SKU: MI-SLIM-ENG

DATE POSTED:\_ Labor Laws change often. Please call your distributor twice a year to confirm if you are in compliance. All Rights Reserved. Unauthorized copies are illegal

agreement must be voluntary, in writing, and obtained before the compensatory time is earned. All compensatory time earned must be paid to an

the Wage and Hour Division for information on the conditions an employer must meet in order to offer compensatory time off in lieu of overtime

employee. Accrued compensatory time may not exceed 240 hours. Employers must keep a record of compensatory time earned and paid. Contact

An employer shall not discriminate on the basis of sex by paying employees a rate which is less than the rate paid to employees of the opposite sex

for equal work on jobs requiring equal skill, effort, and responsibility performed under similar working conditions - except where payment is pursuant

to a seniority system, merit system or system measuring earnings on the basis of quantity or quality of production or a differential other than sex

An employee may either file civil action for recovery of unpaid minimum wages or overtime, or they may file a complaint with the Department of

can include unpaid minimum wages or overtime, plus an equal additional amount as liquidated damages, costs, and reasonable attorney fees. A

Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments panies 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 intract, 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, gende identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Disability Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discha pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not n reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employ barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment individuals with disabilities at all levels of employment, including the executive level.

Protected Veteran Status
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires
afirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or rele
from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediatel

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 Desk at https://docphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephor directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

iation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by rai contractors under these Federal laws.

y · ey scls applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or emsation of other applicants or employees.

Labor and Economic Opportunity. The department may investigate a complaint and file civil action to collect unpaid wages or overtime due the

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

8

NOTE: OSHA REQUIRES THAT REPRODUCTIONS OR FACSIMILES OF THE POSTER BE AT LEAST 8.5" X 14" INCHES WITH 10 POINT TYP

# **MICHIGAN SAFETY AND HEALTH PROTECTION ON THE JOB**

THE MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ACT, 1974 P.A. 154, AS AMENDED, REQUIRES POSTING OF THIS DOCUMENT IN A CENTRAL AND CONSPICUOUS LOCATION. FAILURE TO DO SO MAY RESULT IN A PENALTY.

The Michigan Occupational Safety and Health Act (MIOSH Act), Act No. 154 of COMPLAINTS: Employees and employee representatives who believe that an the Public Acts of 1974, as amended, provides job safety and health protection unsafe or unhealthful condition exists in their workplace have the right to request for Michigan employees through the maintenance of safe and healthful working an inspection by giving written notice to the Michigan Department of Labor and conditions. Under the MIOSH Act and a state plan approved in September 1973 by the U.S. Department of Labor, the Michigan Department of Labor and Economic Opportunity is responsible for administering the Act. Department representatives regard to a written notice. The names of complainants will be kept confidential conduct job site inspections and investigations to ensure compliance with the Act and with safety and health standards.

The contents of this poster describe many important provisions of the Act. These provisions apply equally to employers and employees in either private industry or the public sector.

EMPLOYER REQUIREMENTS: MIOSHA requires that each employer:

- 1. Furnish to each employee employment and a place of employment which is Opportunity within 30 days of the alleged discrimination. free from recognized hazards that are causing or are likely to cause death or serious physical harm to the employee.
- 2. Comply with promulgated rules and standards and with orders issued pursuant to the Act.
- 3. Post this and other notices and use other appropriate measures to keep his or her employees informed of their protection and obligations under the Act, including the provisions of applicable rules and standards.
- 4. Notify the Michigan Department of Labor and Economic Opportunity within 8 hours of any work-related fatality. Notification may be accomplished by calling 1-800-858-0397.
- 5. Notify the Michigan Department of Labor and Economic Opportunity within 24 hours of all work-related inpatient hospitalizations, amputations and losses of an eye. Notification may be accomplished by calling 844-464-6742 (4MIOSHA)
- 6. Make available to employees, for inspection and copying, all medical records and health data in the employer's possession pertaining to that employee.
- 7. Afford an employee an opportunity with or without compensation to attend all meetings between the Michigan Department of Labor and Economic Opportunity and the employer relative to any appeal of a citation by the employer.
- 8. Give the representative of employees the opportunity to accompany the department during the inspection or investigation of a place of employment and to prohibit the suffering of any loss of wages or fringe benefits or discriminate against the representative of employees for time spent participating in the inspection, investigation, or opening and closing conferences.
- 9. Provide personal protective equipment, at the employer's expense, when it is specifically required by a MIOSHA standard.
- 10. Not permit an employee, other than an employee whose presence is necessary to avoid, correct or remove an imminent danger, to operate equipment or engage in a process which has been tagged by the Department and which is the subject of an order issued by the Department identifying that an imminent danger exists.
- 11. To promptly notify an employee who was or is being exposed to toxic materials or harmful physical agents in concentrations or at levels which exceed those prescribed by a MIOSHA standard.

### EMPLOYEE REQUIREMENTS: MIOSHA requires that each employee:

- 1. Comply with promulgated rules and standards and with orders issued pursuant to the Act.
- 2. Not remove, displace, destroy, or carry off a safeguard furnished or provided for use in a place of employment, or interfere in any way with the use thereof by any other person.

