

FEDERAL & STATE OSHA POSTINGS

You Have a Right to a Safe
and Healthful Workplace.

IT'S THE LAW!

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in the inspection.
- You can file a complaint with OSHA within 30 days of discrimination by your employer for making safety and health complaints or for exercising your rights under the *OSH Act*.
- You have a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.



The *Occupational Safety and Health Act of 1970 (OSH Act)*, P.L. 91-596, assures safe and healthful working conditions for working men and women throughout the Nation. The Occupational Safety and Health Administration, in the U.S. Department of Labor, has the primary responsibility for administering the *OSH Act*. The rights listed here may vary depending on the particular circumstances. To file a complaint, report an emergency, or seek OSHA advice, assistance, or products, call 1-800-321-OSHA or your nearest OSHA office: • Atlanta (404) 562-2300 • Boston (617) 565-9860 • Chicago (312) 353-2220 • Dallas (214) 767-4731 • Denver (303) 844-1600 • Kansas City (816) 426-5861 • New York (212) 337-2378 • Philadelphia (215) 861-4900 • San Francisco (415) 975-4310 • Seattle (206) 553-5930. Teletypewriter (TTY) number is 1-877-889-5627. To file a complaint online or obtain more information on OSHA federal and state programs, visit OSHA's website at www.osha.gov. If your workplace is in a state operating under an OSHA-approved plan, your employer must post the required state equivalent of this poster.

1-800-321-OSHA
www.osha.gov

U.S. Department of Labor  • Occupational Safety and Health Administration • OSHA 3165

U.S. DEPARTMENT OF LABOR

EMPLOYMENT STANDARDS ADMINISTRATION

Wage and Hour Division
Washington, D.C. 20210



NOTICE EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS*

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits *polygraph* (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

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 up to \$10,000 against violators. Employees or job applicants may also bring their own court actions.

ADDITIONAL INFORMATION

Additional information may be obtained, and complaints of violations may be filed, at local offices of the Wage and Hour Division, which are listed in the telephone directory under U.S. Government, Department of Labor, Employment Standards Administration.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

**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.*

U.S. DEPARTMENT OF LABOR

EMPLOYMENT STANDARDS ADMINISTRATION

Wage and Hour Division
Washington, D.C. 20210

WH Publication 1462
September 1988

Equal Employment Opportunity is

THE LAW

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS

38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210 or call (202) 693-0101, or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Private Employment, State and Local Governments, Educational Institutions

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits 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 or national origin.

DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose 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 on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you should contact immediately:

The U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 669-6820.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

INDIVIDUALS WITH DISABILITIES

Sections 501, 504 and 505 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 in the federal government. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

Notice to Workers with Disabilities Paid at Special Minimum Wages

This establishment has a certificate authorizing the payment of special minimum wages to workers who are disabled for the work they are performing. Authority to pay special minimum wages to workers with disabilities applies to work covered by the Fair Labor Standards Act (FLSA), McNamara-O'Hara Service Contract Act (SCA), and/or Walsh-Healey Public Contracts Act (PCA). Such special minimum wages are referred to as "commensurate wage rates" and are less than the basic hourly rates stated in an SCA wage determination and less than the FLSA minimum wage of \$4.75 per hour beginning October 1, 1996 and \$5.15 per hour beginning September 1, 1997. A "commensurate wage rate" is based on the worker's individual productivity, no matter how limited, in proportion to the wage and productivity of experienced nondisabled workers performing essentially the same type, quality, and quantity of work in the geographic area from which the labor force of the community is drawn.

Workers With Disabilities

For purposes of payment of commensurate wage rates under a certificate, a worker with a disability is defined as:

- An individual whose earnings or productivity capacity is impaired by a physical or mental disability, including those related to age or injury, for the work to be performed.
- Disabilities which may affect productive capacity include blindness, mental illness, mental retardation, cerebral palsy, alcoholism, and drug addiction. The following do not ordinarily affect productive capacity for purposes of paying commensurate wage rates: educational disabilities; chronic unemployment; receipt of welfare benefits; nonattendance at school; juvenile delinquency; and correctional parole or probation.

Key Elements of Commensurate Wage Rates

- Nondisabled worker standard**—The objective gauge (usually a time study of the production of workers who are not disabled for the job) against which the productivity of a worker with a disability is measured.
- Prevailing wage rate**—The wage paid to experienced workers who are not disabled for the same or similar work and who are performing such work in the area. Most SCA contracts include a wage determination specifying the prevailing wage rates to be paid for SCA covered work.
- Evaluation of the productivity of the worker with a disability**—Documented measurement of the production of the worker with a disability (quantity and quality).

The wages of all workers paid commensurate wages must be reviewed and adjusted, if appropriate, at periodic intervals. At a minimum, the productivity of hourly paid workers must be reevaluated every six months and a new prevailing wage survey must be conducted at least once every twelve months.

Overtime

Generally, if you are performing work subject to the FLSA, SCA, and/or PCA, you must be paid at least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.

Child Labor

Minors younger than 18 years old must be employed in accordance with the child labor provisions of FLSA. No persons under 16 may be employed in manufacturing or on a PCA contract.

Fringe Benefits

Neither the FLSA nor the PCA have provisions requiring vacation, holiday, or sick pay nor other fringe benefits such as health insurance or pension plans. SCA wage determinations may require such fringe benefit payments (or a cash equivalent). **Workers paid under a certificate authorizing commensurate wage rates must receive the full fringe benefits listed on the wage determination.**

Worker Notification

Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the employer of the terms of the certificate under which such worker is employed.

Petition Process

Workers with disabilities paid at special minimum wages may petition the Administrator of the Wage and Hour Division of the Department of Labor for a review of their wage rates by an Administrative Law Judge. No particular form of petition is required, except that it must be signed by the worker with a disability or his or her parent or guardian and should contain the name and address of the employer. Petitions should be mailed to: Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

Employers shall display this poster where employees and the parents and guardians of workers with disabilities can readily see it. Complaints or questions regarding the terms and conditions of employment under a certificate may be directed to the Wage and Hour Division office nearest you — listed in your telephone directory under United States Government, Labor.

For this document and other Wage-Hour information, visit our web site at this address: <http://www.wagehour.dol.gov>.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210



WH Publication 1284
Revised October 1996

Your Rights under the Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over

the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

Reasons for Taking Leave:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

If you have access to the Internet visit our FMLA website: <http://www.dol.gov/esa/whd/fmla>. To locate your nearest Wage-Hour Office, telephone our Wage-Hour toll-free information and help line at 1-866-4USWAGE (1-866-487-9243); a customer service representative is available to assist you with referral information from 8am to 5pm **in your time zone**; or log onto our Home Page at <http://www.wagehour.dol.gov>.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1420
Revised August 2001



YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- you ensure that your employer receives advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed services while with that particular employer;
- you return to work or apply for reemployment in a timely manner after conclusion of service; and
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If 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, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- are a past or present member of the uniformed service;
 - have applied for membership in the uniformed service; or
 - are obligated to serve in the uniformed service;
- then an employer may not deny you any of the following because of this status:
- initial employment;
 - reemployment;
 - retention in employment;
 - promotion; or
 - any benefit of employment.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.



U.S. Department of Labor
1-866-487-2365

HEALTH INSURANCE PROTECTION

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

Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website 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 your case be referred to the Department of Justice or the Office of Special Counsel, depending on the employer, for representation.

You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. This notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.pdf>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying this notice where they customarily place notices for employees.



1-800-336-4590
Publication Date—February 2005

STATE POSTINGS

MINNESOTA EMPLOYEES YOU ARE ENTITLED TO ..

MINIMUM WAGE

The state of Minnesota has two minimum wage rates.

SMALL EMPLOYERS

Aug.1,2005 **\$5.25**

LARGE EMPLOYERS*

Aug.1,2005 **\$6.15**

*A large employer is defined as any enterprise whose annual gross volume of sales made or business done is not less than \$625,000.

TRAINING WAGE

Aug.1,2005 **\$4.90**

New employees under age of 20 during first consecutive 90 days of employment.

OVERTIME

Time and one-half the regular rate

STATE COVERED EMPLOYERS

—After **48** hours

FEDERAL COVERED EMPLOYERS

—After **40** hours

EMPLOYEE RIGHTS

An employer may not discharge, discipline, threaten, discriminate or penalize an employee regarding the employee's compensation, conditions, location or privileges of employment because:

- The employee, in good faith, reports a violation or suspected violation of any state or federal law to an employer, any government body or a law enforcement official.
- The employee is requested by a public body to participate in an investigation, hearing or inquiry.
- The employee informs the employer that he or she is refusing an order to perform an activity that the employee knows violates any state or federal law.

The employee, within 15 days of termination, may request in writing the reason for termination. The employer must inform the employee, in writing, the truthful reason for termination within 10 days of the request.

PARENTAL LEAVE

- Employers with 21 or more employees must allow employees to take up to six weeks unpaid leave for the birth or adoption of their child and to use accrued sick leave to attend to their sick children.
- All employers must allow parents to take up to 16 unpaid hours a year to attend school-related activities or visit early childhood programs that their children attend.

THIS DOCUMENT CAN BE MADE AVAILABLE IN ALTERNATIVE FORMATS, SUCH AS LARGE PRINT, BRAILLE OR AUDIOTAPE, BY CALLING (651)284-5005/VOICE OR (651)297-4198/TTY.

Further information and literature may be obtained by writing or calling the Minnesota Department of Labor and Industry:

443 Lafayette Road N.
St. Paul, MN 55155
(651)284-5005

POSTING REQUIRED BY LAW 2005
1-800-DIAL-DLI
1-800-342-5354
www.doli.state.mn.us

SAFETY AND HEALTH PROTECTION ON THE JOB

The Minnesota Occupational Safety and Health Act of 1973 (Minnesota Statutes Chapter 182) provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the state. The Act provides coverage for all public sector employees, except Federal, and all private sector employees except domestic and those under exclusive federal jurisdiction.

The Minnesota Department of Labor and Industry, Occupational Safety and Health Division (Minnesota OSHA) has the sole responsibility of administering the Act. Minnesota OSHA adopts occupational safety and health standards and its Occupational Safety and Health Investigators conduct inspections to ensure compliance with the Act.

EMPLOYERS: Must furnish to their employees conditions and places of employment free from recognized hazards that are causing or are likely to cause death, serious injury or harm to the employees; and shall comply with the occupational safety and health standards issued by Minnesota OSHA.

EMPLOYEES: Must comply with all occupational safety and health standards, rules, regulations, and orders issued under the Act that apply to their own actions and conduct on the job.

INSPECTION: The Act requires that a representative of the employer and an authorized representative of the employees be given an opportunity to accompany the Occupational Safety and Health Investigator for the purpose of aiding the inspection. The authorized employee representative, by participating in the inspection shall not lose any privilege or payment that would have otherwise been earned and shall be given the opportunity to participate in any conference or discussion held prior to or during any inspection. Where there is no authorized employee representative available, the investigator will consult with a reasonable number of employees concerning safety and health conditions in the workplace.

CITATION: If, upon inspection, Minnesota OSHA believes an employer has violated the Act, a citation alleging such violations will be issued to the employer. Each citation will specify a time period within which the alleged violation must be corrected.

In the event that an investigator finds a condition or practice in any place of employment which presents substantial probability of a fatality or serious physical harm, the investigator shall, after consultation with the commissioner, issue an order which prohibits such practices until corrected. The order shall remain in effect for a maximum of 72 hours.

PENALTIES: Under the Minnesota OSH Act, an employer may be issued a penalty of up to \$7,000 for each serious violation of the Act or occupational safety and health standards. An employer who willfully or repeatedly violates the Act or safety and health standards may be assessed penalties of up to \$70,000 for each violation. Failure to correct a violation by the abatement date set out in a citation may result in penalties of up to \$7,000 for each day the violation remains uncorrected. If any serious, willful, repeated, or failure to correct violation causes or contributes to the death of an employee, the minimum total nonnegotiable fine that must be assessed for all citations connected to the death of an employee is \$50,000 if there is a willful or repeated violation or \$25,000 if there is no willful or repeated violation. Violations of the general duty clause, M.S. § 182.653, subd. 2, are exempt from this required minimum penalty.

Criminal penalties are also provided for in the Act for an employer who willfully or repeatedly violates the Act or occupational safety and health standards. Upon a first conviction, a penalty of up to \$20,000 and imprisonment of up to six months may be imposed. A second conviction may be punished by a penalty of up to \$35,000 and imprisonment of up to one year. In addition, a person who knowingly makes any false statement, representation, or certification in any application, record, plan or other document filed or required to be maintained by the Act may be punished by a fine of up to \$20,000 and imprisonment of up to six months.

COMPLAINTS: Employees or their representatives may file a complaint with Minnesota OSHA requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. The Department will withhold the names of employees filing a complaint upon request of those employees. Complaints can be filed through any Minnesota OSHA office by telephone, letter, or electronically through the federal OSHA web site (www.osha.gov).

RIGHT TO REFUSE TO WORK: An employee acting in good faith has the right to refuse to perform tasks or work under conditions which the employee reasonably believes present an imminent danger of death or serious physical harm to the employee if the employee first requests that his/her employer correct the hazardous conditions and the conditions remain uncorrected. An employer may not discharge or otherwise discriminate against an employee who exercises this right. There is, however, no right under the Minnesota OSH Act for an employee to simply leave the workplace because of potentially unsafe conditions.

An employee who has refused in good faith to perform assigned tasks and who has not been reassigned to other tasks by his/her employer, shall receive pay for the tasks not performed if the employee requests the commissioner to inspect and determine the nature of the hazardous condition, and the commissioner determines that the employee, by performing the tasks, would have been placed in imminent danger of death or serious physical harm.

PROHIBITED DISCRIMINATION: Employees shall not be discharged or in any way discriminated against by any person for making a safety and health complaint to any person including their employer and Minnesota OSHA or for exercising on their own behalf or on the behalf of others, any other right they have under the Minnesota OSH Act. An employee who believes that he/she has been discriminated against for the exercise of their rights under the Minnesota OSH Act may file a complaint with Minnesota OSHA within 30 days of the alleged discrimination.

PERSONAL PROTECTIVE EQUIPMENT: Personal protective equipment, when required by the standards, must be provided to employees by, and at the cost of, the employer.

TRAINING: Training required by the standards must be made available to employees by, and at the cost of, the employer.

REPORTING FATALITIES/CATASTROPHES: Employers must report work-related incidents that result in the death of an employee or the in-patient hospitalization of three or more employees to Minnesota OSHA. Reports must be made within 8 hours to 1-877-470-6742 or any Minnesota OSHA office. After normal business hours and on weekends and holidays, reports must be made within 8 hours to the federal OSHA toll-free hotline (1-800-321-OSHA).

CASPA: (Complaint Against State Program Administration). If you wish to register a complaint concerning the administration of the Minnesota Occupational Safety and Health Act contact:
U.S. Department of Labor – OSHA
230 S. Dearborn Street
Chicago, IL 60604
(312) 353-2220

VOLUNTARY COMPLIANCE: Minnesota OSHA encourages employers and employees to reduce hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries. Employers and employees may receive assistance in achieving voluntary compliance by contacting any Minnesota OSHA office.

CONSULTATION: Free safety and health consultation services are available to private and public sector employers on a priority basis. This service is independent of the OSHA enforcement activity. No citations or penalties are proposed in this cooperative approach to improve workplace safety. For information, contact Workplace Safety Consultation at (651) 284-5060.

MORE INFORMATION: Contact your employer or the nearest MNOSHA office to report unsafe conditions at work sites, learn about health and safety regulations, receive copies of specific standards and compliance guidelines, or to obtain more detailed information on your rights and responsibilities:

443 Lafayette Road N.
St. Paul, MN 55155-4307
Voice: (651) 284-5050
Fax: (651) 284-5741
Toll-free: 1-877-470-OSHA
(1-877-470-6742)

5 N. Third Ave. W., Suite 402
Duluth, MN 55802-1611
Voice: (218) 723-4678
Fax: (218) 725-7722

Nichols Office Center, Suite 520, 410 Jackson Street
Mankato, MN 56001
Voice: (507) 389-6501
Fax: (507) 389-2746

OSHA information is also available on the Internet on the Department of Labor and Industry Web site at www.doli.state.mn.us and the federal OSHA Web site at www.osha.gov.

The information in this poster is in the public domain and may be reproduced.

This material can be provided to you in a different format (Braille, large print or audiotape) if you call the MNOSHA Training/Outreach Office at (651) 284-5050; toll-free 1-877-470-OSHA (1-877-470-6742); or via TTY at (651) 297-4198.

This poster must be permanently posted where it will be readily observable by affected employees.



KNOW YOUR RIGHTS

under Minnesota laws prohibiting
age discrimination

It is unlawful for an employer to:

- mandate retirement*
- refuse to hire or employ
- reduce in grade or position
- discharge or dismiss

on the basis of age.

* Minnesota employers may require retirement at age 70 or older.

Employers terminating employees 65 or older because they can no longer meet the requirements of the job must give 30 days notice of intention to terminate.

This poster contains only a summary of Minnesota Statutes §181.81 and 363. There are some exceptions to this law. Detailed information or assistance may be obtained by writing or calling the:



Minnesota Department of Labor and Industry
Labor Standards
443 Lafayette Road N.
St. Paul, MN 55155
(651) 284-5005
1-800-DIAL-DLI (1-800-342-5354)
TTY (651) 297-4198
www.doli.state.mn.us

No approval needed for reproduction. Posting required by law.

This document can be made available in alternative formats, such as large print, Braille or audiotape, by calling (651) 284-5005/voice or (651) 297-4198/TTY.

STATE POSTINGS

UNEMPLOYED?

Have you lost your job or had your work hours reduced?

Apply for Unemployment Benefits online at:
www.mnwfc.org/ui

Applications are also available at your
Minnesota WorkForce Center.

You may be able to apply for
Unemployment Benefits by telephone.
Call 651-296-3644 (Twin Cities Metro local calling area)
or 1-877-898-9090 (Greater Minnesota - toll free)
for more information.

Get help looking for a new job or starting a new career
at any Minnesota WorkForce Center.



Call 1-888-GET JOBS (1-888-438-5627),
TTY 651-282-5909 (1-800-657-3973)

for the Minnesota WorkForce Center nearest you,
or visit our website at www.mnwfc.org

Your rights to benefits are described in the "Unemployment Benefits Handbook."
Free copies are available at any Minnesota WorkForce Center.

The Minnesota Department of Economic Security requires you to provide your
Social Security Number to establish an Unemployment Insurance Account.

This material is available in alternative formats such as large print, Braille or audio tape by contacting 651-296-7560.

MDES is an Equal Opportunity Employer/Provider.

ES-01760-11 (04/03)

Minnesota employees:

Your rights as a working parent

Minnesota law requires an employer to provide up to six weeks of unpaid parental leave to a mother or father upon the birth or adoption of a child if:

- the company employs 21 or more employees at any one site and you:
 - work at least half time *and* have been with the company for at least 12 consecutive months.

What you should know

- The leave must begin at a time requested by the employee.
- The employer may adopt reasonable policies governing the timing of requests for leave.
- The leave may begin not more than six weeks after the birth or adoption.
- The leave can be reduced by any period of paid parental or disability leave, but not accrued sick leave, so that total time off does not exceed six weeks unless the employer agrees.
- Your health insurance through your employer must be continued during your leave. You may be asked to pay for this coverage.
- While you are pregnant, you may be entitled to any sick leave or disability leave your company may offer if you are sick during your pregnancy or to recover after childbirth.
- If you take a parental leave, your employer cannot retaliate against you for requesting or taking a leave.

When you return to work

Employees are entitled to employment in their former position or one with comparable duties, number of hours and pay. You are also entitled to the same benefits and seniority you had before the leave.

Employees may return to work part-time during the leave without forfeiting the right to return to full-time work at the end of the leave.

Other working-parent rights

Caring for sick children

If you work at least half time, you are allowed to use your accrued sick leave to care for your sick child.

Visiting school and early childhood programs

Every employee is entitled to take up to 16 hours unpaid leave a year to attend their children's school conferences, classroom activities, child care or other early childhood program. Employees may use vacation time.

Nursing mothers

An employee must be provided reasonable unpaid break time to express breast milk for her child. Breaks already provided may fulfill this requirement. Employers are not required to provide this time if doing so would seriously disrupt operations. The employer must also make reasonable efforts to provide a private area for this purpose, other than a toilet stall.

More information

Further information about Minnesota employment law may be obtained from the Department of Labor and Industry, 443 Lafayette Road N., St. Paul, MN 55155; (651) 284-5005; toll-free at 1-800-342-5354; TTY (651) 297-4198.



Minnesota Workers' Compensation Employee's rights and responsibilities

This notice is required by law to be posted in a conspicuous
location wherever the employer is engaged in business.

If you are injured:

- Report any injury to your supervisor as soon as possible, no matter how minor it may appear. You may lose the right to workers' compensation benefits if you do not timely report the injury to your employer. The time limit may be as short as 14 days, although under certain circumstances, it may be longer.
- Provide your employer with as much information as possible about your injury so that a proper injury report can be filed.
- Get any necessary medical treatment as soon as possible. If you are not covered by a certified managed care organization (CMCO), you may treat with a doctor of your choice. Your employer must notify you if you are covered by a CMCO.
- Cooperate with all requests for information concerning your workers' compensation claim. Please note: the law provides that the workers' compensation insurer can obtain medical information specific to your work injury without your authorization, provided you are sent written notification of this request at the time the request is made.
- Get written confirmation from your doctor on any authorization to be off work.

What does workers' compensation pay for?

- Medical care for your work injury, as long as it is reasonable and necessary
- Wage-loss benefits for part of your lost income (There is a three-calendar-day waiting period before these benefits start.)
- Compensation for permanent damage to or loss of function of a body part
- Benefits to your spouse and/or dependents if you die as a result of a work injury
- Vocational rehabilitation services if you cannot return to your pre-injury job or to your pre-injury employer due to your work injury

What the insurance company must do:

- Investigate your claim promptly.
- Within 14 days of when the claimed injury occurred or when your employer became aware of it, either begin payment of benefits due or file a denial of liability, explaining why benefits are being denied.

Insurer name:

Phone number:

If the insurer accepts your claim for wage-loss benefits and you have been disabled for more than three calendar-days:

- The insurer will send you a copy of the *Notice of Insurer's Primary Liability Determination* form stating your claim is accepted.
- The insurer must start paying wage-loss benefits within 14 days of the date your employer knows about your work injury and lost wages. The insurer must pay benefits on time. Wage-loss benefits are paid at the same intervals as your work paychecks.

If the insurer denies your claim for wage-loss benefits:

- The insurer will send you a copy of the *Notice of Insurer's Primary Liability Determination* form stating it is denying primary liability for your claim. The form must clearly explain the facts and reasons why the insurer believes your injury or illness did not result from your work.
- If you disagree with the denial, you should talk with the insurance claims adjuster who is handling your claim. Your employer's insurance company can answer most questions about your claim.
- If you are not satisfied with the response you receive from the insurer and still disagree with the denial, you should contact the Department of Labor and Industry at one of the numbers listed below to discuss your options.

Fraud

Collecting workers' compensation benefits you are not entitled to is theft. Any theft of more than \$500 is a felony.

Any person who, with intent to defraud, receives workers' compensation benefits to which the person is not entitled by knowingly misrepresenting, misstating, or failing to disclose any material fact is guilty of theft and shall be sentenced pursuant to section 609.52, subdivision 3.

A suspected fraud can be reported by anyone. If you have reason to suspect someone is committing workers' compensation fraud, call 1-888-FRAUD MN (1-888-372-8366). All suspected violations will be investigated.

If you have questions or need more help, call the Minnesota Department of Labor and Industry:

Workers' Compensation Hotline
1-800-DIAL-DLI
(1-800-342-5354)
8 a.m. to 4:30 p.m.,
Monday-Friday

Department of Labor and Industry
Workers' Compensation Division
443 Lafayette Road N.
St. Paul, MN 55155
Phone: (651) 284-5032
TDD: (651) 297-4198

Department of Labor and Industry
Workers' Compensation Division
5 N. Third Ave. W., Suite 400
Duluth, MN 55802
Phone: (218) 723-4670
Toll-free: 1-800-365-4584

Your claim will be answered by experienced workers' compensation specialists who will provide **instant, accurate information and assistance**. Additional workers' compensation information is available on the department Web site at www.doli.state.mn.us.