Federal and Missouri State Labor Laws

Please contact your human resources office if you have questions related to this notice. Comuníquese con su oficina de recursos humanos si tiene preguntas relacionadas con este aviso.

REQUESTING LEAVE Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible

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

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

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

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

ENFORCEMENT Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

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

KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected?

(as employers)

 Employees (current and Union members and former), including managers applicants for membership and temporary employees in a union Job applicants

What Organizations are Covered?

 Most private employers Educational institutions (as employers) State and local governments

Unions

 Staffing agencies What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

 Race Retaliation for filing a charge, reasonably Color opposing discrimination Religion or participating in a discrimination lawsuit, • National origin

investigation, or proceeding Sex (including pregnancy, • Interference, coercion, or childbirth, and related medical threats related to exercising conditions, sexual orientation, rights regarding disability or gender identity) discrimination or pregnancy • Age (40 and older) accommodation Disability

• Genetic information (including employer requests Additional information about for, or purchase, use, or the EEOC, including information disclosure of genetic tests, about filing a charge genetic services, or family of discrimination, medical history) is available at www.eeoc.gov.



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 are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: **Protected Veteran Status**

Retaliation

contact immediately

U.S. Department of Labor

Washington, D.C. 20210

1-800-397-6251 (toll-free)

200 Constitution Avenue, N.W.

Race, Color, Religion, Sex, Sexual Orientation, **Gender Identity, National Origin**

Asking About, Disclosing, or Discussing Pay

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

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

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. to the known physical or mental limitations of an otherwise qualified

Disability discrimination includes not making reasonable accommodation individual with a disability who is an 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.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex

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

Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the 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.

Missouri Division of Workers' Compensation

P.O. Box 58, Jefferson City, MO 65102

573-751-4231

Program Administrator:

University of Missouri

Suite 215, 1100 Carrie Franke Dr.

Columbia, MO 65211

UM Employer Representatives:

Pam Baker, UM Risk and Insurance Management

Email: risk@umsystem.edu

Phone: 573-882-8100

MU Health Care Employer Representatives:

Work Injury, MU Health Care

Email: muhcworkinjury@health.missouri.edu Phone: 573-884-9924

PAY TRANSPARENCY - NONDISCRIMINATION PROVISION

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have accessto compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action including an investigation conducted by the employer, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 4I CFR 60-I.35 (c)



If you believe that you have experienced discrimination contact OFCCP 1.800.397.6251 TTY 1.877.889.5627 www.dol.gov/ofccp 200 CONSTITUTION AVENUE NW WASHINGTON, DC 20210 tel: 1-800-397-6251 TTY: 1-877-889-5627 www.dol.gov/ofccp



-Employee Information

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

Steps to Take When Injured on the Job

1. Notify your employer immediately (written notice must be provided within 30 days of the accident/or 30 days after the diagnosis of any occupational disease or repetitive trauma) by contacting

*Failure to do so may jeopardize your ability to receive benefits

2. Ask your employer to provide medical treatment (your employer/insurer is responsible for providing medical treatment and paying the medical fees and charges unless you choose to treat with another doctor at your own expense without your employer/insurer's approval). 3. Get more information about the benefits available under the Workers' Compensation Program or about the steps you may

take to get the benefits you need. Visit www.labor.mo.gov/DWC or call 800-775-COMP. **Benefits for Injured Employees**

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

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

• If you return to light or modified duty at less than full pay, you may be entitled to temporary partial disability benefits. **Permanent Disability Benefits:**

If the injury or illness results in a permanent disability, you may be entitled to receive either permanent partial or permanent total disability benefits. Survivor Benefits: If a work-related injury causes an employee's death, the surviving dependents may receive weekly death benefits paid at 66

2/3% of the deceased employee's average weekly wage along with funeral expenses up to \$5,000 from the employer/insurer. For additional information relating to survivor's benefits, including college scholarship opportunities for surviving children, Additional Benefits for Occupational Diseases Due to Toxic Exposure - Permanent Total Disability and/or Death:

For information relating to additional benefits available, please refer to the Division's website at www.labor.mo.gov/DWC/ Injured Workers/benefits available



**Make sure your data is turned on and scan the QR Code with your smartphone's camera to go to the Division of Workers Compensation's Website

WORKERS' COMPENSATION LAW - ROLES AND RESPONSIBILITIES

EMPLOYER INFORMATION

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

Steps to Take When an Injury Occurs

- 1. Be sure first aid is administered and the employee is taken to a physician or hospital for further medical care, if necessary. 2. Report the injury to the insurance company or Third Party Administrator (TPA) within five days of the date of injury or within five days of the date on which the injury was reported to the employer by the employee, whichever is later. The insurer, TPA, or Division approved self-insurer is responsible for filing a First Report of Injury with the Division of Workers' Compensation within 30 days of knowledge of the injury.
- 3. Pay medical bills related to the work injury for treatment reasonably required to cure and relieve the employee of the effects of the injury. This includes all costs for authorized medical treatment, prescriptions, and medical devices. The employer has the right to choose the healthcare provider or treating physician. (The employee may select a different healthcare provider or treating physician, but if the employee does so, it may be at his/her own expense.)
- 4. For more liability and insurance information relating to the Workers' Compensation Program, visit www.labor.mo.gov/ DWC or call 800-775-COMP.

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

Employee Fraud – knowingly making a claim for workers' compensation benefits to which an employee knows he/she is not

entitled or knowingly presenting multiple claims for the same occurrence with intent to defraud is a class E felony, punishable by a fine of up to \$10,000, or double the value of the fraud, whichever is greater. A subsequent violation is a class D felony.

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

Insurer Fraud – knowingly and intentionally refusing to comply with workers' compensation obligations to which an insurance company or self-insurer knows an employee is entitled is a class E felony, punishable by a fine of up to \$10,000 or double the value of the fraud, whichever is greater. A subsequent violation is a class D felony.

Employer Noncompliance – knowingly failing to insure workers' compensation liability under the law is a class A misdemeanor punishable by a fine of up to three times the annual premium the employer would have paid had it been insured or up to \$50,000, whichever is greater. A subsequent violation is a class E felony. An employer who willfully fails to post the notice of workers' compensation at the workplace is guilty of a class A misdemeanor punishable by a fine of \$50 to \$1,000 or by imprisonment or both

Missouri Division of Workers' Compensation is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 800-735-2966 Relay Missouri: 711 WC-106 (07-19) AI

DISCRIMINATION

TAKE ACTION FILE A COMPLAINT

the information below.

Note: complaints must be filed within 180 days

of the alleged discrimination

CONTACT US

MISSOURI COMMISSION ON HUMAN RIGHTS

Email: mchr@labor.mo.gov

421 East Dunklin Street

P.O. Box 1129

Jefferson City, MO 65102-1129

573-751-3325

• Obtaining or disclosing genetic If you believe you have been discriminated information of employees against in regard to employment, you may contact us about filing a complaint of discrimination using

Requesting or disclosing

employees Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding

medical information of

What Employment Practices can be Challenged as Discriminatory?

Contact the EEOC promptly if you suspect discrimination. Do not

delay, because there are strict time limits for filing a charge of dis-

crimination (180 or 300 days, depending on where you live/work).

an inquiry through the EEOC's public portal:

1-844-234-5122 (ASL video phone)

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as

and requires affirmative action to recruit, employ, and advance in

Retaliation is prohibited against a person who files a complaint of

discrimination, participates in an OFCCP proceeding, or otherwise

or affirmative action obligations under OFCCP's authorities should

If you are deaf, hard of hearing, or have a speech disability, please

dial 7-1-1 to access telecommunications relay services. OFCCP may

also be contacted by submitting a question online to OFCCP's Help

regional or district office, listed in most telephone directories under

U.S. Government, Department of Labor and on OFCCP's "Contact Us"

Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP

webpage at https://www.dol.gov/agencies/ofccp/contact.

The Office of Federal Contract Compliance Programs (OFCCP)

opposes discrimination by Federal contractors under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination

amended, 38 U.S.C. 4212, prohibits employment discrimination against,

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.

an EEOC field office (information at

https://publicportal.eeoc.gov/Portal/Login.aspx

You can reach the EEOC in any of the following ways:

1-800-669-4000 (toll free)

1-800-669-6820 (TTY)

All aspects of employment, including:

Discharge, firing, or lay-off

unwelcome verbal or physical

Harassment (including

• Hiring or promotion

compensation)

• Pay (unequal wages or

medical condition; or a

observance or practice

• Failure to provide reasonable

pregnancy, childbirth, or related

sincerely-held religious belief,

conduct)

Assignment

Benefits

Job training

Classification

accommodation for a disability; • Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation)

Toll-free Discrimination Complaint Hotline: 877-781-4236 TDD/TTY: 800-735-2966 Relay Missouri: 711 or pregnancy accommodation What can You Do if You Believe Discrimination has Occurred? employment, housing, and places of public acc

The statutory purpose of the Missouri Commission on Huma Rights is to prevent and eliminate discrimination based on through education and the enforcement of the Act. The Missouri Commission on Human Rights is an equal

available upon request to individuals with disabilities.

oportunity employer/program. Auxiliary aids and services are

DISCRIMINATORY PRACTICES PROHIBITED BY THE MISSOURI HUMAN RIGHTS ACT INCLUDE:

The Missouri Human Rights Act makes it illegal to

sex, disability, or age (40 through 69).

opportunities to work for an employer

All employment agencies.

All labor organizations.

discriminate in any aspect of employment because of an

individual's race, color, religion, national origin, ancestry,

An employment agency includes any person or agency, public or

private, regularly undertaking with or without compensation to

procure employees for an employer or to procure for employees

THE MISSOURI HUMAN RIGHTS ACT APPLIES TO

Private employers with six or more employees.

All apprenticeship or training programs.

All state and local government agencies.

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

• Harassment on the basis of race, color, religion, national origin, ancestry, sex, disability, or age. Retaliating against an individual for filing a complaint of discrimination, participating in a discrimination investigation or hearing, or opposing discriminatory

• Discriminating in any aspect or employment against an

individual because of the individual's association with a person in one of the protected categories.

DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS state regulation 8 CSR 60-3.010 requires this notice be posted in all places of business r establishments that are subject to the Missouri Human Rights Act.

DISCRIMINATION IN HOUSING IS PROHIBITED

labor.mo.gov/discrimination The Missouri Human Rights Act makes it illegal to discriminate in any aspect of housing (children under the age of I8 living with parents or legal custodians, pregnant women, and



Discriminating in appraising a property

disability, or familial status

Harassing tenants because of race, color,

a dwelling to accommodate the disability,

andlords, rental managers, property owner Refusing to make a mortgage loan or imposing different terms or conditions on a loan, such as different interest rates, points,

eal estate agents, bankers, developers ilders, and individual homeowners who are selling or renting property. The statutory purpose of the Missouri mmission on Human Rights is to prevent and liminate discrimination based on protected ategories under the Missouri Human Rights Act (Act) in employment, housing, and places of public accommodations through education and the enforcement of the Act

The Missouri Human Rights 🕡

Act applies to:

CONTACT US 421 East Dunklin Street efferson City, MO 65102-1129 **Toll-free Discrimination**

housing, you can file a complaint of discrimination by calling one of the numbers above or emailing mchr@labor.mo.gov. Take Action File a Complaint Note complaints must be filed within 180 days of the alleged Missouri Commission on Human Rights is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities

State regulation 8 CSR 60-3.010 requires this notice that are subject to the Missouri Human Rights Act.



DISCRIMINATION



you may contact us about filing a complaint of

discrimination using the information below.

Note: complaints must be filed within 180 days

of the alleged discrimination **CONTACT US** MISSOURI COMMISSION ON HUMAN RIGHTS Email: mchr@labor.mo.gov

Jefferson City, MO 65102-1129 573-751-3325 Toll-free Discrimination Complaint Hotline: 877-781-4236

421 East Dunklin Street

P.O. Box 1129

TDD/TTY: 800-735-2966 Relay Missouri: 711 The statutory purpose of the Missouri Commission on Human Rights is to prevent and eliminate discrimination based on cted categories under the Missouri Human Rights Act (Act employment, housing, and places of public accommodation through education and the enforcement of the Act. The Missouri Commission on Human Rights is an equal

available upon request to individuals with disabilities.

or such public places providing food, shelter, recreation, and amusement. - Section 213.010(15), RSMo. PLACES OF PUBLIC ACCOMMODATIONS INCLUDE BUT ARE NOT LIMITED TO:

The Missouri Human Rights Act makes it illegal for places

someone unequally because of an individual's race, color,

Places of public accommodation include places or businesses

offering or holding out to the general public goods, services,

privileges, facilities, advantages, or accommodations for the

peace, comfort, health, welfare, and safety of the general public

of public accommodation to deny access to or treat

religion, national origin, ancestry, sex, or disability.

• Restaurants • Movie Theaters • Sports Stadiums Bars

 Gas Stations
Hotels/Motels Schools State, County, or City Facilities DISCRIMINATORY PRACTICES PROHIBITED BY THE MISSOURI HUMAN RIGHTS ACT INCLUDE

 Refusing to provide service. Being inaccessible to a person with a disability. • Setting different terms or conditions for services or

• Failing to reasonably accommodate an individual's disability to allow the individual to use and enjoy the place of public accommodation • If parking is provided, failing to provide adequate

accessible parking spaces. • If a public restroom is provided, failing to provide an accessible public restroom. • Failing to provide an accessible entrance.

DEPARTMENT OF LABOR





EMPLOYERS EMPLOYING WORKERS UNDER THE AGE OF 16 **Youth Employment List**

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

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1)	 	
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		

Work certificates are required for youth 14 to 15 years of age before they start employment at any job (other than in the entertainment industry) during the school year. No child under the age of 14 may be employed in any capacity (other than in the entertainment industry or in newspaper delivery, babysitting, occasional vard or farm work with parental consent, or some youth sporting events). Work certificates are issued by school officials or their designees (or a parent of a homeschooled child) only upon application requested in person by the child with the written consent of his/her parent, legal ustodian or guardian or, if deemed necessary, by the issuing officer, the child shall be accompanied by his parer guardian or custodian. The school official has the right to deny a certificate if deemed not in the best interest of the youth. School officials should keep copies of certificates issued, and cancellation notices.

Unacceptable Types of Work and Workplaces for All Youth Under 16 • <u>Door-to-door sales</u> (excluding churches, schools, scouts)

• Operating hazardous equipment: ladders, scaffolding, freight elevators, cranes, hoisting machines, man lifts, etc. • Handling/maintaining power-driven machinery (with the exception of lawn/garden machinery in a domestic setting) (RSMo 294.011(7)(c), and RSMo 294.040(1))

• Mining, quarrying, or stone cutting/polishing (except in jewelry stores) • Transporting or handling Type A and B explosives or ammunition

• Operation of any motor vehicle • Metal-producing industries including stamping, punching, cold rolling, shearing, or heating • Saw mills or cooperage stock (barrel) mills or where woodworking machinery is used

• Jobs involving ionizing or non-ionizing radiation or radioactive substances • Jobs in hotels, motels, or resorts unless the work performed is physically separated from the sleeping accommodations • Jobs in any establishment in which alcoholic beverages are sold, manufactured, bottled or stored unless 50 percent of

the workplace sales are generated from other goods • Any job dangerous to the life, limb, health, or morals of youth

Acceptable Work Hours for 14 and 15 year olds • Between 7 a.m. and 7 p.m. during school term • Between 7 a.m. and 9 p.m. during non-school term

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

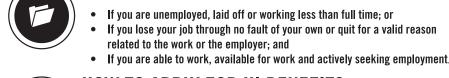
• No more than six days or 40 hours in a week Please contact the Missouri Division of Labor Standards at 573-751-3403, or email us at

YouthEmployment@labor.mo.gov or go to www.labor.mo.gov/DLS if you have questions or need additional copies of Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program TDD/TTY: 800-735-2966 Relay Missouri: 711

Your employer is subject to the Missouri Employment Security Law and pays tax contributions to cover unemployment insurance (UI) benefits in case you become unemployed through no fault of your own.

UNEMPLOYMENT INSURANCE BENEFITS - NOTICE TO WORKERS

Nothing is deducted from your pay to cover its cost. WHEN TO APPLY FOR UI BENEFITS



HOW TO APPLY FOR UI BENEFITS • To apply, visit uinteract.labor.mo.gov to create a new user account and file your

initial claim: or If you do not have Internet access, call a Regional Claims Center during normal business hours, Monday through Friday from 8 a.m. to 5 p.m. Jefferson City.... 573-751-9040 Springfield 417-895-6851 Kansas City...... 816-889-3101 314-340-4950 St. Louis Outside Local Calling Area...

If you believe someone is fraudulently collecting unemployment benefits, email

competitive advantage. Improperly classified workers miss out on unemployment

If you think you may be improperly classified or suspect a business of improperly

benefits, workers' compensation coverage and employer tax contributions.

classifying workers, visit labor.mo.gov/offthebooks or call 573-751-1099.

PROPER WORKER CLASSIFICATION Missouri law defines who is considered an employee or an independent contractor. Businesses that improperly treat workers as independent contractors have an unfair

ReportUIFraud@labor.mo.gov or call 573-751-4058, option 5.

related to the work or the employer; and

LEARN MORE AT LABOR, MO, GOV/UNEMPLOYED-WORKERS EMPLOYMENT SECURITY P.O. Box 59

available upon request to individuals with disabilities. TDD/TTY: 800-735-2966 Relav Missouri: 711

Missouri Division of Employment Security is an equal opportunity employer/program. Auxiliary aids and services are

Jefferson City, MO 65104-0059 IMPORTANT: If needed, call 573-751-9040 for assistance in the translation and understanding of the information in this document. ¡IMPORTANTE!: Si es necesario, llame el 573-751-9040 para asistencia en la traducción y entendimiento de la información en este documento.

MODES-B-2 (11-20) AI

ELIGIBILITY REQUIREMENTS An employee who works for a covered employer must meet three criteria in order to Have at least 1,250 hours of service in the 12 months before taking leave;* and . Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite

FMLA - FAMILY AND MEDICAL LEAVE ACT

1-866-4-USWAGE www.dol.gov/whd



See Section 285.630, RSMo., and refer to Sections 285.625 to 285.670 RSMo. for definitions.

VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE - LEAVE ALLOWED

EMPLOYEES who are victims of domestic or sexual violence, or have a family or household member who is a victim of domestic or sexual violence, may take unpaid leave from work to address such violence by:

Seeking medical attention for, or recovering from, physical or psychological injuries caused by such violence.

• Obtaining services from a victim services organization. Obtaining psychological or other counseling.

LEAVE ENTITLEMENTS Eligible employees who work for a covered employer can take up to

To care for the employee's spouse, child, or parent who has a qualifying serious health condition

• For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job

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

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

BENEFITS & PROTECTIONS While employees are on FMLA leave, employers must continue health insurance

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave,

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with

opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

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

. The birth of a child or placement of a child for adoption or foster care;

equivalent pay, benefits, and other employment terms and conditions.

*Special "hours of service" requirements apply to airline flight crew employees.

be eligible for FMLA leave. The employee must:

• Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or employee's family or household.

 Seeking legal assistance or remedies to ensure health and safety. In the case of domestic or sexual violence as defined by statute, an individual who works for a business with 50 or more employees is entitled to up to two

workweeks of unpaid leave within any 12-month period to address the related matters above. An individual who works for a business employing 20 to 49 employees is entitled to up to one workweek of unpaid leave within any 12-month period to address such matters. Leave may be taken intermittently or on a reduced work schedule. The employee shall provide to the employer 48 hours notice unless such notice is not practicable.

 May request certification that the employee or member of family or household is a victim as described above. Must restore the employee to the position of employment held prior to the reporting of domestic or sexual violence or an equivalent position.

 Must maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided had the employee continued in the employment previously held.

 May, under many circumstances, recover from the employee the premium paid for maintaining coverage if the employee fails to return from leave after the leave period has expired.



REEMPLOYMENT RIGHTS









LS -112 (08-21) AI

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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

☆ you 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: service, you have the right to be reinstated in your employer's ☆ you return to work or apply for reemployment in a timely manner health plan when you are reemployed, generally without any waiting

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.

☆ you have not been separated from service with a disqualifying

discharge or under other than honorable conditions.

You have the right to be reemployed in your civilian job if you leave that

job to perform service in the uniformed service and:

after conclusion of service; and

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

☆ 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:

initial employment;

☆ reemployment; retention in employment: ☆ promotion; or ☆ any benefit of employment because of this status.

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

☆ If you leave your job to perform military service, you have the right

of USERRA violations.

HEALTH INSURANCE PROTECTION

to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in ☆ Even if you don't elect to continue coverage during your military

periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries. ☆ The U.S. Department of Labor, Veterans Employment and Training

Service (VETS) is authorized to investigate and resolve complaints

☆ 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, as applicable, for ☆ You may also bypass the VETS process and bring a civil action

against an employer for violations of USERRA

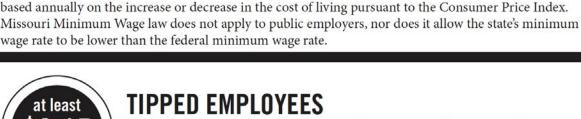
The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers





Office of Special Counsel

\$12.30 MISSOURI MINIMUM WAGE IN EFFECT FOR PRIVATE EMPLOYERS FOR 2024





compensation to a minimum of \$12.30 per hour.

OVERTIME COMPENSATION

Overtime compensation must also be paid at a rate of at least one and one-half

times a covered employee's regular rate for all hours worked over 40 in a workweek.



EXCEPTIONS

All businesses are required to pay, at minimum, the \$12.30 per hour rate, except retail and service businesses whose annual gross sales are less than \$500,000. The law does not apply to certain exempt employees/employers defined in Section 290.500(3), RSMo, and employees/employers pertaining to agriculture in Section 290.507, RSMo, nor does it supersede more favorable laws or interfere with collective bargaining



EMPLOYEE RIGHTS

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

An employer who unlawfully pays sub-minimum wages will be liable for the full amount of wages due (plus twice the amount left unpaid as liquidated damages) less any amount actually paid. The employer is also liable for costs and reasonable attorney fees as may be allowed by the court or jury.

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



421 East Dunklin Street P.O. Box 449

573-751-3403 Fax: 573-751-3721

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

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is

ADDITIONAL **INFORMATION**

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

overtime pay protections and correctly classified independent contractors are not.

· Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the **CHILD LABOR** Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

also apply to the pump at work requirements. · Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of

for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results

shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk. **ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed

> in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. • Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions

Jefferson City, MO 65102-0449 laborstandards@labor.mo.gov

FEDERAL MINIMUM WAGE

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. **TIP CREDIT** Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation.

• Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and

inning January 1, 2024, the minimum wage rate for all private and non-exempt businesses will be

Employers are required to pay tipped employees at least 50 percent of the minimum wage, \$6.15 per hour, plus any amount necessary to bring the employee's total