INSPECTIONS/INVESTIGATIONS: Inspections and investigations are conducted by trained personnel. The Act requires that an employer representative and a representative of employees be given an opportunity to accompany the department representative for the purpose of aiding in the inspection or investigation.

a representative of employees does not participate, the departmen representative will consult with a number of employees concerning matters of Lansing, Michigan 48909-8143 safety or health in the place of employment. www.michigan.gov/miosha

Economic Opportunity. If a condition exists which may present an immediate danger, the Department should be notified in the most expedient manner without and not revealed upon the request of the employee. Employees also have the right to bring unsafe or unhealthful conditions to the attention of the department representative during the conduct of an inspection or investigation.

The Act provides that employees may not be discharged or in any manner discriminated against for filing a complaint or exercising any of their rights under the Act. An employee who believes he or she has been discriminated against may file a complaint with the Michigan Department of Labor and Economic

The U.S. Department of Labor is monitoring the operation of the Michigan Occupational Safety and Health Administration (MIOSHA) to assure the effective administration of the state act. Any person may make a written complaint regarding the state administration of the state act directly to the Regional Office of OSHA, 230 South Dearborn, Chicago, Illinois 60604.

CITATIONS: If upon inspection or investigation the Michgan Department of Labor and Economic Opportunity believes that a requirement of the Act has been violated, a citation alleging such violation and setting a time period for correction will be issued to the employer. The citation must be prominently posted at or near the place of the alleged violation for three days or until the violation is corrected. whichever is later

The Act provides for first instance penalties of up to \$7,000 for a violation. Penalties of up to \$7,000 per day may be assessed for failure to correct a violation within a proposed abatement period. Any employer who willfully or repeatedly violates the Act may be assessed penalties of up to \$70,000 for each such violation. Employers may appeal the alleged citation, the proposed penalties or the abatement periods to the Department and to the Board of Health and Safety Compliance and Appeals. Employees may appeal the abatement period in a similar manner. Employees also may appeal to the Board of Health and Safety Compliance and Appeals any decision issued by the Department in response to an employer appeal.

Criminal penalties also are provided for in the Act. A person who knowingly makes a false statement or report pursuant to the Act upon conviction is punishable by a fine of up to \$10,000 or may be imprisoned for not more than 6 months or both. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of up to \$10,000 or by imprisonment for not more than one vear or both. A second conviction doubles the maximum monetary penalty and is punishable by imprisonment for up to three years.

### VOLUNTARY ACTIVITY & COMPLIANCE ASSISTANCE:: The act encourages employers and employees to reduce workplace hazards voluntarily.

The Michigan Department of Labor and Economic Opportunity offers limited on-site consultation assistance to employers to assist them in achieving compliance with occupational safety and health standards. Training specialists are available and can give advice on the correction of hazardous conditions and on the development of safety and health systems. Department staff are available to conduct seminars and training relative to occupational safety and health for both employer and employee groups. Requests for service should be addressed to the department at the address shown below.

The U.S. Department of Labor will continue to enforce federal standards governing maritime operations of long shoring, shipbuilding, ship breaking and ship repairing. These issues are not covered by the Michigan Plan for Occupational Safety and Health.

### MORE INFORMATION:

Michigan Department of Labor and Economic Opportunity Michigan Occupational Safety and Health Administration 530 W Allegan Street P.O. Box 30643

**State Minimum Wage** 

State of Michigan Wage and Hour Divisior PO Box 30476

Lansing, MI 48909-7976 REQUIRED POSTER **GENERAL REQUIREMENTS - MINIMUM WAGE and OVERTIME** 

> GRETCHEN WHITMER - GOVERNOR SUSAN CORBIN - DIRECTOR

Coverage The Improved Workforce Opportunity Wage Act (IWOWA), Public Act 337 of 2018, as amended, covers employers who employ 2 or more employees 16 years of age and older.

Minimum Hourly Wage Rate

L	Employees must be paid at least.	rees must be paid at reast.						
	Effective Date	Minimum Hourly Wage Rate	Tipped E	85%** Hourly Rate				
	Ellective Date		Minimum Hourly Rate	Reported Average Hourly Tips				
	January 1, 2021	\$9.65*	\$3.67	\$5.98	\$8.20			
	January 1, 2022	\$9.87*	\$3.75	\$6.12	\$8.39			
	January 1, 2023	\$10.10*	\$3.84	\$6.26	\$8.59			

compensation

Equal Pay

\*An increase in the minimum hourly wage rate as prescribed in subsection (1) does not take effect if the unemployment rate for this state, as etermined by the Bureau of Labor Statistics, United States Department of Labor, is 8.5% or greater for the calendar year preceding the calendar year of the prescribed increase. An increase in the minimum hourly wage rate as prescribed in subsection (1) that does not take effect pursuant to this subsection takes effect in the first calendar year following a calendar year for which the unemployment rate for this state, as determined by the Bureau of Labor Statistics, United States Department of Labor, is less than 8.5%

\*\*Minors 16-17 years of age may be paid 85% of the minimum hourly wage rate.

Training Wage

A training wage of \$4.25 per hour may be paid to employees 16 to 19 years of age for the first 90 days of employment.

Employees covered by the IWOWA must be paid 1-1/2 times their regular rate of pay for hours worked over 40 in a workweek. The following are cempt from overtime requirements: employees exempt from the minimum wage provisions of the Fair Labor Standards Act of 1938, 29 USC 201 to 219 (except certain domestic service employees), professional, administrative, or executive employees; elected officials and political appointee: employees of amusement and recreational establishments operating less than 7 months of the year; agricultural employees, and any employee not subject to the minimum wage provisions of the act.

Compensatory Time

f an employer meets certain conditions, employees may agree to receive compensatory time of 1-1/2 hours for each hour of overtime worked. The www.michigan.gov/wagehour • Toll Free 1-855-4MI-WAGE (1-855-464-9243) WHD 9904 (Revised • 12/2021)

### **Equal Employment Opportunity**

#### Know Your Rights: Workplace Discrimin nation is Illegal

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

Who is Protected? • Employees (current and former), including managers and temporary employees nembers and applicants for membership in a union

What Organizations are Covered? • Most private employers • State and local governments (as employer • Educational institutions (as employer

ents (as empl

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:

Sex (including pregnancy and related conditions, sexual orientation, or gender identity) Age (40 and older)

Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family mu Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proce 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

Job training

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.

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging

rivate 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

LEAVE ENTITLEMENTS: Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period

The birth of a child or placement of a child for adoption or foster care;
 To bond with a child (leave must be taken within 1 year of the child's birth or placement);
 To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
 To the employee's sown qualifying serious health condition that makes the employee unable to perform the employee's job;
 For the employee show qualifying serious health condition that makes the employee unable to perform the employee's job;
 For qualifying exigencies related to the foreign deployment of a military member who is is the employee's spouse, child, or parent.
 An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month
 period to care for the servicemember with a serious injuny 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
 refured schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA Employees that choose, of all employer may require, use of advice pair fearer while rearry interactions and employee substance devices pair fearer while rearry interactions and employees are comply with the employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA. ELIGIBILITY REQUIREMENTS: An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS

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

ervice in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of med services, and applicants to the uniformed services.

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain

Net which is 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 retwin 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, ir

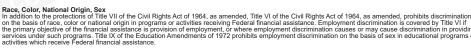
If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit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

nployees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers

lining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

al, 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

Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx



PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W.

Washington, D.C. 20210 1–800–397–6251 (toll-free)

employee and all employees of an establishment. Recovery under this act

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

LEO is an equal opportunity employer/program

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects app discussing their compensation or the compensation

civil fine of \$1,000 can be assessed to an employer who does not pay minimum wage or overtime.

Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities

Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov

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 rease 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 Federal agency providing such assistance.

### **Polygraph Protection**

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

**USERRA** 

**Paid Medical Leave Act** 

HEALTH INSURANCE PROTECTION

service-connected illnesses or injuries.

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 e Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may

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

Pay (unequal wages or compensation)
 Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, ob

Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding

What can You Do if You Believe Discrimination has Occurred? 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:

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 at www.eeoc.gov/field-office) E-Mail info@eeoc.gov

EXEMPTIONS

duced schedule

erms and conditions

or the following reasons: The birth of a child or placement of a child for adoption or foster care;

Have worked for the employer for at least 12 months:

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

vpes of service in the Nat

REEMPLOYMENT RIGHTS

some cases, a comparable job

employment because of this status.

Have at least 1,250 hours of service in the 12 months before taking leave;\* and

U.S. Department of Justice

### THIS IS AN IMPORTANT DOCUMENT - DO NOT COVER!

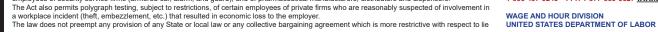


.. 1-800-866-4674 MIOSHA Complaint Hotline ..... . 1-800-858-0397 Fatality Hotline . MIOSHA Injuries/Illnesses Reporting ...... .... 1-844-464-6742 Consultation and Training Assistance .. .. 1-517-284-7720

The Michigan Department of Labor and Economic Opportunity (LEO) is a equal opportunity employers/program.

MIOSHA/CET 2010 (06/21)

LABOR & ECONOMIC OPPORTUNITY



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



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 ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave. ENFORCEMENT: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employees.

