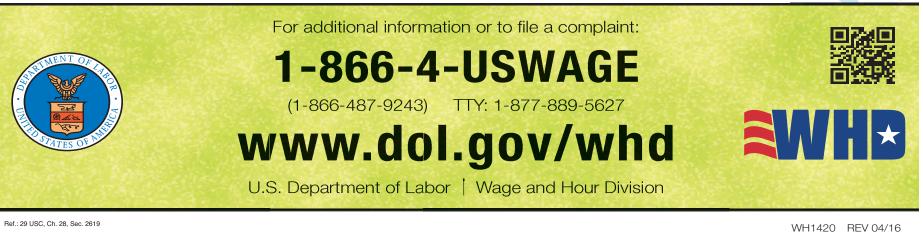
# **EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT**

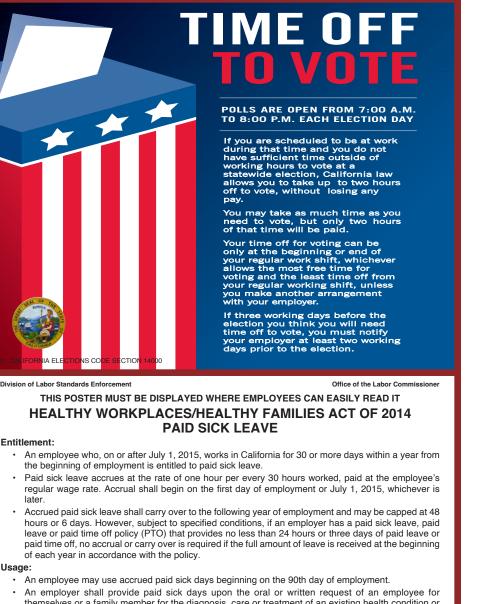
# THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

intermittently or on a reduced schedule. taking leave:\* and • Work at a location where the employer has at least 50 Eligible employees who work for a covered employer can take up to 12 Employees may choose, or an employer may require, use of accrued employees within 75 miles of the employee's worksite. paid leave while taking FMLA leave. If an employee substitutes accrued weeks of unpaid, job-protected leave in a 12-month period for the \*Special "hours of service" requirements apply to airline flight crew paid leave for FMLA leave, the employee must comply with the employees employer's normal paid leave policies. The birth of a child or placement of a child for adoption or foster REQUESTING LEAVE BENEFITS & PROTECTIONS To bond with a child (leave must be taken within 1 year of the
 While employees are on FMLA leave, employers must continue health 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 insurance coverage as if the employees were not on leave. • To care for the employee's spouse, child, or parent who has a employee must notify the employer as soon as possible and, generally, Upon return from FMLA leave, most employees must be restored to the qualifying serious health condition; follow the employer's usual procedures. same job or one nearly identical to it with equivalent pay, benefits, and • For the employee's own qualifying serious health condition that Employees do not have to share a medical diagnosis, but must provide other employment terms and conditions. makes the employee unable to perform the employee's job; enough information to the employer so it can determine if the leave • For qualifying exigencies related to the foreign deployment of a An employer may not interfere with an individual's FMLA rights or gualifies for FMLA protection. Sufficient information could include retaliate against someone for using or trying to use FMLA leave, military member who is the employee's spouse, child, or informing an employer that the employee is or will be unable to opposing any practice made unlawful by the FMLA, or being involved in perform his or her job functions, that a family member cannot perform any proceeding under or related to the FMLA. An eligible employee who is a covered servicemember's spouse, child, daily activities, or that hospitalization or continuing medical treatment parent, or next of kin may also take up to 26 weeks of FMLA leave in a **ELIGIBILITY REQUIREMENTS** single 12-month period to care for the servicemember with a serious An employee who works for a covered employer must meet three is for a reason for which FMLA leave was previously taken or certified. criteria in order to be eligible for FMLA leave. The employee must: Employers can require a certification or periodic recertification An employee does not need to use leave in one block. When it is supporting the need for leave. If the employer determines that the · Have worked for the employer for at least 12 months; medically necessary or otherwise permitted, employees may take leave certification is incomplete, it must provide a written notice indicating Have at least 1.250 hours of service in the 12 months before

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 FML 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 is necessary. Employees must inform the employer if the need for leave 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 leav





An employer shall provide paid sick days upon the oral or written request of themselves or a family member for the diagnosis, care or treatment of an existing preventive care, or specified purposes for an employee who is a victim of domest assault, or stalking. An employer may limit the use of paid sick days to 24 hours or three days in each yea

Retaliation or discrimination against an employee who requests paid sick days or uses both is prohibited. An employee can file a complaint with the Labor Commissioner against retaliates or discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website http://www.dir.ca.gov/dlse/DistrictOffices.htm using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone.

DLSE Paid Sick Leave Posting Ref.: CA Lab. Code § 247

F F	Amends General Minimum Wage Order and IWC Industry and Occupation Orders PLEASE POST NEXT TO YOUR IWC OR INDUSTRY OCCUPATION ORDER OFFICIAL NOTICE California Minimum Wage MW-2023 Every employer, regardless of the number of employees, shall pay to each employee wages not less than the following:									
:00 A.M.	Effective January 1, 2023 Minimum Wage \$15.50 per hour									
ION DAY	PREVIOUS YEAR									
t work		EFFECTIVE DATE Employers with 25 or Fewer Employees*					Employe	rs with 26 o	or More Employees*	
not of		January 1, 2022	y 1, 2022 \$14.00				\$15.00			
a law		January 1, 2021	\$13.00				\$14.00			
hours ny		January 1, 2020		\$12.0	0			\$13	.00	
as you hours be of thever from nless ent the eed otify yorking		single taxpayer. To employers and representatives of persons working in industries and occupations in the State of California: SUMMARY OF ACTIONS TAKE NOTICE that on April 4, 2016, the Governor of California signed legislation passed by the California Legislature, raising the minimum wage for all industries. (SB 3, States of 2016, amending section 1182.12, of the California Labor Code.) Pursuant to its authority under Labor Code section 1182.13, the Department of Industrial Relations amends and republishes Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2022. Section 1, Applicability, and Section 4, Separability, have not been changed. Consistent with this enactment, amendments are made to the minimum wage, and the meals and lodging credits sections of all of the IWC's industry and occupation orders. This summary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the amended wage orders may be obtained by downloading online at https://www. dir.ca.gov/iwc/WageOrderIndustries.htm or by contacting your local Division of Labor Standards Enforcement office. <b>1. APPLICABILITY</b> The provisions of this Order shall not apply to outside salespersons and individuals who are the parent, spouse, or children of the employer previously contained in this Order and the IWC's industry and occupation orders. Exceptions and modifications provided by statute or in Section 1, Applicability, and in other sections of the IWC's industry and occupation orders. Exceptions are enforceable and applicable to the employer. <b>2. MINIMUM WAGES</b>								
		Every employer shall pay to each em 3. MEALS AND LODGING CR			ose stated abo	ve, on each end	cuve date, per	nour for all no	suis worked.	
e Labor Commissioner		When credit for meals or lodging is			oyer's minimu	ım wage obliga	ation, the amo	unts so credite	d pursuant to a voluntary	
READ IT		written agreement may not be more than the following:								
F 2014		EFFECTIVE: For an employer who	JANUAR 26 or More	25 or Fewer	JANUAR 26 or More	25 or Fewer	JANUAR 26 or More	25 or Fewer	JANUARY 1, 2023 All Employers regardless of	
		employs: LODGING	Employees	Employees	Employees	Employees	Employees	Employees	number of Employees	
within a year from		Room occupied alone	\$61.13 /week	\$56.43 /week	\$65.83 /week	\$61.13 /week	\$70.53 /week	\$65.83 /week	\$72.88 /week	
within a year from		Room shared	\$50.46 /week	\$46.58 /week	\$54.34 /week	\$50.46 /week	\$58.22 /week	\$54.34 /week	\$60.16 /week	
at the employee's		Apartment - two thirds (2/3) of the ordinary rental value, and in no event more than:	\$734.21 /month	\$677.75 /month	\$790.67 /month	\$734.21 /month	\$847.12 /month	\$790.67 /month	\$875.33 /month	
015, whichever is		Where a couple are both employed by the employer, two thirds (2/3) of the ordinary rental value, and in no event more than:	\$1086.07	\$1002.56	\$1169.59	\$1086.07	\$1253.10	\$1169.59	\$1294.83	
y be capped at 48		rental value, and in no event more than: MEALS	/month	/month	/month	/month	/month	/month	/month	
d sick leave, paid		Breakfast	\$4.70	\$4.34	\$5.06	\$4.70	\$5.42	\$5.06	\$5.60	
s of paid leave or		Lunch Dinner	\$6.47 \$8.68	\$5.97 \$8.01	\$6.97 \$9.35	\$6.47 \$8.68	\$7.47 \$10.02	\$6.97 \$9.35	\$7.72 \$10.35	
d at the beginning ment. an employee for lealth condition or c violence, sexual ar of employment. paid sick days or an employer who		Meals or lodging may not be credite When credit for meals or lodging is amounts stated in the table above. 4. SEPARABILITY If the application of any provision oi be held invalid, unconstitutional, un continue to be given full force and e 5. AMENDED PROVISIONS This Order amends the minimum w Orders 1-15, Sees. 4 and 10; and O	used to meet p f this Order, o authorized, ou ffect as if the p age and meals der 16, Secs. 4	art of the emp r any section, s prohibited by part so held inv and lodging cr 4 and 9.) This (	oyer's minimu ubsection, sub statute, the rei alid or uncons edits in MW-2 Drder makes n	im wage oblig division, sente maining provis titutional had 2022, as well a: o other change	ntion, the amou nce, clause, ph ions thereof sh not been inclu s in the IWC's s to the IWC's	unts so credite rase, word or p tall not be affed ded herein. industry and d	d may not be more than the portion of this Order should cted thereby, but shall occupation orders. (See	
		These Amendments to the Wage Orders shall be in effect as of January 1, 2023.								

sioner's Office. For the address and telephone number of the office nearest yo ent should be directed to the Labor Comn Information can be found on the internet at <u>www.dir.ca.gov/DISE/dlse.html</u> or under a search for "California Labor Commissioner's Office" on the internet or any other directory. The Labor Commissioner has offices in the following cities: Bakersfield, El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, and Var

Ref.: CA Labor Code, Sec. 1183(d)

: 2 CCR § 11013(d)

11/2014



# 5. Does an employee have the right to be addressed by the name and pronouns that correspond to their gender identity or gender expression, even if different from their legal name and gender?

identity or gender expression, even if different from their legal name and gender? Yes. Employees have the right to use and be addressed by the name and pronouns that correspond with their gender identity or gender expression. These are sometimes known as "chosen" or "preferred" names and pronouns. For example, an employee does not need to have legally changed their name or birth certificate, nor have undergone any type of gender transition (such as surgery), to use a name and/or pronouns that correspond with their gender identity or gender expression. An employer may be legally obligated to use an employee's legal name in specific employment records, but when no legal obligation comples the use of a legal name, employers and co-workers must respect an employee's chosen name and pronouns. For example, some businesses utilize software for payroll and other administrative purposes, such as creating work schedules or generating virtual profiles. While it may be appropriate for the business to use a transgender employee's legal name for payroll purposes when legally required, refusing or failing to use that person's chosen name and pronouns, if different from their legal name, on a shift schedule, nametag, instant messaging account, or work ID card could be harassing or discriminatory. CRD recommends that employers take care to ensure that each employee's chosen name and pronouns are respected to the greatest extent allowed by law.

6. Does an employee have the right to dress in a way that

5. Does an employee have the right to dress in a way that corresponds with their gender identity and gender expression? Yes. An employer who imposes a dress code must enforce it in a non-discriminatory manner. This means that each employee must be allowed to dress in accordance with their gender identity and expression. While an employer may establish a dress code or grooming policy in accord with business necessity, all employees must be held to the same standard, regardless of their gender identity or expression.

7. Can an employer ask an applicant about their sex assigned at birth or gender identity in an interview?

Employers may ask non-discriminatory questions, such as quiring about an applicant's employment history or asking for professional references. But an interviewer should not ask questions designed to detect a person's gender identity or gender transition history such as asking about why the perso changed their name. Employers should also not ask questic about a person's body or whether they plan to have surgery Want to learn more Visit: https://bit.ly/3hTG1E0

### If bathrooms, showers, and locker rooms are sex-segregated, can employees choose the one that is most appropriate for them? **TO FILE A COMPLAINT Civil Rights Department**

Toll Free: 800.884.1684 / TTY: 800.700.2320 California Relay Service (711) an easily accessible, gender-neutral (or "all-gender"), single user facility for use by any employee. The use of single stall restrooms Have a disability that requires a reasonable accom CRD can assist you with your complain

For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

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THE RIGHTS OF EMPLOYEES VHO ARE TRANSGENDER O

NONCONFORMING PEOPLE FROM **DISCRIMINATION. HARASSMENT.** 

AND RETAILIATION AT WORK, THESE

THINGS YOU NEED TO KNOW

tors are protected from discri

gender identity or gender expression

staff, or CRD – by cutting their shifts.

**PROTECTIONS ARE ENFORCED BY THE** CIVIL RIGHTS DEPARTMENT (CRD).

Yes, All employees, job applicants, unpaid interns, volunteers, and

contractors are protected from discrimination at work when based on a protected characteristic, such as their gender identity, gender expression, sexual orientation, race, or national origin. This means that private employers with five or more employees may not, for example, refuse to hire or promote someone because they identify as – or are perceived to identify as – transgender or non-binary, or because they express their gender in non-stereotypical ways.

an employee, subjecting them to worse working conditions, or unfairly modifying the terms of their employment because of their

Employment discrimination can occur at any time during the hiring or employment process. In addition to refusing to hire o promote someone, unlawful discrimination includes dischard

2. Does California law protect transgender and gender nonconforming employees from harassment at work?

Yes. All employers are prohibited from harassing any employe

res. An employer are promoted non-markssing any employer, intern, volunteer, or contractor because of their gender identify or gender expression. For example, an employer can be liable if co-workers create a hostile work environment – whether in person or virtual – for an employee who is undergoing a gender transition. Similarly, an employer can be liable who customers

ther third parties harass an employee because of their gende dentity or expression, such as intentionally referring to a gend

onforming employee by the wrong pronouns or name

Yes. Employers are prohibited from retaliating against any employee who asserts their right under the law to be free from discrimination or harassment. For example, an employer commit unlawful retaliation when it responds to an employee making a discrimination complaint – to their survivisor. human resources

Yes. All employees have a right to safe and appropriate restro and locker room facilities. This includes the right to use a restroom or locker room that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth. In addition, where possible, an employer should provid on consilive decoupling the decoupling the root of the employee's sex assigned at birth.

Does California law protect employees who complain about discrimination or harassment in the workplace'

nation at work when base

Ref.: CA Govt. Code, Sec. 12950(a)(2)





under the circumstances despite your diligent, good faith efforts. Your employer must provide at least 15

calendar days for you to submit the certification. See

ADDITIONAL LEAVE UNDER THE

**TO FILE A COMPLAINT** 

Civil Rights Department

California Relay Service (711)

**CALIFORNIA FAMILY RIGHTS ACT (CFRA)** 

Under the California Family Rights Act (CFRA), if you have

nore than 12 months of service with an employer, and have vorked at least 1,250 hours in the 12-month period before

he date you want to begin your leave, you may have a right o a family care or medical leave (CFRA leave). This leave m

be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child\*\*, or for y

alcivilrights.ca.gov/complaintprocess oll Free: 800.884.1684 / TTY: 800.700.2320

Have a disability that requires a reasonable accommodation? CRD can assist you with your complain

# **EMERGENCY NUMBERS**

AMBULANCE: 9-1-1

FIRE-RESCUE: 9-1-1

POLICE: 9-1-1

FOOTHILL PRESBYTERIAN HOSPITAL: (626) 963-8411

CAMPUS SAFETY: (626) 815-3898

STUDENT HEALTH CENTER: (626) 815-2100

CAL/OSHA: (626) 471-9122

LOCAL OFFICE: 800 ROYAL OAKS DRIVE, SUITE 105, MONROVIA, CA 91016



Civil Rights Department

 Employers must provide job-protected leave of up to 4 months to employees disabled because of pregnancy, childbirth, or a related medical condition, as well as require employers to reasonably accommodate an employee, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition. Employers, employment agencies, and unions must preserve applications, personnel records, and employmer referral records for a minimum of four years.

Employment agencies must serve all applicants equally, refuse discriminatory job orders, and prohibit employers and employment agencies from making discriminatory pn hiring inquiries or publishing help-wanted advertisements that express a discriminatory hiring preference.

CRD-E07P-ENG / January 2

 Unions cannot discriminate in member admissions or dispatching members to jobs. The law prohibits retaliation against a person who oppose reports, or assists another person to oppose unlawful discrimination, including filing an internal complaint or a complaint with CRD.

**REMEDIES/FILING A COMPLAINT** 

the working days you normally would work in one-third of a year or 1 /3 weeks) and return you to your same job when you are no longer your employer has a copy of a medical ce to give to your health care provider to con Please note that if you fail to give your employer reasonable advance notice or, if your employer requires it, written medical certification of your medica disabled by your pregnancy or, in certain instances, to a comparable ob. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layoff; Provide a reasonable amount of break time and use of a room or need, your employer may be justified in delaying your ion in close proximity to the employee's work area to reasonable accommodation, transfer, or PDL. press breast milk in private as set forth in the Labor Code: and Never discriminate, harass, or retaliate on the basis of pregnancy.

Provide you with pregnancy disability leave (PDL) of up to four months

# FOR PREGNANCY DISABILITY LEAVE

following reasons:

child's birth or placement);

PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical condition. Your health care provider determines how much time you Once your employer has been informed that you need to take PDL, you

employer must guarantee in writing that you can return to work in your same or a comparable position if you request a written guarantee. Your employer may require you to submit written medical certification from your health care provider substantiating the need for your leave. own serious health condition or that of your child, parent\*\* spouse, domestic partner, grandparent, grandchild, sibling or someone else related by blood or in family-like relationsl with the employee ("designated nerson"). Employers may PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, and doctor-ordered bed rest, and covers conditions such as severe morning sickness, gestational diabetes, pregnancy-induced hyper-tension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression. with the employee ("designated person"). Employers may pay their employees while taking CFRA leave, but employer are not required to do so, unless the employee is taking accrued paid time-off while on CFRA leave. Employees taking CFRA leave may be eligible for benefits administered by Employment Development Department.

PDL does not need to be taken all at once but can be taken on an s-needed basis as required by your health care provider, including ntermittent leave or a reduced work schedule.

Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department. At your discretion, you can use any vacation or other paid time off during your PDL. our employer may require or you may choose to use any available ick leave during your PDL our employer is required to continue your group health coverage uring your PDL at the same level and under the same conditions

nat coverage would have been provided if you had continued in mployment continuously for the duration of your leave. For translations of this guidance, visit aking PDL may impact certain of your benefits and your seniority ate; please contact your employer for details. www.calcivilrights.ca.gov/posters/required

Ref.: 2 CCR §11095

cludes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employe CRD-E09P-ENG / January 2

Eligibility. To be eligible for CFRA leave, an employee must have more than 12 months of service with their employer, have worked at least 1,250 hours in the 12-month period before the te they want to begin their leave, and their employer must ave five or more employees. Pay and Benefits During Leave. While the law provides only unpaid leave, some employers pay their employees during CFRA leave. In addition, employees may choose (or employers may require) use of accrued paid leave while taking CFRA leave under certain circumstances. Employees on CFRA leave may also be eligible for benefits administered by the Employment Taking CFRA leave may impact certain employee benefits and seniority date. If employees want more information regarding eligibility for a leave and/or the impact of the leave on seniority

and benefits, they should contact their employe

condition, or to bond with a new child (via

birth, adoption, or foster care). California

protected leave and accommodations to

· the employee's own serious health condition;

the serious health condition of a child, spouse, domest

partner, parent, parent-in-law, grandparent, grandchild,

the birth, adoption, or foster care placement of a child.

n a 12-month period for:

law also requires employers to provide job-

employees who are disabled by pregnancy,

tain a guarantee of reii it is to the same position and for CFRA it is to the same or a omparable position at the end of the leave, subject to any defense allowed under the law. Notice For foreseeable events (such as the expected birth o

Reinstatement, Both CERA leave and pregnancy disability leave

childbirth, or a related medical condition. a child or a planned medical treatment for the employee or o a family member), the employee must provide, if possible, at Under the California Family Rights Act of 1993 (CFRA), many least 30 days' advance notice to their employer that they will be taking leave. For events that are unforeseeable, employee mployees have the right to take job-protected leave, which i should notify their employers, at least verbally, as soon as they leave that will allow them to return to their job or a similar job learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the after their leave ends. This leave may be up to 12 work weeks

requested leave until the employee complies with this notice Certification. Employers may require certification from an employee's health care provider before allowing leave for pregnancy disability or for the employee's own serious health sibling, or someone else with a blood or family-like relationship with the employment ("designated person"); or indition. Employers may also require certification from he health care provider of the employee's family member including a designated person, who has a serious health If an employee takes leave for their own or a family member's condition, before granting leave to take care of that family

serious health condition, leave may be taken on an intermittent r reduced work schedule when medically necessary, among Want to learn more Visit: calcivilrights.ca.gov/family-medical-pregnancy-leave/

> If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied protected leave, file a complaint with the Civil Rights Department (CRD

# **TO FILE A COMPLAINT Civil Rights Department** calcivilrights.ca.gov/complaintprocess Toll Free: 800.884.1684 / TTY: 800.700.2320

California Relay Service (711) Have a disability that requires a reasonable accommodation CRD can assist you with your complaint

CRD-100-21ENG / January

For additional translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

Ref.: 2 CCR §11095

# WHISTLEBLOWERS ARE PROTECTED

It is the public policy of the State of California to encourage employees to notify an 3. With reference to employee safety or health, unsafe working conditions or work appropriate government or law enforcement agency, person with authority over the practices in the employee's employment or place of employment. employee, or another employee with authority to investigate, discover, or correct A whistleblower can also be an employee who refuses to participate in an activity the violation or noncompliance, and to provide information to and testify before a that would result in a violation of a state or federal statute, or a violation of or public body conducting an investigation, hearing or inquiry, when they have reason noncompliance with a local, state or federal rule or regulation.

to believe their employer is violating a state or federal statute, or violating or not What protections are afforded to whistleblowers? complying with a local, state or federal rule or regulation.

# Who is protected?

Pursuant to California Labor Code Section 1102.5, employees are the protected class 2. An employer may not retaliate against an employee who is a whistleblower. of individuals. "Employee" means any person employed by an employer, private 3. An employer may not retaliate against an employee for refusing to participate or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public 4. corporation, political subdivision, or the University of California. [California Labor Code Section 1106]

# What is a whistleblower?

enforcement agency, person with authority over the employee, or to another employee the law. with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

A violation of a state or federal statute. 2. A violation or noncompliance with a local, state or federal rule or regulation, or Attorney General will refer your call to the appropriate government authority for Ref.: CA Lab. Code § 1102.8(a)

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.

in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.

Under <u>California Labor Code Section 1102.5</u>, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment A "whistleblower" is an employee who discloses information to a government or law and work benefits, pay lost wages, and take other steps necessary to comply with

# How to report improper acts

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225. The review and possible investigation

SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES:

California Code of Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.html), or

is covered by the Hazard Communication standard (www.dir.ca.gov/title8/5194.html)

must provide employees information on the bazardous chemicals in their work areas

access to safety data sheets, and training on how to use hazardous chemicals safely

on each hazardous substance in the workplace upon request of an employee, an

employee's collective bargaining representative, or an employee's physician.

exposure to potentially toxic materials or harmful physical agents.

the exposure limits allowed by Cal/OSHA standards.

WHEN CAL/OSHA COMES TO THE WORKPLACE:

Employees have the right to see and copy their medical records and records of

Employers must allow access by employees or their representatives to accurate

records of employee exposures to potentially toxic materials or harmful physical

measuring of employee exposure to hazards conducted to comply with Cal/OSHA

A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to

Inspections are also conducted when an employee files a valid complaint with Cal/

Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness,

When an inspection begins, the Cal/OSHA investigator will show official identification.

The employer, or someone the employer chooses, will be given an opportunity to

accompany the investigator during the inspection. An authorized representative of

the employees will be given the same opportunity. Where there is no authorized

employee representative, the investigator will talk to a reasonable number of

employees about safety and health conditions at the workplace.

**VIOLATIONS, CITATIONS, AND PENALTIES:** 

Any employee or their representative has the right to observe monitoring or

make sure your company is obeying workplace safety and health laws.

agents, and notify employees of any exposures in concentration or levels exceeding

Employers shall make available on a timely and reasonable basis a safety data sheet

Employers who use any substance that is listed as a hazardous substance in

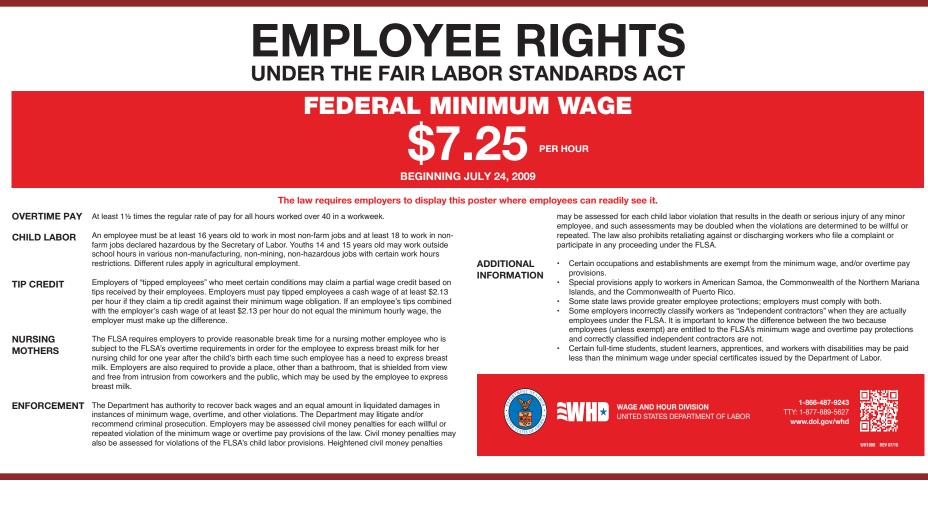
**PAY DAY NOTICE** 

Semi-monthly = paid on 15th and last day of the month

**Bi-weekly** = paid every other Friday

If payday falls on a bank holiday, employees are paid on the preceding workday.







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** 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

# STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS **Division of Workers' Compensation**

# Notice to Employees--Injuries Caused By Work

You may be entitled to workers' compensation benefits if you are injured or become ill because of your job. Workers' compensation covers most work-related physical or mental injuries and illnesses. An injury or illness can be caused by one event (such as hurting your back in a fall) or by repeated exposures (such as hurting your wrist from doing the same motion over and over)

## Benefits. Workers' compensation benefits include:

Medical Care: Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, medical equipment and travel costs that are reasonably necessary to treat your injury. You should never see a bill. There are limits on chiropractic, physical therapy and occupational therapy visits.

Temporary Disability (TD) Benefits: Payments if you lose wages while recovering. For most injuries, TD benefits may not be paid for more than 104 weeks within five years from the date of

4. Medical Provider Networks. Your employer may be using an MPN, which is a group of health care providers designated to provide treatment to workers injured on the job. If you have predesignated a personal physician or medical group prior to your work injury, then you may go there to receive treatment from your predesignated doctor. If you are treating with a non-MPN doctor for an existing injury, you may be required to change to a doctor within the MPN. For more information, see the MPN contact information below:

MPN website: https://www.thehartford.com/ca-workers-compensation

MPN Effective Date: 9/28/2017 MPN Identification number: 3044

If you need help locating an MPN physician, call your MPN access assistant at:

# SAFETY AND HEALTH PROTECTION ON THE JOB CAL OSHA

# State of California

### epartment of Industrial Relations

California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and procedures to comply with the state's workplace safety and health standards and orders. The law requires that this poster be displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.gov/samples/search/guery.htm.

regulations.

OSHA

or fatality.

### WHAT AN EMPLOYER MUST DO:

All employers must provide work and workplaces that are safe and healthful. In other words, as an employer, you must follow state laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers, and substantial monetary penalties.

You must display this poster in a conspicuous place where notices to employees are customarily posted so everyone on the job can be aware of basic rights and responsibilities

You must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the requirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov/title8/3203.html) and provide access to employees and their designated representatives.

You must be aware of hazards your employees face on the job and keep records showing that each employee has been trained in the hazards unique to each job assignment.

You must correct any hazardous condition that you know may result in injury to employees. Failure to do so could result in criminal charges, monetary penalties, and even incarceration

You must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured employee. Failure to report a serious injury or illness, or death, within 8 hours can result in a minimum civil penalty of \$5,000.

### WHAT AN EMPLOYER MUST NEVER DO:

Never permit an employee to do work that violates Cal/OSHA workplace safety and health regulations

Never permit an employee to be exposed to harmful substances without providing adequate protection

Never allow an untrained employee to perform hazardous work.

### **EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:**

As an employee, you (or someone acting for you) have the right to file a confidential complaint and request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office (see below). Your name is not revealed by Cal/OSHA, unless you request otherwise. You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/OSHA investigator inspecting your workplace.

You and your designated representative have the right to access the employer's IIPP. Any employee has the right to refuse to perform work that would violate an occupational safety or health standard or order where such violation would create a real and apparent hazard to the employee or other employees

You may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions, or for otherwise exercising your rights to a safe and healthful workplace. If you feel that you have been fired or punished for exercising your rights, you may file a complaint about this type of discrimination by

American Canyon	3419 Broadway St., Ste. H8, American Canyon 94503	(707) 649-3700	Field / Area Offices	;	
Bakersfield Foster City Fremont	7718 Meany Ave., Bakersfield 93308 1065 East Hillsdale Bl., Ste. 110, Foster City 94404 39141 Civic Center Dr., Ste. 310, Fremont 94538	(661) 588-6400 (650) 573-3812 (510) 794-2521	<ul> <li>Fresno / Central Valley</li> </ul>	2550 Mariposa Mall, Rm. 2005 Fresno 93721	(559) 445-6800
<sup>=</sup> resno _ong Beach	2550 Mariposa St., Rm. 4000, Fresno 93721 1500 Hughes Way, Suite C-201, Long Beach 90810	(559) 445-5302 (424) 450-2630	<ul> <li>La Palma / Los Angeles / Orange County</li> </ul>	1 Centerpointe Dr., Ste. 150 La Palma 90623	(714) 562-5525
_os Angeles Vodesto Vonrovia	320 West Fourth St., Rm. 820, Los Angeles 90013 4206 Technology Dr., Ste. 3, Modesto 95356 800 Royal Oaks Dr., Ste. 105, Monrovia 91016	(213) 576-7451 (209) 545-7310 (626) 239-0369	•Oakland/ Bay Area	1515 Clay St., Ste 1103 Oakland 94612	(510) 622-2891
Dakland Redding	1515 Clay St., Ste. 1303, Box 41, Oakland 94612 381 Hemsted Dr., Redding 96002	(510) 622-2916 (530) 224-4743	<ul> <li>Sacramento / Northern CA</li> </ul>	1750 Howe Ave., Ste. 490 Sacramento 95825	(916) 263-0704
Sacramento San Bernardino	1750 Howe Ave., Ste. 430, Sacramento 95825 464 West Fourth St., Ste. 332, San Bernardino 92401	(916) 263-2800 (909) 383-4321	•San Bernardino	464 West Fourth St., Ste. 339 San Bernardino 92401	(909) 383-4567
San Diego San Francisco	7575 Metropolitan Dr., Ste. 207, San Diego 92108 455 Golden Gate Ave., Rm. 9516, San Francisco 94102	(619) 767-2280 (415) 557-0100 (714) 558, 4451	•San Diego / Imperial County	7575 Metropolitan Dr., Ste. 204 San Diego 92108	(619) 767-2060
Santa Ana Van Nuys Pogiopol Offic	2 MacArthur Place, Ste. 720, Santa Ana 92707 6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401	(714) 558-4451 (818) 901-5403	•San Fernando Valley	6150 Van Nuys Blvd., Ste. 307 Van Nuys 91401	(818) 901-5754
<b>Regional Offic</b> San Francisco	455 Golden Gate Ave., Rm 9516, San Francisco 94102	(415) 557-0300	<b>Consultation Regio</b>	on Office	
Sacramento Santa Ana Monrovia	1750 Howe Ave., Ste. 440, Sacramento 95825 2 MacArthur Place, Ste. 720, Santa Ana 92707 800 Boyal Oaks Dr. Ste. 105, Monrovia 91016	(916) 263-2803 (714) 558-4300 (626) 471-9122	•Fresno	2550 Mariposa Mall, Rm. 3014 Fresno 93721	(559) 445-6800

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 Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees RIGHTS 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.



•	Permanent Disability (PD) Benefits: Payments if you do not recover completely and your injury
	causes a permanent loss of physical or mental function that a doctor can measure.

Supplemental Job Displacement Benefit: A nontransferable voucher, if you are injured on or after 1/1/2004, your injury causes permanent disability, and your employer does not offer you regular, modified, or alternative work

Death Benefits: Paid to your dependents if you die from a work-related injury or illness.

Naming Your Own Physician Before Injury or Illness (Predesignation). You may be able to choose the doctor who will treat you for a job injury or illness. If eligible, you must tell your employer, in writing, the name and address of your personal physician or medical group before you are injured. You must obtain their agreement to treat you for your work injury. For instructions, see the written information about workers' compensation that your employer is required to give to new employees.

### If You Get Hurt:

1. Get Medical Care. If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or police department. If you need first aid, contact your employer.

2. Report Your Injury. Report the injury immediately to your supervisor or to an employer representative. Don't delay. There are time limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide you with a claim form within one working day after learning about your injury. Within one working day after you file a claim form, your employer or claims administrator must authorize the provision of all treatment, up to ten thousand dollars, consistent with the applicable treatment guidelines, for your alleged injury until the claim is accepted or rejected.

3. See Your Primary Treating Physician (PTP). This is the doctor with overall responsibility for treating your injury or illness

 If you predesignated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured.

• If your employer is using a medical provider network (MPN) or a health care organization (HCO), in most cases you will be treated within the MPN or HCO unless you predesignated a personal physician or medical group. An MPN is a group of physicians and health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information.

• If your employer is not using an MPN or HCO, in most cases the claims administrator can choose the doctor who first treats you when you are injured, unless you predesignated a personal physician or medical group.

Ref.: 8 CCR § 9881

## 800-327-3636, Select Option 4

If you have questions about the MPN or want to file a complaint against the MPN, call the MPN

### Contact Person at:

Discrimination: It is illegal for your employer to punish or fire you for having a work injury or illness, for filing a claim, or testifying in another person's workers' compensation case. If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state.

Questions? Learn more about workers' compensation by reading the information that your employer is required to give you at time of hire. If you have questions, see your employer or the claims administrator (who handles workers' compensation claims for your employer):

Claims Administrator

# Phone 866-401-9222

Workers' compensation insurer The Hartford

(Enter "self-insured" if appropriate)

You can also get free information from a State Division of Workers' Compensation Information (DWC) & Assistance Officer. The nearest Information & Assistance Officer can be found at location:

## PO Box 14472, Lexington, KY 40512

or by calling toll-free (800) 736-7401. Learn more information about workers' compensation online: www.dwc.ca.gov and access a useful booklet "Workers' Compensation in California: A Guidebook for Injured Workers.

False claims and false denials. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony and may be fined and imprisoned.

Your employer may not be liable for the payment of workers' compensation benefits for any injury that arises from your voluntary participation in any off-duty, recreational, social, or athletic activity that is not part of your work-related duties.

DWC 7 (1/1/2016)

Employment

**D** Deve

State of Californi

# Notice to Employees:

This employer is registered with the Employment Development



Mail: To file a claim with the EDD by mail, complete and submit a *Claim for* 

<ul> <li>Contacting the heatest office of the California Department of industrial relations,</li> <li>Division of Labor Standards Enforcement (Labor Commissioner's Office) or the San</li> <li>Francisco office of the U.S. Department of Labor, Occupational Safety and Health</li> <li>Administration. (Employees of state or local government agencies may only file these</li> <li>complaints with the California Labor Commissioner's Office.) Consult your local</li> <li>telephone directory for the office nearest you.</li> <li>EMPLOYEES ALSO HAVE RESPONSIBILITIES:</li> <li>To keep the workplace and your accuration action and your accuration action is of danger that may exist there</li> </ul>	ers may appeal citations within 15 working days of afety and Health Appeals Board. citation, Order to Take Special Action, or Special Order near the place of the violation for three working days, a corrected, whichever is longer, to warn employees a Any employee may protest the time allowed for ne Division of Occupational Safety and Health or the lth Appeals Board.	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 What Organizations are Covered? • Most private employers • State and local governments (as employers) • Educational institutions (as employers) • Unions	Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/ Portal/Login.aspx Call 1–800–669–4000 (toll free) 1–800–669–6820 (TTY) 1–844–234–5122 (ASL video phone) Visit an EEOC field office (information a www.eeoc.gov/Field-office) E-Mail information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.	<ul> <li>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.</li> <li>Retaliation</li> <li>Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws.</li> <li>Any person who believes a contractor has violated its nondiscrimination or natifimative action obligations under OFCCP's authorities should contact immediately:</li> <li>The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor</li> </ul>	U	Department (EDD) as required by the California Unemployment Insurance Code and is reporting wage credits to the EDD that are being accumulated for you to be used as a basis for: Unemployment Insurance (funded entirely by employers' taxes) Unemployment Insurance (UI) is paid for by your employer and provides partial income replacement when you are unemployed or your hours are reduced due to no fault of your own. To claim UI benefit payments you must also meet all UI eligibility requirements, including that you must be available for work and searching for work. How to File a New UI Claim Use one of the following methods:	PFL	<ul> <li>Mail: To the a chain with the EDD by mail, Complete and Subility Insurance (DI) Benefits (DE 2501) form. You can obtain a paper claim form from your employer, physician/practitioner, visiting a State Disability Insurance office, online at <u>EDD Forms and Publications</u> (edd.ca.gov/Forms), or by calling 1-800-480-3287.</li> <li>Note: If your employer maintains an approved Voluntary Plan for DI coverage, contact your employer for assistance.</li> <li>For more information about DI, visit <u>State Disability Insurance</u> (edd.ca.gov/disability) or call 1-800-480-3287.</li> <li>State government employees should call 1-866-352-7675.</li> <li>TTY (for deaf or hearing-impaired individuals only) is available at 1-800-563-2441.</li> <li>Paid Family Leave (funded entirely by employees' contributions)</li> </ul>
office of Cal/OSHA. If you prefer, you may retain a competent private consultant, or ask your workers' compensation insurance		Staffing agencies     What Types of Employment     Discrimination are Illegal?	EMPLOYERS HOLDING	<ul> <li>200 Constitution Avenue, N.W.</li> <li>Washington, D.C. 20210</li> <li>1–800–397–6251 (toll-free)</li> </ul>		<ul> <li>Online: UI Online<sup>SM</sup> is the fastest and most convenient way to file your UI claim.</li> </ul>		Paid Family Leave (PFL) is funded by employees' contributions and provides partial
Call the FREE Worker Information Helpline – (833)	579-0927	Under the EEOC's laws, an employer may not discriminate against you, regardless of your	FEDERAL CONTRACTS OR SUBCONTRACTS	If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access		Visit <u>UI Online</u> (edd.ca.gov/UI_Online) to get started.		wage replacement benefits to eligible Californians who need time off work to care
DIVISION OF OCCUPATIONAL SAFETY AND HEAD HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 – Tele		immigration status, on the bases of: • Race • Color • Religion	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. If you	telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <i>https://</i> <i>ofccphelpdesk.dol.gov/s/</i> , or by calling an OFCCP regional or district office, listed in most		• <b>Phone:</b> Representatives are available at the following toll-free numbers, Monday through Friday between <b>8 a.m. to 12 noon</b> (Pacific Standard Time) except during state holidays.		for seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner. Benefits are available to parents who need time off work to bond with a new child entering the family by birth, adoption, or foster care placement. Benefits are also available for eligible Californians who need time off
District Offices Cal O	SHA Consultation Services	<ul> <li>National origin</li> <li>Sex (including pregnancy and related conditions, sexual orientation, or gender</li> </ul>	are applying for a job with, or are an employee of, a company with a Federal contract or	telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <i>https://www.dol.gov/</i>		English 1-800-300-5616 Cantonese 1-800-547-3506		work to participate in a qualifying event resulting from a spouse, registered domestic
American Canyon Bakersfield3419 Broadway St., Ste. H8, American Canyon 94503 7718 Meany Ave., Bakersfield 93308(707) 649-3700 (661) 588-6400Field / Area Office •FresnoFoster City1065 East Hillsdale BI., Ste. 110, Foster City 94404(650) 573-3812•Fresno / Central ValleyFremont39141 Civic Center Dr., Ste. 310, Fremont 94538(510) 794-2521•Fresno / Central ValleyFresno2550 Mariposa St., Rm. 4000, Fresno 93721(559) 445-5302•La Palma / Los AngelesLong Beach1500 Hughes Way, Suite C-201, Long Beach 90810(424) 450-2630Orange CountyLos Angeles320 West Fourth St., Rm. 820, Los Angeles 90013(213) 576-7451•Oakland/ Bay AreaModesto4206 Technology Dr., Ste. 3, Modesto 95356(209) 545-7310•Oakland/ Bay AreaMonrovia800 Royal Oaks Dr., Ste. 105, Monrovia 91016(626) 239-0369•Sacramento / Northern CAOakland1515 Clay St., Ste. 1303, Box 41, Oakland 94612(510) 622-2916•Sacramento / Northern CARedding381 Hemsted Dr., Redding 96002(530) 224-4743•San BernardinoSan Diego7575 Metropolitan Dr., Ste. 207, San Diego 92108(619) 767-2280•San Diego /	2550 Mariposa Mall, Rm. 2005 (559) 445-6800 Fresno 93721	identity) Age (40 and older) Disability Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding. What Employment Practices can be Challenged as Discriminatory? All aspects of employment, including: Discharge, firing, or lay-off Harassment (including unwelcome verbal or physical conduct) Hiring or promotion	subcontract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.	agencies/ofccp/contact.  PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE  Acce, Color, National Origin, Sex In addition to the protections of Title VII 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 in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment	DI	Vietnamese       1-800-547-2058       Spanish       1-800-326-8937         Mandarin       1-866-303-0706       TTY       1-800-815-9387         • Fax or Mail:       When accessing UI Online to file a new claim, some customers will be instructed to fax or mail their UI application to the EDD. If this occurs, the Unemployment Insurance Application (DE 11011), will display. For faster and more secure processing, fax the completed form to the number listed on the form. If mailing your UI application, use the address on the form and allow additional time for processing.         Important:       Waiting to file your UI claim may delay benefit payments.         Disability Insurance       (funded entirely by employees' contributions)		<ul> <li>partner, parent, or child's military deployment to a foreign country.</li> <li>Your employer must provide the <i>Paid Family Leave</i> (DE 2511) brochure, to newly hired employees and to each employee who is taking time off work to care for a seriously ill family members, to bond with a new child, or to participate in a qualifying military event.</li> <li>How to File a New PFL Claim</li> <li>Use one of the following methods:</li> <li>Online: SDI Online is the fastest and most convenient way to file your claim. Visit <u>SDI Online</u> (edd.ca.gov/SDI_Online) to get started.</li> <li>Mail: To file a claim with the EDD by mail, complete and submit a <i>Claim for Paid Family Leave (PFL) Benefits</i> (DE 2501F) form. You can obtain a paper claim form from your employer, a physician/practitioner, visiting a State Disability Insurance</li> </ul>
San Francisco Santa Ana455 Golden Gate Ave., Rm. 9516, San Francisco 94102 2 MacArthur Place, Ste. 720, Santa Ana 92707 6150 Van Nuys(415) 557-0100 (714) 558-4451 (818) 901-5403Imperial CountyRegional OfficesSan Francisco Sacramento Sacramento Santa Ana455 Golden Gate Ave., Rm 9516, San Francisco 94102 (714) 557-0100 (415) 557-0300 (916) 263-2803 (714) 558-4300(415) 557-0300 (415) 557-0300 (916) 263-2803 (714) 558-4300Consultation Reg •FresnoSanta Ana Monrovia2 MacArthur Place, Ste. 720, Santa Ana 92707 800 Royal Oaks Dr., Ste. 105, Monrovia 91016(626) 471-9122•Fresno	San Diego 92108 6150 Van Nuys Blvd., Ste. 307 (818) 901-5754 Van Nuys 91401 ion Office 2550 Mariposa Mall, Rm. 3014 (559) 445-6800 Fresno 93721	<ul> <li>Assignment</li> <li>Pay (unequal wages or compensation)</li> <li>Failure to provide reasonable accommodation for a disability or a sincerely-held religious belief, observance or practice</li> <li>Benefits</li> <li>Job training</li> <li>Classification</li> <li>Referral</li> <li>Obtaining or disclosing genetic information of</li> </ul>	Disability Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an	discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. Individuals with Disabilitation 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		<ul> <li>Disability Insurance (DI) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians who are unable to work due to a non-work-related illness, injury, pregnancy, or disability.</li> <li>Your employer must provide the <i>Disability Insurance Provisions</i> (DE 2515) brochure, to newly hired employees and to each employee who is unable to work due to a non-work-related illness, injury, pregnancy, or disability.</li> </ul>		<ul> <li>office, online at <u>EDD Forms and Publications</u> (edd.ca.gov/Forms), or by calling 1-877-238-4373.</li> <li>Note: If your employer maintains an approved Voluntary Plan for PFL coverage, contact your employer for assistance.</li> <li>For more information about PFL, visit <u>State Disability Insurance</u> (edd.ca.gov/disability) or call 1-877-238-4373.</li> <li>State government employees should call 1-877-945-4747.</li> </ul>
Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under primary responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the S. Health Administration (OSHA), U.S. Department of Labor Tel: (415) 625-2547. OSHA monitors the operation of state plans to assure that Ref.: CA Title 8, Sec. 340	y and Health Standards Board. Anyone desiring to register a an Francisco Regional Office of the Occupational Safety and	<ul> <li>employees</li> <li>Requesting or disclosing medical information of employees</li> <li>Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding.</li> <li>What can You Do if You Believe Discrimination has Occurred?</li> </ul>	applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level. <b>Protected Veteran Status</b> The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C	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. (Revised 10/20/2022)	Ref.: 22 CCR	<ul> <li>How to File a New DI Claim</li> <li>Use one of the following methods:</li> <li>Online: SDI Online is the fastest and most convenient way to file your claim. Visit <u>SDI Online</u> (edd.ca.gov/SDI_Online) to get started.</li> <li>§ 1089-1; Cal. Unemp. Ins. Code § 2706</li> </ul>		<ul> <li>TTY (for deaf or hearing-impaired individuals only) is available at 1-800-445-1312.</li> <li>Note: Some employees may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to withhold facts to claim benefits. For additional information, visit the <u>EDD</u> (edd.ca.gov).</li> <li>DE 1857A Rev. 44 (12-20) (INTERNET)</li> </ul>
APU-83705 012023 Compliance	ANCE POSTER CO E POSTER COMPANY™. ALL RIGHTS R					TO RE WW	ORDE W.COI	R CALL: 1-800-817-7678

- If the investigation shows that the employer has violated a safety and health standard or order, Cal/OSHA may issue a citation. Each citation carries a monetary penalty and specifies a date by which the violation must be abated. A notice, which carries no monetary penalty, may be issued in lieu of a citation for certain non-serious violations Penalty amounts depend in part on the classification of the violation as regulatory.
  - n is Illegal

general, serious, repeat, or willful; and whether the employer failed to abate a previous violation involving the same hazardous condition. Base penalty amounts, penalty adjustment factors, and minimum and maximum penalty amounts are set forth in California Code of Regulations, title 8, section 336 (www.dir.ca.gov/title8/336. html). In addition, a willful violation that causes death or permanent impairment of		our Rights: ace Discrimina	tion
the body of any employee can result, upon conviction, in a fine of up to \$250,000 or imprisonment up to three years, or both, and if the employer is a corporation or limited liability company, the fine may be up to \$1.5 million. The law provides that employers may appeal citations within 15 working days of receipt to the Occupational Safety and Health Appeals Board.	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.	Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:	4212, pr against, recruit, e disabled (i.e., with from act
An employer who receives a citation, Order to Take Special Action, or Special Order must post it prominently at or near the place of the violation for three working days, or until the unsafe condition is corrected, whichever is longer, to warn employees of danger that may exist there. Any employee may protest the time allowed for correction of the violation to the Division of Occupational Safety and Health or the Occupational Safety and Health Appeals Board.	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 What Organizations are Covered? • Most private employers • State and local governments (as employers)	Submit       an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/ Portal/Login.aspx         Call       1-800-669-4000 (toll free) 1-800-669-4000 (toll free) (ASL video phone)         Visit       an EEOC field office (information at www.eeoc.gov/ info@eeoc.gov         E-Mail       info@eeoc.gov         Additional information about the       an EEOC field office	campaig service r Retaliation files a co in an OF discrimin these Fe Any pers violated i action ob should co
o for free information, required forms, and publications. You can also contact a local district workers' compensation insurance carrier for guidance in obtaining information.	Educational institutions (as employers)     Unions     Staffing agencies     What Types of Employment	EEOC, including information about the savailable at www.eeoc.gov.	The Offic Program U.S. Dep 200 Con Washing
on Helpline – (833) 579-0927	Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless of your	FEDERAL CONTRACTS OR SUBCONTRACTS	1-800-3 If you are speech o
FETY AND HEALTH (CAL/OSHA)	immigration status, on the bases of: • Race	The Department of Labor's Office of Federal Contract Compliance Programs (OECCP)	telecomr may also