Bureau of Workers'



# Shio Job Safety and Health It's the Law!

#### All Ohio public employees have the right to:

A safe workplace.

behalf.

- o Raise a safety or health concern with your employer or the Public Employment Risk Reduction Program (PERRP), or report a work-related injury or illness, without fear of
- or health concerns you may have about your workplace. You may have a representative file a complaint with PERRP on your behalf.

File a complaint with PERRP about any safety

- o Receive information and training about job hazards, including all hazardous substances in your workplace.
- o Refuse a work assignment if you believe it presents an imminent (life-threatening) danger to you or your co-workers. You may have a representative contact PERRP on your
- o Participate (or have your representative participate) in a PERRP inspection and speak in private to the compliance officer.
- o File a union grievance or file a complaint with the State Personnel Board of Review within 60 days (by phone, online or by mail) if you have suffered retaliation for using your rights.
- See any citations PERRP issues to your

the workplace injury and illness log.

 Request copies of your medical records, tests that measure hazards in the workplace, and

#### All Ohio public employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against employees for using any of their rights under the law, including raising a health and safety concern with you or with PERRP, or reporting a work-related injury or
- Comply with all adopted PERRP standards. o Report to PERRP all work-related fatalities
- within eight hours, and all incidents resulting in a hospitalization, amputation or loss of an eye within 24 hours.
- o Provide required training to workers in a manner they can understand.
- o Prominently display this poster in the
- Post PERRP citations at or near the place of the alleged violations.
- Maintain, post and submit injury and illness statistics to PERRP.

Free compliance assistance to identify and correct hazards is available to all public

To request compliance assistance visit our website, or send an email to: PERRPRequest@bwc.state.oh.us

employers, without citation or penalty.





Contact PERRP at 1-800-671-6858. We can help! Fax 614-621-5754 • TTY 1-800-750-0750 • www.bwc.ohio.gov This poster is available free from PERRP. Minimum reproduction size is 8 1/2 x 14 inches.

#### Employers subject to the state minimum wage law are bligated to pay the higher rate

#### **Federal Minimum Wage** \$7.25 PER HOUR BEGINNING JULY 24, 2009

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.

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 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.

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 child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubted 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.
 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.
• 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 • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

## **State Minimum Wage**

Jon Husted Sheryl Maxfield

STATE OF OHIO 2023 MINIMUM WAGE

NON-TIPPED EMPLOYEES

"Non-Tipped Employees" includes any employee who does not engage in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips. "Employers" who gross less than \$372,000 shall pay their employees no less than the current federal minimum wage rate. "Employees" under the age of 16 shall be paid no less than the current federal minimum wage rate. 
"Current Federal Minimum Wage" is \$7.25 per hour.

TIPPED EMPLOYEES A Minimum Wage of \$5.05 per hour PLUS TIPS

"Tipped Employees" includes any employee who engages in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips. Employers electing to use the tip credit provision must be able to show that tipped employees receive at least the minimum wage when direct or cash wages and the tip credit amount are combined 1.An employer shall pay an employee for overtime at a wage rate ofone and one-half times the employee's wage rate for hours inexcess of 40 hours in one work week, except for employers grossing less than \$150,000 per year.

RECORDS TO BE KEPT BY THE EMPLOYER 1. Each employer shall keep records for at least three years, availablefor copying and inspection by the Director of the Ohio Departmentof Commerce, showing the following information concerning each employee A.Name B.Address

D.Rate of Pay E.Amount paid each pay period F.Hours worked each day and each work week

2. The records may be opened for inspection or copying at anyreasonable time and no employer shall hinder or delay the Director of the Ohio Department of Commerce in the performance of theseduties. To prevent the curtailment of opportunities for employment and avoid undue hardship to individuals whose earning capacity is affected or impaired by physical or mental deficiencies or injuries, a sub-minimum wage may be paid. as provided in the rules and regulations set forth by the Director of the Ohio Department of Commerce.