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

For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd U.S. Department of Labor • Wage and Hour E

• 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 reinstate

• 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 <a href="https://www.dol.gov/agencies/vets/">https://www.dol.gov/agencies/vets/</a>. An interactive online USERRAAdvisor can be viewed at <a href="https://www.dol.gov/agencies/vets/">https://www.dol.gov/agencies/vets/</a>. An interactive online USERRAAdvisor can be viewed at <a href="https://www.dol.gov/agencies/vets/">https://www.dol.gov/agencies/vets/</a>. An interactive online USERRAAdvisor can be viewed at <a href="https://www.dol.gov/agencies/vets/">https://www.dol.gov/agencies/vets/</a>. An interactive online USERRAAdvisor can be viewed at <a href="https://www.dol.gov/alaws/vets/usera">https://www.dol.gov/agencies/vets/</a>. An interactive online USERRAAdvisor can be viewed at <a href="https://www.dol.gov/alaws/vets/usera">https://www.dol.gov/agencies/vets/</a>. It supplies 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 representation.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connecti

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: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and

and documentation requirements for requesting leave. The employee must be allowed at least 3 days to provide documentation. Employees may take paid

in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclu



## **Federal Minimum Wage**

#### \$7.25 PER HOUR BEGINNING JULY 24, 2009 The law requires employers to display this poster where emp lovees can readily see it

### es the regular rate of pay for all hours worked over 40 in a workwee

CHILD LABOR

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment

#### TIP CREDIT

OVERTIME PAY:

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

#### NURSING MOTHERS:

The FLSA's overtime requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

#### ENFORCEMENT

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each willful or repeated violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

#### ADDITIONAL INFORMATION:

ADDITIONAL INFORMATION. ADDITIONAL INFORMATION. • Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. • Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. • Some state laws provide greater employee protections; employers must comply with both. • 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 overtime pay protections and correctly classified independent contractors are not. • Control with the activation to druct the druct of the entities are under the work be exit present to the part to be entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.

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

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd WAGE AND HOUR DIVISION

ENFORCEMENT:

violation of the Act.

PENALTIES

## **Whistleblowers' Protection**

### ATTENTION EMPLOYEES:

Protection Act (469 P .A. 1980) creates certain protections and obligations for employees and The Michigan Wh employers under Michigan law.

#### PROTECTIONS

It is illegal for employers in Michigan to discharge, threaten or otherwise discriminate against you regarding your compensation terms, conditions, location or privileges of employment because you or a person acting on your behalf reports or is about or report a violation or a suspected violation of federal, state or local laws, rules or regulations to a public body. It is illegal for employers in Michigan to discharge, threaten or otherwise discriminate against you regarding your compensation, terms, conditions, location or privileges of employment because you take part in a public hearing, investigation, inquiry or court action

#### OBLIGATIONS:

The Act does not diminish or impair either your rights or the rights of your employer under any collective bargaining agreement. The Act does not require your employer to compensate you for your participation in a public hearing, investigation, inquiry or

court can order your reinstatement, the payment of back wages, full reinstatement of fringe benefits and seniority rights, actual damages, or any combination of these remedies. The court may also award all or a portion of the costs of litigation, including reasonable attorney fees and witness fees to the complainant if the court believes such an award is appropriate. This poster is provided as a courtesy of the Michigan Occupational Safety and Health Administration (MIOSHA). Vist our www.michigan.gov/miosha



### **No Smoking Law**

NO SMOKING This is a smoke-free environment.

Michigan prohibit smoking in public places, places of employment, and in food service establishments such as restaurants, cafeterias, food courts in shopping malls, and bars

### **Youth Employment Standards**

STATE OF MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY GRETCHEN WHITMER - GOVERNOR

SUSAN CORBIN - DIRECTOR

Informational Sheet: Youth Employment Standards Act 90 of 1978, as amended POSTING REQUIREMENT

MCL 409.110 Minor under 16 years; days and hours of employment. Sec. 10. A minor under 16 years shall not be employed in an occupation subject to this act for more than 6 days in 1 week, nor for a period longer than a weekly average of 8 hours per day or 48 hours in 1 week, nor more than 10 hours in 1 day. The minor shall not be employed between the hours of 9 p.m. and 7 a.m. A minor who is a student in school shall not be employed more than a combined school and work week of 48 hours during the period when school is in session.

MCL 409.111 Minor 16 years and over; days and hours of employment; employment in agricultural processing. Sec. 11. (1). Except as provided in subsection (3), a person shall not employ a minor 16 years of age or older in an occupation subject to this act for more than any of the following periods:

a)Six days in 1 week (b)An average of 8 hours per day in 1 week c)Ten hours in 1 day.

(d)Subject to subdi (e), 48 hours in 1 week.(e)If the minor is a student in school and school is in session, 24 hours in 1 week.

(2) Except as provided in subsection (3), a person shall not employ a minor 16 years of age or older between 10:30 p.m. and 6 f age or older who is

48 hours during any week without the consent of the mind (c)The minor is not employed between 2 a.m. and 5:30 a.m (d)The agricultural processing employer maintains on file a written acknowledgment of the minor's parent or guardian consenting to the period of employment authorized under this subsection.

(4) As used in this section a)"Agricultural processing" means the cleaning, sorting or packaging of fruits or vegetables (a) Agricultural processing inteans includenting, sound on packaging on noise or vegetables. (b)\*Farming operations involved in the production of seed means farming activities and research involved in the production of seed, including plant detasseling, hand-pollination, roguing, or hoeing, and any other similar farming activity required for

listory: Am. 1978, Act 90, Eff. June 1, 1978 ;-- Am. 1995, Act 251, Eff. Mar. 28, 1996 ;-- Am. 1996, Act 499, Imd. Eff. Jan. 9, 1997 ;--Am. 2000, Act 418, Imd. Eff. Jan. 8, 2001 --- Am. 2011, Act 197, Imd. Eff. Oct. 18, 2011

court action. The Act does not protect you from disciplinary action if you make a report to a public body that you know is false.

If you believe that your employer has violated this Act you may bring civil action in circuit court within 90 days of the alleged

Persons found in violation of this Act may be subject to a civil fine of up to \$500.00. If your employer has violated this Act the

MCL 409.112 Meal and rest period. Sec. 12. A minor shall not be employed for more than 5 hours continuously without an interval of at least 30 minutes for a meal andrest period. An interval of less than 30 minutes shall not be considered to interrupt a continuous period of work.

MCL 409.112a Prohibition of minors working alone in occupation involving a cash transaction after sunset or 8 p.m. at fixed

Sec. 12a. A minor who would otherwise be permitted under this act to be employed in an occupation subject to this act shall no

beemployed in an occupation that involves a cash transaction subject to this act after sunset or 8 p.m., whichever is earlier, at a fixed location unless an employer or other employee 18 years of age or older is present at the fixed location during those hours. History: Add 1980, Act 436, Eff. Mar. 31, 1981.

If you are unable to perform the work that you have done previously, you are entitled to vocational rehabilitation. The number one goal is your return to work with your employer. If you cannot do this or require assistance in finding a new jo vocational rehabilitation services can help.

STATE OF MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY UNEMPLOYMENT INSURANCE AGENCY

IMPORTANT: Administrative Rule, R408.6207 REQUIRES A MINOR SUBJECT TO ACT 90 BE SUPERVISED BY THE EMPLOYER OR ANOTHER EMPLOYEE 18 YEARS OF AGE OR OLDER IMPORTANT: Adr

Michigan Department of Labor and Economic Opportunity Wage and Hour Division PO Box 30476

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

Lansing, MI 48909-7976 REQUIRED POSTER GENERAL REQUIREMENTS – PAID MEDICAL LEAVE ACT\*

The Paid Medical Leave Act, 2018 Public Act 338, as amended by 2018 Public Act 369, effective March 29, 2019, covers employers who employs 50 or more individuals. The act covers individuals engaged in service to an employer in the business of the employer and from whom an employer is required to withhold for federal income tax purposes. An eligible employee does not include executive, administrative, and professional overtime exempt employees, employees covered by a private collective bargarianing agreement that is in effect, employees of the United States government, another state, or a policical subdivision of another state, individuals whose primary work location is not in this state, individuals 16-19 years of age being paid the youth training wage in accordance with the Improved Workforce Opportunity Wage Act, temporary employees as described in the Michigan Employment Security Act, variable hour employees as defined by 26 CFR 54.4980H-1, employees covered by the Railway Labor Act and Railroad Unemployment Insurance Act, individuals proved by an employee for 25 weeks or 

#### Paid Medical Leave Accrual

Paid medical leave accrual begins on March 29, 2019, or upon commencement of the employee's employment, whichever is later. Paid medical leave is accrued Paid medical leave accrual begins on March 29, 2019, or upon commencement of the employee's employment, whichever is later. Paid medical leave is accrued at a rate of 1 hour for every 35 actual hours worked; however, an employer is not required to allow accrual of over 1 hour in a calendar week or more than 40 hours in a benefit year. A benefit year is any consecutive 12-month period used by an employer to calculate an eligible employee's benefits. Employees can carry over up to 40 hours of unused accrued paid medical leave from one benefit year to the next, however, employers are not required to allow employers to use more than 40 hours in a single benefit year. An employer may provide the total amount of paid medical leave all at once by providing at least 40 hours at the beginning of the benefit year or on the date that the individual becomes eligible during the benefit year on a prorated basis. If an employer adopts this practice, it does not have to permit employees to carry over unused leave to the next benefit year. (See section 3 of the Paid Medical Leave Act, 2018 Public Act 338).

#### Paid Medical Leave Usage

use naid medical leave as it is accrued excent an employer may require an employee to wait until the 90th calendar day after commencing employment before using accrued paid medical leave. Paid medical leave must be used in 1-hour increments unless the employer has a different increment policy set forth in writing in an employee handbook or other employee benefit document. Employees must follow the employer's usual and customary notice, procedural,

### **Unemployment Compensation**

Employ

Employer's Address

City, State, Zip Code

Name of Contact Person

DBA

STATE OF MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

GRETCHEN WHITMER GOVERNOR SUSAN R. CORBIN ACTING DIRECTOR

UNEMPLOYMENT COMPENSATION NOTICE TO EMPLOYEE THIS FORM IS NOT A WAIVER REQUEST

OR APPROVAL OF A WAIVER REQUEST Information Needed to File a Claim

 Your Social Security card.
 Your state issued driver's license or ID card number or your Michigan's Automated Response Voice Interactive Network (MARVIN) PIN (if vou have one).

The names and addresses of employers you have worked for during the past 18 months and your quarterly gross earnings . The first and last date of employment with each employer.

Your most recent employer's Federal Employer ID number (FEIN) and Employer Account Number (EAN). Depending on your situation,

If you are not a U.S. Citizen or national, you will need your Alien Registration card and the expiration date of your work authorization.

The care of his or her child whose school or place of care has been closed by order of a public official due to apublic health emergency The employee's or his or her family member's exposure to a communicable disease that would jeopardize thehealth of others as determined by health authorities or a health care provide

medical leave for any of the following:

For domestic violence and sexual assault situations, employees may use paid medical leave for any of the following

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

employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

with a proceeding under USERRA, even if that person has no service connection

Medical care or psychological or other counseling

Physical or mental illness, injury, or health

Physical or mental liness, injury, or health condition of the employee or his or her family member Medical diagnosis, care, or treatment of the employee or employee's family member Preventative care of the employee or his or her family member Closure of the employee's primary workplace by order of a public official due to a public health emergency

### Receiving services from a victim services organization Relocation and obtaining legal services Participation in civil or criminal proceedings related to or resulting from the domestic violence or sexual assault

#### nay file a complaint with the Department of Labor and Economic Opportunity (LEO) within 6 months of thealleged violation. LEO shall investigate a complaint and attempt mediation, where appropriate

If informal resolution is unsuccessful and a violation found, payment of paid medical leave improperty withheld will be requested and penalties may be imposed. An employer who fails to provide paid medical leave is subject to an administrative fine of not more than \$1,000.00. An employer who willingly violates the posting requirement is subject to an administrative fine of not more than \$100.00 for each separate violation.

For precise language of the statute see Public Act 338 of 2018 as amended

LEO is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities www.michigan.gov/wagehour • Toll Free 1-855-4MI-WAGE (1-855-464-9243)

completed copy of this form or an equivalent written notice. A \$10.00 penalty for non-compliance may be imposed on the employer by UIA. Your 10-digit UIA Employer Account Number (EAN): Your 9-digit Federal Employer Identification Number (FEIN):

Employer's Name with Doing Business As (DBA) Name and complete mailing address where wage and separation information

er's Name		

4

### **GRETCHEN WHITMER - GOVERNOR** SUSAN CORBIN - DIRECTOR

The Paid Medical Leave Act. 2018 Public Act 338, as amended by 2018 Public Act 369, effective March 29, 2019, covers employers who employ 50 or more

a.m.However, except as provided in subsect until11:30 p.m. on any of the following days: a)On Fridays and Saturdays b)During school vacation period (c)During periods when the minor is not regularly enrolled in school.

(3) A person may employ a minor 16 years of age or older in farming operations involved in the production of seed or in agriculturalprocessing for a period greater than the periods described in subsections (1) and (2) if all of the following conditions are met: If a minor is a student in school, the period greater than the periods described in subsections (1) and (2) occurs when school is not

a)The minor is employed for not more than 11 hours in 1 day. b)The minor is employed for not more than 62 hours in any week. However, the employer shall not require the minor to workmore than

Auxiliary aids, services and other reaso modations are available, upon request, to individuals with disabilities WAGE AND HOUR DIVISION P.O. Box 30476 • Lansing, Michigan 48909-7976

LEO is an equal opportunity employer/program

To be completed by the employer

Employer Name

IGHT MAIL ADDRESS 2407 N. GRAND RIVER • LANSING, MICHIGAN 48906 Toll Free: 1-855-4MI-WAGE (1-855-464-9243) • (517) 284-7800 • FAX (517) 763-0110

### WC - Know Your Rights!

Employees -- Know Your Rights!

· Remember - It is important to report your injury to your employed

receive such a bill, you should contact your employer or the employer's insurance carrier.

#### Medical Care

Wage Loss Benefits

You are entitled to reasonable and necessary medical care for work-related injuries or diseases. Employers or their The domain of the second secon employe

If your employer refuses to provide medical care, you should contact Michigan's Workers' Disability Compensation Agency at its toll-free telephone number: 1-888-396-5041

Workers' Compensation Insurance Carrier Nam You should not receive a bill from a health care provider for treatment of a covered work-related injury or illness. If you do If you have questions, please call the State of Michigan Workers' Disability Compensation Agency Toll-free 1-888-396-5041 You are entitled to weekly workers' compensation benefits if you suffer a wage loss for more than seven consecutive days. These benefits may be claimed as long as a disability and wage loss continue. Generally, the benefit rate is 80% of your after-tax average weekly wage, subject to a maximum rate. • Vocational Rehabilitation

andbook for Unemployed Workers at michigan.gov/uia

Michigan Department of Labor and Economic Opportunity

Employer Contact Person and Telephone Numbe

nal information is on the agency's website at http://michigan.gov/wdca

For complete information about your benefit rights and responsibilities, review the

UIA is an equal opportunity employer/program. Auxiliary aids, services and other

easonable accommodations are available upon request to individuals with disabilities

EMPLOYER: PLEASE POST THIS NOTICE FOR YOUR EMPLOYEES TO SEE!

## **Unemployment Benefits**

ation about Unemployment Benefits

Notice To All Employees

This employer is covered by the MICHIGAN EMPLOYMENT SECURITY ACT

Unemployment benefits are payable to qualified and eligible workers of this employer through Michigan's Unemployment Insurance

File an unemployment claim online If you become unemployed, you can file your new unemployment claim or reopen an established claim online through the Michigar Veb Account Manager (MiWAM) at michigan.gov/uia. Click on MiWAM for Wor

A claim for benefits begins the week it is filed. File your claim the first week you become unemployed.

Unemployment Insurance Agency; Authority: Michigan Administrative Code, Section R 421.105; Paid for with federal funds. UIA 1710 (Rev. 12-19)

### **Discrimination**

### MICHIGAN LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT, EDUCATION, HOUSING, PUBLIC ACCOMMODATION, LAW ENFORCEMENT OR PUBLIC SERVICE

BASED ON religion, race, color, national origin, sex, disability, age1, marital status1, height2, weight2, arrest record2, genetic information2, and familial status1

Persons with disabilities needing accommodations for employment must notify their employers in writing, within 182 days after the need is known Persons with disabilities needing accommodations for employment must notify their employers in writing within 182 days

<sup>1</sup>Under the education article, age and marital status are prohibited considera <sup>2</sup> in employment only <sup>3</sup> in housing only tions for admiss

If you think you have been discriminated against, you may file a complaint with the Michigan Department of Civil Rights

Call 1-800-482-3604 Video Phone: 313-437-7035 www.michigan.gov/mdcr Must be posted in a conspicuous place

### **IRS Withholding**

YOU MAY NEED TO CHECK YOUR WITHHOI DING Since you last filed Form W-4 with your employer did you..

Marry or divorce? Gain or lose a dependent? Change your name?

Were there major changes to ...

To any of these or you owed extra tax when you filed your last return, you may need to file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS website

OF THE MONTH

Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started Employer: Please poster or publish this Bulletin Board Poster so that your employees will see it. Please indicate or ended a job)? Your itemized deductions? Your tax credits? where they can get forms and information on this subject

AND

If you can answer "yes".

### **Payday Notice**

PAYDAY IS ON

□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY

PAY SCHEDULE IS

U WEEKLY D BI-WEEKLY D SEMI-MONTHLY D MONTHLY D

PAYCHECKS ARE ISSUED ON THE

AT:

# **Emergency Notice**

TIME:

**Bi- Weekly Certification** 

Jnless the requirement has been waived, you must certify your eligibility every two weeks to receive benefits. The preferred method of certifying is online. Phone certification is also available.

 Online: Visit <u>www.michigan.gov/uia</u> and sign into MiLogin to access your Michigan Web Account Manager (MiWAM) account. Your online
 account is accessible seven days a week, 24 hours a day. • By Phone: Call MARVIN at 1-866-638-3993, Monday through Friday, 8:00 a.m. to 4:30 p.m.

### Nork Search Activities:

You must be able, available, and seeking work to be eligible for benefits. Document and report at least one work search activity during your bi-weekly certification for benefits. The preferred method for reporting work search activities is through MiWAM. You may also report work search activities by phone through MARVIN. UIA will not release benefits until it processes the work search activities that you submit. If you have questions, visit <u>www.michigan.gov/uia</u> for tools and resources. You can also access your MiWAM account to chat with an agent during regular business hours. Visit our website for hours of operation. TTY service is available at 1-866-366-0004.

#### To Be Completed by the Employe

Complete the following information in the spaces below. Each employee, when separated from your employment should receive a

Telephone Number Reason for Separation Employers, direct any questions to the Office of Employer Ombudsman (OEO) through your MiWAM account at www.michigan.gov/uia or call 1-855-484-2636. TTY service is available at 1-866-366-0004

UIA is an equal opportunity employer/program

### **Workers' Compensation**

Michigan Workers' Disability Compensation Rights & Responsibilities

Each party involved in the workers' compensation system has rights and responsibilities that help ensure the successful application of he law, and ultimately a safe return to work for the employee.

EMPLOYEES Report all injuries to your supervisor immediately!

Most workers are covered under workers' compensation from the start of employment.
Benefits include reasonable & necessary medical care, wage loss benefits, and vocational rehabilitation services.

 A compensable injury is one that has arisen "out of and in the course of employment." In other words, work must cause the disability.
 Workers' compensation is the "exclusive remedy" for work injuries, meaning that in most cases you cannot sue for other damages. • There is a 7-day waiting period for wage loss benefit payments. If the disability lasts beyond one week, the worker is entitled to benefits as of the eighth day after the injury. If a disability continues for two weeks or longer, then the worker is entitled to be paid

compensation for the first week of disability from the date of disablement. Paid medical leave may apply during the 7-day waiting There is no waiting period for medical benefits: coverage begins at the time of the injury.

• In most cases, wage loss benefits are calculated by taking the average of the highest 39 weeks of the last 52 weeks of gross wages prior to injury. Generally, you should receive 80% of the after-tax value of this average.

Your first check is due and payable on the 14th day of disability. However, a benefit check is not considered "late" until 30 days after the due date Weekly benefits continue so long as you are disabled, which could be for the rest of your life. However, benefits can be reduced by up

If you are only partially disabled, you do have a duty to seek reasonably available work, taking into consideration those limitations

ictions) from the work-related personal injury or disease.

If you have more than one job covered under the Worker's Disability Compensation Act, you get credit for all wages earned in those

Medical Benefits: You are entitled to all reasonable and necessary medical care including surgical, hospital, and dental services, as well as crutches, hearing apparatus, chiropractic treatment, and nursing care. These services are provided indefinitely as long as there is a need related to the injury

Choosing A Doctor: During the first 28 days of treatment, the employer has the right to choose the doctor. After that, you are free to change doctors providing that you notify the employer and insurance company, preferably in writing. You do not need authorization from the insurance company or the employer to be medically treated, as long as the treatment is reasonable and necessary, and your claim is not in dispute

Maintaining Contact: It is extremely important that you maintain regular contact with your employer throughout the treatment and recovery period so that they are aware of your progress. Provide your employer with updated work status reports and discuss early eturn to work options.

Vocational Rehabilitation: If you have a work-related injury or illness which prevents you from being able to perform work for which

# you have previous training or experience, you are entitled to vocational rehabilitation benefits. Vocational rehabilitation can include a

variety of professional services designed to help injured workers re-enter the workforce. These services may include job placement assistance, retraining support, or guidance in starting your own business. Vocational rehabilitation services are paid for by the employer/insurance carrier, so in most cases you must have an open workers' compensation claim to receive rehabilitation ben • You may also be eligible for Family Medical Leave Act (FMLA) benefits. If you have questions, you should contact the U.S.

### **EMPLOYERS**

Stay in touch with your employees while they are off work! Look for appropriate light-duty work options and accommodations when nossihle

All public and most private employers in Michigan are covered by workers' compensation. Every employer subject to the Act must provide proof of insurance or be approved for self-insurance to ensure benefits can be paid to its workers should they become injured. • Eligible employees are covered under workers' compensation from the date of employment. There are severe penalties if an employer fails to provide workers' compensation coverage.

### EMPLOYER REPORTING

 All claims must be reported to your insurance carrier.
 Form WC-100: must be filed with the Workers' Disability Compensation Agency (WDCA) and your insurance carrier immediately upon the disability exceeding 7 consecutive days, death or specific loss. A copy of this form must also be given to the employee. • You must ensure that reasonable and necessary medical treatment is provided promptly. You will need to provide a wage history report to the insurance carrier in order to calculate the correct benefit amount.

· Minors: The Act provides that an illegally employed minor is entitled to double compensation if injured.

### INSURANCE COMPANIES

• Prompt and regular payment of benefits is required by law. • Form WC-701: Must be filed with the WDCA when wage loss benefits begin, change or stop. • Form WC-110: Must be filed with the WDCA 3 months post-injury, and every 4 months after, to report on vocational rehabilitation activity.

• Form WC-107: Must be filed with the WDCA if a claim is disputed.

Location(s)

Location(s)

• Medical services rendered are subject to the State of Michigan Health Care Services Rules and Fee Schedule.

Injured workers are not to be "balance billed" for charges over and above the fee schedule.
 Benefits are not to be stopped for non-cooperation with vocational rehabilitation; a hearing must be requested prior to stoppage.

For more information contact:

State of Michigan Workers' Disability Compensation Agency Toll free: 1-888-396-5041, or visit our website at www.michigan.gov/wdca

### **Right To Know SDS Location**

#### This Workplace Covered by the Michigan Right To Know Law

Employers must make available for employees in a readily accessible manner, Safety Data Sheets (SDS) for those hazardous chemicals in their workplace

Employees cannot be discharged or discriminated against for exercising their rights including the request for information on hazardous chemicals

Employees must be notified and given direction (by employer posting) for locating Safety Data Sheets and the receipt of new or revised SDS(s).

When the employer has not provided a SDS, employees may request assistance in obtaining SDS from the

Michigan Department of Labor and Economic Opportunity (LEO) Michigan Occupational Safety and Health Administratio General Industry Safety and Health Division (1517) 284-7750 Construction Safety and Health Division and Asbestos Licensing (517) 284-7680 www.michigan.gov/miosha

Person(s) responsible for SDS(s)

SDS(s) For This Workplace Are Located At

Phone				

MIOSHA/CET #2105 (Rev. 12/19)

### **New Or Revised SDS**

As Required by the Michigan Right To Know Law

TO BE POSTED THROUGHOUT THE

WORKPLACE NEXT TO THE SAFETY DATA SHEETS (SDS) LOCATION POSTERS

NEW OR REVISED TITLE	RECEIPT DATE	POSTING DATE	LOCATION OF NEW OR REVISED SDS



Paid in part with Federal OSHA funds Michigan Department of Labor and Economic Opportunity (LEO) Michigan Occupational Safety and Health Administration Consultation Education and Training Division (517) 284-7720 MIOSHA/CET #2106 (Revised 12/19) LEO is an equal opportunity employer/program

> For further information visit our website at www.michigan.gov/miosha

### MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY