate against an employee for engaging in REDA-protected activities, such as filing a claim or initiating an inquiry, related to certain rights under the following:

- Workers' Compensation Claims
Wage and Hour Complaints
Occupational Safety and Health Complaints
Mine Safety and Health Complaints
Genetic Testing Discrimination
Sickle Cell or Hemoglobin C Carriers Discrimination
N.C. National Guard Service Discrimination
Participation in the Juvenile Justice System
Exercising Rights Under Domestic Violence Laws
Pesticide Regulation Complaints
Drug Paraphernalia Complaints

1-800-NC-LABOR (1-800-625-2267) A REDA complaint must be filed with the bureau within 180 days of the date of retaliation. www.labor.nc.gov

FED U.S. Equal Employment Opportunity Commission

Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help. Who is Protected? Employees (current and former), including managers and temporary employees. Job applicants. Union members and applicants for membership in a union.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government.

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 VI 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.

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.

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.

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FED YOUR RIGHTS UNDER USERRA

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment to undertake military service or certain types of service in the National Disaster Relief 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;

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FED EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

LEAVE ENTITLEMENTS 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.

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FED EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

EXAMINER RIGHTS Examiners 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.

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