INDIVIDUALS EXEMPT FROM MINIMUM WAGE Any individual employed by the United States; 2.Any individual employed as a baby-sitter in the employer's home,or a live-in companion to a sick, convalescing, or elderly personwhose principal duties do not include housekeeping; 3. Any individual employed as an outside salesman compensated bycommissions or in a bona fide executive, administrative, orprofessional capacity, or computer professionals;

4.Any individual who volunteers to perform services for a publicagency which is a State, a political subdivision of a State, or aninterstate government agency, if (i)the individual receives no compensation or is paid expenses, reasonable benefits, or a nominal fee to perform the services forwhich the individual volunteered; and (ii) such services are not the same type of services which the individual is employed to perform for such public agency:

(insuch services are not use same type of services which triemindual is employed to periori to such point agency,

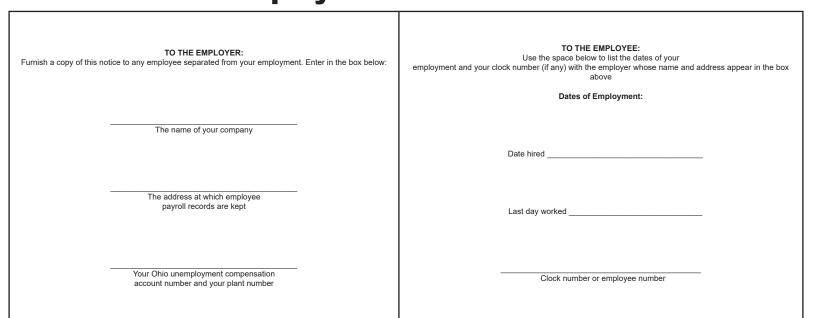
5.Any individual who works or provides personal services of acharitable nature in a hospital or health institution for whichcompensation is not sought or contemplated;

6.Any individual in the employ of a camp or recreational area forchildren under eighteen years of age and owned and operated by anon-profit organization or group of organizations. 7. Employees of a solely family owned and operated business who arefamily members of an owne

\*For information about additional exemptions, please visit the OhioDivision of Industrial Compliance or U.S. Department of Laborwebsites. For further information about minimum wage issues, please contact: The Ohio Department of Commerce, Division of Industrial Compliance, 6606 Tussing Road, Revnoldsburg, Ohio 43068, Phone; 614-644-2239, TTY/TDD:

1-800-750-0750. An Equal Opportunity Employer and Service Provider. POST IN A CONSPICUOUS PLACE

## **Employers' Identification**



FAILURE TO PRESENT THIS NOTICE AT THE TIME YOU FILE A CLAIM MAY DELAY BENEFIT PAYMENTS

## **Rebuttle Presumption**

Effective October 13, 2004, Section 4123,54 of the Ohio Revised Code requires notice of rebuttable presumption, Rebuttable presumption means that an employee may dispute or prove untrue the presumption (or belief) that alcohol or a controlled substance not prescribed by the employee's physician is the proximate cause (main reason) of the work-related injury.

employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act. THIS LANGUAGE MUST BE POSTED WITH THE CERTIFICATE OF COVERAGE

The burden of proof is on the employee to prove that the presence of alcohol or a controlled substance was not the proximate cause of the work-related injury. An



HOSPITAL

AI TERNATE OSHA:

LABORLAWSOLUTIONS.COM

## **No Smoking**

1-866-559-OHIO (6446)



#### **Domestic Violence** Family Violence Doesn't Stay Home When its Victims Go to Work

BRAVO (LGBTQI Services) - 866-862-7286

If you or someone you know is experiencing family violence, we can EMERGENCY - 911

Ohio Alliance to End Sexual Violence - 888-886-8388 Ohio Department of Aging - 800-266-4346 Ohio Domestic Violence Network - 800-934-9840 Ohio Employee Assistance Program - 800-221-6327
\*Optum Behavioral Solutions 24hr - 800-852-1091 Ohio State Legal Services Association - 800-589-5888 Public Children Services Association of Ohio - 614-224-5802 The Center for Family Safety and Healing - 614-722-8200

## **Payday Notice**

□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY PAY SCHEDULE IS

**Emergency Notice** 

#### □ WEEKLY □ BI-WEEKLY □ SEMI-MONTHLY □ MONTHLY □ PAYCHECKS ARE ISSUED ON THE AND

OF THE MONTH

**HAZARDOUS MATERIAL** 



### **Equal Employment Opportunity**

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

What Organizations are Covered? ate employers • State and local governments (as employers) • Educational institutions (as employers) • 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 • Color • Religion • National origin • Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
• Age (40 and older) • Disability • Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) • Retaliation for filing a charge, reasonably opposing discrimination, or participating in a

All aspects of employment, including:

Discharge, firing, or lay-off • Harassment (including unwelcome verbal or physical conduct) • Hiring or promotion • Assignment

Pay (unequal wages or compensation) • Failure to provide reasonable accommodation for a disability or a sincerely held religious belief, observance or practice • Benefits • Job training • Classification • Referral • 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

Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov. EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. 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: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Asking About, Disclosing, or Discussing Pay
Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. Disability
Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an 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.

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

n is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210

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

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 the Education of the Educa 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

## **Polygraph Protection**

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOI APPLICANTS CAN READILY SEE IT. 1-866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/whd

#### **Family Medical Leave Act** EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

the wind was a market and a mick enjoyment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA. ELIGIBILITY REQUIREMENTS: An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months;
 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

REQUESTING LEAVE: Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer an employer that the employee is or will be unable to perform his or her job functions, that a family member Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

ines that the certification is incomplete, it must provide a written notice indicating what FMPI OYFR 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 ENFORCEMENT: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/

#### • FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS • YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT • If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

**USERRA** 

Du have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:
you ensure that your employer receives advance written or verbal notice of your service; • you have five years or less of cumulative service in the uniformed
arvices while with that particular employer; • you return to work or apply for reemployment in a timely manner after conclusion of service; and • you have not been
sparated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in RIGHT TO BE FREE FROM DISCRIMINATION AND RETAI JATION 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 employment because of this status.

ENFORCEMENT

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

For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <a href="https://www.dol.gov/agencies/vets/">https://www.dol.gov/agencies/vets/</a>. Interactive online USERRA Advisor can be viewed at <a href="https://webapps.dol.gov/gelaws/vets/userra">https://webapps.dol.gov/gelaws/vets/userra</a> 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 thorice of Special Counsel, as applicable, for representation. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA. In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection. 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 employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

### **Minor Labor Laws**

Mike Dewine, Governor John Husted, Lt. Governor

OHIO REVISED CODE CHAPTER 4109\*
"MINOR" MEANS ANY PERSON LESS THAN 18 YEARS OF AGE

STATE OF OHIO

**≅WH**₽

LEAVE ENTITLEMENTS: Eligible employees who work for a covered employer can take up to 12 weeks of

ovee does not need to use leave in one block. When it is medically necessary or otherwise

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

yee substitutes accrued paid leave for FMLA leave, the employee must comply with the

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

WORKING PERMITS: Every minor 14 through 17 years of age must have a working permit unless otherwise stated in Chapter 4109. WAGE AGREEMENT: No employer shall give employment to a minor without agreeing with him/her as to the wages or compensation he/she shall receive for each day, week, month, year or per piece for work performed.

Transportation; storage; communications; public utilities; construction; repair

REST PERIOD: No employer shall employ a minor more than 5 consecutive hours without a rest period of at least 30 minutes. LIST OF MINORS EMPLOYED: Employer shall keep a list of minors employed at each establishment and a list must be posted in a conspicuous place to which all minor employees have access.

TIME RECORDS: Every employer shall keep a time book or other written record showing actual starting and stopping time of each work and rest period. These records must be kept for two (2) years RESTRICTIONS ON WORKING HOURS FOR MINORS 14 and 15 YEARS OF AGE

No person under 16 shall be employed:

1. During school hours except where specifically permitted by Chapter 4109

2. Before 7 a.m. or after 9 p.m. from June 1st to September 1st or during any school holiday of 5 school days or more; or after 7 p.m. at any other time 3. For more than 3 hours a day in any school day 4. For more than 18 hours in any school week

5. For more than 8 hours in any day when school is not in session
6. For more than 40 hours in any week that school is not in session nor during school hours, unless employment is incidental to bona fide programs of vocational cooperative training, work-study, or other work-oriented programs with the purpose of educating students, and the program meets standards established by the state board of education.

RESTRICTIONS ON WORKING HOURS FOR MINORS 16 and 17 YEARS OF AGE No person 16 or 17 who is required to attend school shall be employed Before 7 a.m. on any day that school is in session or 6 a.m. if the person was not employed after 8 p.m. the previous night

2. After 11 p.m. on any night preceding a day that school is in session. PROHIBITED OCCUPATIONS FOR MINORS UNDER 16 YEARS OF AGE All manufacturing; mining; processing; public messenger service
 Work in freezers and meat coolers and all preparation of meats for sale (except wrapping, sealing, labeling, weighing, pricing and stocking)

 Work in boiler or engine rooms; maintenance or repair of machinery
 Outside window washing from window sills or scaffolding and/or ladders Cooking and baking; operating, setting up, adjusting, cleaning, oiling or repairing power-driven food slicers, grinders, food choppers, cutters, bakery type mixers 7. Loading or unloading goods to and from trucks All warehouse work except office and clerical 9. Work in connection with cars and trucks involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring.

PROHIBITED OCCUPATIONS FOR MINORS 14 through 17 YEARS OF AGE Occupations involving slaughtering, meat-packing, processing or render
 Power-driven bakery machines Occupations involved in the manufacture of brick, tile and kindred products
 Occupations involved in the manufacture of chemicals Manufacturing or storage occupations involving explosives
 Occupations involving exposure to radioactive substances and to ionizing radiations

. Power-driven paper products machines Power-driven metal forming, punching and shearing machines
 Occupations involved in the operation of power-driven circular saws, band saws and guillotine shears 10. Power-driven woodworking machines

 Logging and sawmilling
 Motor vehicle occupations 15. Maritime and longshoreman occupations 17. Excavation operations

12. Occupations in connection with mining, other than coal

18. Power-driven and hoisting apparatus Roofing operations 20. Wrecking, demolition, and shipbreaking.

MINORS UNDER 16 YEARS OF AGE MAY NOT ENGAGE IN DOOR-TO-DOOR EMPLOYMENT UNLESS The for-profit employer is REGISTERED with the Ohio Department of Commerce. DOOR-TO-DOOR SALES EMPLOYERS SHALL: 1. Be in compliance with all applicable Ohio and Federal laws relating to the employment of minors

t. Provide at least one supervisor who is over the age of eighteen, for each six minor employees b. Have been and be in compliance with Ohio's Motor Vehicle Financial Responsibility, Workers' Compensation, Unemployment Compensation, and all other applicable laws . Require all minors to work at least in pairs Not employ any minor who does not have an appropriate Age and Schooling Certificate
 Provide each minor employee with a photo identification card Not employ any minor in any door-to-door sales activity during school hours except where specifically permitted by Not employ minors under 16 in door-to-door sales activity before 7 a.m. or after 7 p.m.

9. Not employ minors 16 and 17 years of age in door-to-door sales activity before 7 a.m. or after 8 p.m. This is a summary of ORC 4109. This summary does not include all of the requirements for minor labor laws. Persons should refer to 4109 for specific requirements applicable to them. This information can be accessed through the Ohio Department of Commerce website at

POST IN A CONSPICUOUS PLACE For further information about Minor Labor issues, please contact: artment of Commerce, Division of Industrial Compliance & Labor, 6606 Tussing Road, Reynoldsburg, OH 43068 Phone: 614-644-2239. TTY/TDD: 800-750-0750.

## An Equal Opportunity Employer and Service Provider

**Fair Employment** 

## Governor Mike DeWine

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

Social SecurityDriver's license or State ID number

Names, Social Security numbers, and dates of birth of all dependent children

The Ohio Civil Rights Act protects applicants and employees of privateemployers, state, county and local governments, educational institutions, labor organizations, employment agencies and personnel placement services from unlawful discriminatory employment practices.

Ohio law prohibits discrimination on the basis of race or color in hiring, promotion, tenure, discharge, pay, fringe benefits, lob training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment. In addition, any facially neutral employment policy or practice that results in a discriminatory impact on the basis of race or color is a prohibited form of discrimination unless such policy or practice is job-related and based upon business necessity. Ohio law prohibits discrimination on the basis of national origin or ancestry in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to

In addition, any policy or practice limiting or prohibiting the use of any language in the workplace is a prohibited form of discrimination unless such limitation or prohibition is job-related and based upon business necessity Sex, Including Pregnancy, Sexual Orientation, and Gender Identity Ohio law prohibits discrimination on the basis of sex or pregnancy in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment Women affected by pregnancy, childbirth or related medical condition must be afforded leave for a reasonable period of time and may not be discharged under a policy providing insufficient or no leave

Ohio law prohibits discrimination on the basis of religion in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment. In addition, applicants and employees must be provided with a reasonable accommodation for religious beliefs and practices, except when the accommodation imposes an undue hardship. Ohio law prohibits discrimination on the basis of military status in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment

The U.S. Supreme Court, in the case of Bostock v. Clayton Cty., Georgia. U.S. 140 S. Ct. 1731 (2020), as well as other federal court cases, have extended sex discrimination to include prohibition of employment discrimination on the basis of sexual orientation and gender

In addition, employees who leave employment to perform military service, which includes the performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competent authority, must be reemployed upon conclusion of such service. Ohio law prohibits discrimination on the basis of disability in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly related to employment In addition, applicants and employees must be provided with a reasonable accommodation for their disabilities, except when the accommodation imposes an undue hardship. Ohio law prohibits discrimination against persons 40 years of age or older on the basis of age in hiring, promotion, tenure, discharge, pay, fringe benefits, job training, classification, referral, terms, conditions and privileges of employment, or any other matter directly or indirectly

Ohio law prohibits harassment in the workplace on any basis set forth herein, which includes the creation of a racially or sexually hostile work environment, verbally or physically abusive treatment, and requiring submission to sexual advances as a condition of employment, continued employment or promotion In addition, all reasonable steps should be taken to prevent and promptly correct harassment in the workplace, which includes the establishment of a policy against harassment and a procedure for receiving, investigating and remedying complaints of workplace harassment.

Ohio law prohibits retaliation against any person because that person has opposed any unlawful discriminatory practice, or because that person has made a charge, testified, assisted or participated in any manner in any investigation, proceeding or hearing --- ENFORCEMENT ----

The Ohio Civil Rights Commission (OCRC) investigates complaints of discrimination and harassment in employment. Complaints must be filed with the OCRC within two years of the last act of discrimination or harassment For more information or assistance in filing a complaint, please call toll free:

1-888-278-7101, TTY (614) 752-2391 or visit our website at: www.crc.ohio.gov

Employer's identification notice (pay stubs or W2 form)
 Name and addresses of all the other employers for whom work was performed during the last 18 months

### **Unemployment Compensation** NOTICE TO EMPLOYEES THIS EMPLOYER PROVIDES UNEMPLOYMENT INSURANCE COVERAGE FOR EMPLOYEES

Employees who become unemployed (or are working less than full-time) may be eligible for unemployment insurance.

Apply by phone at 1-877-644-6562 (OHIOJOB) or online at http://unemployment.ohio.gov Be prepared to provide the following information when applying:

> APPLY FOR WORK AT YOUR NEAREST OHIOMEANSJOBS CENTER Mike DeWine - Governo Kimberly Hall - Director Ohio Department of Jobs and Family Services JFS 55341 (Rev. 4/2019)

This institution is an equal opportunity provider and employe A proud partner of the American Job Center network.

#### OHIO BUREAU OF WORKERS' COMPENSATION REQUIRED POSTING Effective October 13, 2004, Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means that an employee may dispute or prove untrue the presumption (or belief) that alcohol or a controlled substance not prescribed by

**Workers' Compensation** 

The burden of proof is on the employee to prove that the presence of alcohol or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act.

THIS LANGUAGE MUST BE POSTED WITH THE CERTIFICATE OF COVERAGE **Notice of Withholding** 

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

Marry or divorce? Change your name? Were there major changes to.. our nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)?

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

Employer: Please poster or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY