The Act also permits polygraph testing, subject to

incident (theft, embezzlement, etc.) that resulted in

more restrictive with respect to lie detector tests.

economic loss to the employer.

EXAMINEE RIGHTS

ENFORCEMENT

court actions.

restrictions, of certain employees of private firms who

are reasonably suspected of involvement in a workplace

The law does not preempt any provision of any State or

local law or any collective bargaining agreement which is

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

testing, the right to refuse or discontinue a test, and the

The Secretary of Labor may bring court actions to restrain

violations and assess civil penalties against violators.

Employees or job applicants may also bring their own

right not to have test results disclosed to unauthorized

rights, including the right to a written notice before

FED

REEMPLOYMENT RIGHTS

notice of your service;

RETALIATION

after conclusion of service; and

are a past or present member

have applied for membership

in the uniformed service; or

then an employer may not deny you:

retention in employment;

initial employment;

reemployment;

because of this status.

no service connection

FED

Who is Protected?

Unions

Race

Color

Religion

Disability

National origin

Age (40 and older)

All aspects of employment, including:

Discharge, firing, or lay-off

Pay (unequal wages or compensation)

religious belief, observance or practice

Hiring or promotion

Assignment

Benefits

Referral

www.eeoc.gov.

Job training

Classification

Staffing agencies

Most private employers

your immigration status, on the bases of

of the uniformed service;

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

you ensure that your employer receives advance written or verbal

you have five years or less of cumulative service in the uniformed

you return to work or apply for reemployment in a timely manner

you have not been separated from service with a disqualifying

and benefits you would have attained if you had not been absent due to

In addition, an employer may not retaliate against anyone assisting in the

enforcement of USERRA rights, including testifying or making a statement

Employees (current and former), including managers and temporary employees

Union members and applicants for membership in a union

State and local governments (as employers)

What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of

Sex (including pregnancy and related conditions, sexual orientation, or gender

Genetic information (including employer requests for, or purchase, use, or

disclosure of genetic tests, genetic services, or family medical history)

Retaliation for filing a charge, reasonably opposing discrimination, or

participating in a discrimination lawsuit, investigation, or proceeding.

What Employment Practices can be Challenged as Discriminatory?

Harassment (including unwelcome verbal or physical conduct)

Educational institutions (as employers)

in connection with a proceeding under USERRA, even if that person has

are obligated to serve in the

any benefit of employment

uniformed service;

promotion; or

discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job

job to perform service in the uniformed service and:

services while with that particular employer;

military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

ENFORCEMENT

The Department has authority to recover back wages

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

any proceeding under the FLSA.

contractors are not.

ADDITIONAL INFORMATION

doubled when the violations are determined to be willful

discharging workers who file a complaint or participate in

Certain occupations and establishments are

exempt from the minimum wage, and/or overtime

Mariana Islands, and the Commonwealth of Puerto

Special provisions apply to workers in American

Samoa, the Commonwealth of the Northern

Some state laws provide greater employee

protections; employers must comply with both.

Some employers incorrectly classify workers as

employees under the FLSA. It is important to

know the difference between the two because

the FLSA's minimum wage and overtime pay

protections and correctly classified independent

apprentices, and workers with disabilities may be

paid less than the minimum wage under special

certificates issued by the Department of Labor.

employees (unless exempt) are entitled to

Certain full-time students, student learners,

"independent contractors" when they are actually

or repeated. The law also prohibits retaliating against or

and an equal amount in liquidated damages in instances

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

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

OVERTIME PAY At least 1½ times the regular rate of pay for all hours

worked over 40 in a workweek. **CHILD LABOR**

FED

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

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

DEPARTMENT OF LABOR **UNITED STATES** OF AMERICA

FED



WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

EMPLOYEE RIGHTS UNDER

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

Have at least 1,250 hours of service in the 12

Work at a location where the employer has at least

50 employees within 75 miles of the employee's

*Special "hours of service" requirements apply to airline

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

Employees do not have to share a medical diagnosis,

so it can determine if the leave qualifies for FMLA

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

continuing medical treatment is necessary. Employees

must inform the employer if the need for leave is for a

reason for which FMLA leave was previously taken or

Employers can require a certification or periodic

it must provide a written notice indicating what

additional information is required.

be designated as FMLA leave.

lawsuit against an employer.

greater family or medical leave rights.

ENFORCEMENT

EMPLOYER RESPONSIBILITIES

recertification supporting the need for leave. If the

employer determines that the certification is incomplete,

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

the employee is not eligible, the employer must provide a

designated as FMLA leave, and if so, how much leave will

Employees may file a complaint with the U.S. Department

of Labor, Wage and Hour Division, or may bring a private

prohibiting discrimination or supersede any state or local

law or collective bargaining agreement that provides

The FMLA does not affect any federal or state law

a notice of rights and responsibilities under the FMLA. If

Employers must notify its employees if leave will be

cannot perform daily activities, or that hospitalization or

protection. Sufficient information could include informing

as soon as possible and, generally, follow the employer's

months before taking leave:* and



THE FAMILY AND MEDICAL LEAVE ACT The United States Department of Labor Wage and Hour Division

worksite.

flight crew employees.

usual procedures.

REQUESTING LEAVE

LEAVE ENTITLEMENTS Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a • month period for the following reasons: 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); who has a qualifying serious health condition;

To care for the employee's spouse, child, or parent For the employee's own 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 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 injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced

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 leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS While 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 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

DEPARTMENT UNITED STATES OF AMERICA

GA

1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

For additional information or to file a complaint:

U.S. Department of Labor • Wage and Hour Division • WH1420

REV. 04/2016

GA

GA

(This notice must be posted in a conspicuous place

readily accessible to the employee at all times.)

PANEL OF PHYSICIANS **OFFICIAL NOTICE** This business operates under the Georgia Workers' Compensation Law.

WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY, AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, OR FOREMAN.

If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases the employer will also pay a part of the worker's lost wages.

Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the right to receive compensation if an accident is not reported within 30 days (see O.C.G.A. § 34-9-80). The employer will supply free of charge, upon request, a form for reporting accidents and will also furnish, free of

charge, information about workers' compensation. The employer will also furnish to the employee, upon request, copies of board forms on file with the employer pertaining to an employee's claim. A worker injured on the job must select a doctor from the list below. The minimum panel shall consist of at least six physicians, including an orthopedic surgeon with no more than two physicians from industrial clinics (see O.C.G.A. § 34-9-201). Further, this panel shall include one minority physician, whenever feasible (see Rule 201 for definition of minority physician). The Board may grant exceptions to the required size of the panel where it is demonstrated more than four physicians are not reasonably accessible. One change to another doctor from the list may be

made without permission. Further changes require the permission of the employer or the State Board of Workers' The insurance company providing coverage for this business under the Workers' Compensation Law is:

PHYSICIANS' NAMES (Additional doctors may be added on a separate sheet) IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT https://sbwc.georgia.gov

Willfully making a false statement for the purpose of obtaining or denying benefits is a crime subject to penalties of up to \$10,000.00 per violation (O.C.G.A. § 34-9-18 and § 34-9-19).

WC-P1

EFFECTIVE DATE OF WC/MCO

GA

State Board of Workers' Compensation

(This notice must be posted in a conspicuous place readily accessible to the employee at all times.) MANAGED CARE ORGANIZATION PROCEDURES

OFFICIAL NOTICE

This business operates under the Georgia Workers' Compensation Law. WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY, AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, OR FOREMAN.

If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases the employer will also pay a part of the worker's lost wages. Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the right to receive compensation if an accident is not reported within 30 days (see O.C.G.A. § 34-9-80)

The employer will supply free of charge, upon request, a form for reporting accidents and will also furnish, free of charge, information about workers' compensation. The employer will also furnish to the employee, upon request, copies of board forms on file with the employer pertaining to an employee's claim. The insurance company providing coverage for this business under the Workers' Compensation Law is:

Your employer has enrolled with the certified Workers' Compensation Managed Care Organization (WC/ MCO) listed below to provide all the necessary medical treatment for workers' compensation injuries. The effective date is shown below. If you had an injury prior to the effective date listed below you may continue to receive treatment from your current non-participating authorized physician until you elect to utilize the services of the WC/MCO.

Each employee will be furnished with a publication which explains in detail how to access the services of the WC/MCO and provides a complete list of the medical providers available. In addition, each employee will be given a wallet-sized card which contains information on the services of the WC/MCO including a 24-hour toll-free phone number with recorded messages of information on how to utilize these services.

NAME OF WC/MCO _ GEOGRAPHICAL SERVICE AREA NAME OF CONTACT PERSON _____ PHONE NUMBER OF CONTACT PERSON ___ ADDRESS OF CONTACT PERSON _ 24-HOUR TOLL-FREE PHONE NUMBER

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT https://sbwc.georgia.gov Willfully making a false statement for the purpose of obtaining or denying benefits is a crime subject to penalties of up to \$10,000.00 per violation

(O.C.G.A. § 34-9-18 and § 34-9-19).

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

LABOR

LAWS

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

FED

DEPARTMENT

UNITED STATES

OF AMERICA

OF LABOR

GA

GA

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. **EXEMPTIONS** Federal, State and local governments are not affected

the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and

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

by the law. Also, the law does not apply to tests given by

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

1-866-487-9243

TTY: 1-877-889-5627 www.dol.gov/whd

REV. 07/2016

WH1462

EQUAL PAY FOR EQUAL WORK ACT It shall also be unlawful for any person to cause or

POLICY The General Assembly of Georgia hereby declares that the practice of discriminating on the basis of sex by paying wages to employees of one sex at a lesser rate than the rate paid to employees of the opposite sex for comparable work on jobs which require the same or essentially the same knowledge, skill, effort and responsibility unjustly discriminates against the person receiving the lesser rate:

Georgia through the exercise of the police power of this State to correct and, as rapidly as possible, to eliminate discriminatory wage practices based

It is hereby declared to be the policy of the State of

PROHIBITION OF DISCRIMINATION No employer having employees subject to any

provisions of this section shall discriminate, within any establishment in which such employees are employed, between employees on the basis of sex by paying wages at a rate less than the rate paid to the opposite sex, EXCEPT WHERE SUCH PAYMENT IS MADE PURSUANT TO: A seniority system;

> A merit system; A system which measures earnings by quantity or quality of production, or

A differential based on any other factor other than SEX: Provided, that an employer who is paying a wage rate differential in violation of this subsection shall not, in order to comply with the provisions of this subsection, reduce the wage rate of any employee.

attempt to cause an employer to discriminate against any employee in violation of the provisions of this Chapter. It shall be unlawful for any person to discharge or in any other manner discriminate against any employee covered by this Chapter because such employee has made a complaint against the employer or any other person or has instituted or caused to be instituted any proceeding under or related to this Chapter or has testified or is about to testify in any such proceedings. Any person who violates any provision of this Code section shall, upon

FOR INFORMATION ON EQUAL PAY FOR EQUAL **WORK ACT CONTACT:** Georgia Department of Labor

conviction thereof, be punished by a fine not to exceed

Office of Equal Opportunity 148 Andrew Young International Blvd., N. E. Atlanta, Georgia 30303-1751 FOR ADDITIONAL POSTERS PHONE:

\$100.00. (OCGA Section 34-5-3.)

(404) 232-3392 POST IN PROMINENT PLACE AS REQUIRED

> **BY LAW** Georgia Department of Labor Mark Butler, Commissioner An Equal Opportunity Employer/Program DOL-4107

REV. 02/2011

UNEMPLOYMENT INSURANCE FOR EMPLOYEES

Your job with this employer is covered by the Employment Security Law. You may be able to establish a claim for Unemployment Insurance if you become TOTALLY or PARTIALLY unemployed through no fault of your own and comply

IMPORTANT: YOU MAY FILE A CLAIM FOR UNEMPLOYMENT INSURANCE BENEFITS VIA THE INTERNET AT dol.georgia.gov. YOU MAY ALSO FILE A CLAIM IN PERSON AT ANY GEORGIA DEPARTMENT OF LABOR (GDOL) CAREER CENTER LISTED BELOW.

THE GEORGIA EMPLOYMENT SECURITY LAW STATES FOR EACH WEEK YOU CLAIM UNEMPLOYMENT BENEFITS YOU MUST: Be UNEMPLOYED, ABLE to work, AVAILABLE for work, ACTIVELY SEEKING WORK, and be willing to

immediately accept suitable work. Register for employment services with the Georgia Department of Labor. Report weekly work search contacts, all earnings each week, and any job refusal.

Employers cannot deduct any money from employees' paychecks to pay unemployment insurance tax. The funding for unemployment insurance benefits comes from taxes paid by employers.

OFFICES WHERE UNEMPLOYMENT INSURANCE CLAIMS MAY BE FILED				
ATLANTA	CARROLLTON	DUBLIN	LAFAYETTE	THOMSON
ALBANY	CARTERSVILLE	EASTMAN	LAGRANGE	TIFTON
AMERICUS	CLAYTON COUNTY	GAINESVILLE	MACON	TOCCOA
ATHENS	COBB/CHEROKEE	GRIFFIN	MILLEDGEVILLE	VALDOSTA
AUGUSTA	COLUMBUS	GWINNETT COUNTY	MOULTRIE	VIDALIA
BAINBRIDGE	COVINGTON	HABERSHAM AREA	ROME	WAYCROSS
BLUE RIDGE	DALTON	HINESVILLE	SAVANNAH	
BRUNSWICK	DEKALB	HOUSTON COUNTY	STATESBORO	
CAIRO	DOUGLAS	KINGS BAY	THOMASVILLE	

GEORGIA DEPARTMENT OF LABOR Equal Opportunity Employer/Program

Auxiliary Aids & Services Are Available Upon Request To Individuals With Disabilities

REV. 06/2018

DOL-810

VACATION UNEMPLOYMENT INSURANCE IS

NOT PAYABLE WHEN YOU ARE ON **LEAVE OF ABSENCE at your own request**

PAID VACATION

UNPAID VACATION, up to two weeks in a calendar year if provided by **EMPLOYMENT CONTRACT, or by ESTABLISHED EMPLOYER CUSTOM, PRACTICE OR POLICY**

PARAGRAPH (a)(3) OF OCGA SECTION 34-8-195

GEORGIA DEPARTMENT OF LABOR

DOL-154

REV. 02/2012

Board of Workers' Compensation **WC-BILL OF RIGHTS** GEORGIA STATE BOARD OF WORKERS' COMPENSATION

BILL OF RIGHTS FOR THE INJURED WORKER As required by law, O.C.G.A. §34-9-81.1, this is a summary of your rights and responsibilities. The Workers' Compensation Law provides you, as a worker in the State of Georgia, with certain rights and responsibilities should you be injured on the job. The Workers' Compensation Law provides you coverage for a work-related injury even if an injury occurs on the first day on the job. In addition to rights, you also have certain responsibilities. Your rights and responsibilities are described below.

Employee's Rights If you are injured on the job, you may receive

medical rehabilitation and income benefits. These benefits are provided to help you return to work. Your dependents may also receive benefits if you die as a result of a job-related injury. Your employer is required to post a list of at least six doctors or the name of the certified WC/MCO that provides medical care, unless the Board has granted an exception. You may choose a doctor from the list and make one change to another doctor on the list without the permission of your employer. However, in an emergency, you may get temporary medical care from any doctor until the

emergency is over, then you must get treatment from a doctor on the posted list. Your authorized doctor bills, hospital bills, rehabilitation in some cases, physical therapy, prescriptions, and necessary travel expenses will be paid if injury was caused by an accident on the job. All injuries occurring on or before June 30, 2013 shall be entitled to lifetime medical benefits. If your accident occurred on or after July 1, 2013 medical treatment shall be limited to a maximum of 400 weeks from the accident date. If your injury is catastrophic in nature you may be entitled to

lifetime medical benefits. You are entitled to weekly income benefits if you have more than seven days of lost time due to an injury. Your first check should be mailed to you within 21 days after the first day you missed work. If you are out more than 21 consecutive days due to your injury, you will be paid for the first week. Accidents are classified as being either catastrophic

or non-catastrophic. Catastrophic injuries are those involving amputations, severe paralysis, severe head injuries, severe burns, blindness, or of a nature and severity that prevents the employee from being able to perform his or her prior work and any work available in substantial numbers within the national economy. In catastrophic cases, you are entitled to receive two-thirds of your average weekly wage but not more than \$725 per week for a job-related injury for as long as you are unable to return to work. You also are entitled to receive medical and vocational rehabilitation benefits to help in recovering from your injury. If you need help in this area call the State Board of Workers' Compensation at (404) 656-0849.

In all other cases (non-catastrophic), you are entitled to receive two-thirds of your average weekly wage but not more than \$725 per week for a job related injury. You will receive these weekly benefits as long as you are totally disabled, but no longer than 400 weeks. If you are not working and it is determined that you have been capable of performing work with restrictions for 52 consecutive weeks or 78 aggregate weeks, your weekly income benefits will be reduced to twothirds of your average weekly wage but no more than \$483 per week, not to exceed 350 weeks.

When you are able to return to work, but can only get a lower paying job as a result of your injury, you are entitled to a weekly benefit of not more than \$483 per week for no longer than 350 weeks.

Your dependent(s), in the event you die as a result

average weekly wage, but not more than \$725 per

week. A widowed spouse with no children will be paid a maximum of \$290,000. Benefits continue

of an on-the-job accident, will receive burial

expenses up to \$7,500 and two-thirds of your

until he/she remarries or openly cohabits with a person of the opposite sex. If you do not receive benefits when due, the insurance carrier/employer must pay a penalty,

which will be added to your payments. **Employee's Responsibilities**

You should follow written rules of safety and other reasonable policies and procedures of the

You must report any accident immediately, but not later than 30 days after the accident, to your employer, your employer's representative, your foreman or immediate supervisor. Failure to do so may result in the loss of the benefits. An employee has a continuing obligation to cooperate with medical providers in the course

of their treatment for work related injuries. You

must accept reasonable medical treatment and rehabilitation services when ordered by the State Board of Workers' Compensation or the Board may suspend your benefits. No compensation shall be allowed for an injury or death due to the employee's willful misconduct. You must notify the insurance carrier/employer of your address when you move to a new location. You should notify the insurance carrier/employer when you are able to return to full-time or part-

income benefits even though you have returned A dependent spouse of a deceased employee shall notify the insurance carrier/employer upon change of address or remarriage.

time work and report the amount of your weekly

earnings because you may be entitled to some

You must attempt a job approved by the authorized treating physician even if the pay is lower than the job you had when you were injured. If you do not attempt the job, your benefits may be suspended. If you believe you are due benefits and your

insurance carrier/employer denies these benefits,

you must file a claim within one year after the date

of last authorized medical treatment or within two years of your last payment of weekly benefits or you will lose your right to these benefits. If your dependent(s) do not receive allowable benefit payments, the dependent(s) must file a claim with the State Board of Workers' Compensation within one year after your death or

Any request for reimbursement to you for mileage

lose the right to these benefits.

or other expenses related to medical care must be submitted to the insurance carrier/employer within one year of the date the expense was incurred. If an employee unjustifiably refuses to submit to a drug test following an on-the-job injury, there shall be a presumption that the accident and injury were caused by alcohol or drugs. If the presumption is not overcome by other evidence, any claim for workers' compensation benefits would be denied. You shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$10,000.00 or imprisonment, up to 12 months, or both, for making false or misleading statements when claiming benefits. Also, any false statements or false evidence given under oath during the course of any administrative or appellate division hearing is perjury.

The State Board of Workers' Compensation will provide you with information regarding how to file a claim and will answer any other questions regarding your rights under the law. If you are calling in the Atlanta area the telephone number is (404) 656-3818, outside the metro Atlanta area call 1-800-533-0682, or write the State Board of Workers' Compensation at: 270 Peachtree Street, N.W., Atlanta, Georgia 30303-1299 or visit our website: https://www.sbwc.georgia.gov. A lawyer is not needed to file a claim with the Board; however, if you think you need a lawyer and do not have your own personal lawyer, you may contact the Lawyer Referral Service at (404) 521-0777 or 1-800-237-2629. IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT https://www.sbwc.georgia.gov

WILLFULLY MAKING A FALSE STATEMENT FOR THE PURPOSE OF OBTAINING OR DENYING BENEFITS IS A CRIME SUBJECT

TO PENALTIES OF UP TO \$10,000.00 PER VIOLATION (O.C.G.A. §34-9-18 AND §34-9-19).

WC-BILL OF RIGHTS REV. 07/2022 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.

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: an inquiry through the EEOC's public portal:

What can You Do if You Believe Discrimination has Occurred?

https://publicportal.eeoc.gov/Portal/Login.aspx 1-800-669-4000 (toll free) Call 1-800-669-6820 (TTY) 1–844–234–5122 (ASL video phone) Visit an EEOC field office (information at

E-Mail info@eeoc.gov Additional information about the EEOC, including information about filing a charge of discrimination, is available at

www.eeoc.gov/field-office)

EMPLOYERS HOLDING FEDERAL CONTRACTS

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:

OR SUBCONTRACTS

YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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

HEALTH INSURANCE PROTECTION

- If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in
- Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

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

For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL

or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra.

If you file a complaint with VETS and VETS is unable to resolve it, you

may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.

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

The rights listed here may vary depending on the circumstances. 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.

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel Employer Support of the Guard and Reserve • 1-800-336-4590

REV. 05/2022

U.S. Equal Employment Opportunity Commission **Know Your Rights: Workplace Discrimination is Illegal**

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in

National Origin

employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help. Race, Color, Religion, Sex, Sexual Orientation, Gender Identity,

> 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.

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified

Executive Order 11246, as amended, prohibits employment discrimination by Federal

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. **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 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. Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal

contractors under these Federal laws. 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. Failure to provide reasonable accommodation for a disability or a sincerely-held

Federal financial assistance.

Individuals with Disabilities

Federal agency providing such assistance.

Washington, D.C. 20210 1-800-397-6251 (toll-free) 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 assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment

discrimination on the basis of sex in educational programs or activities which receive

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.

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment

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



Job Safety and Health IT'S THE LAW!

- All workers have the right to:
- A safe workplace. Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being
- retaliated against. Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.

Participate (or have your representative

- participate) in an OSHA inspection and speak in private to the inspector. • File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been
- retaliated against for using your rights. See any OSHA citations issued to your employer.

the workplace injury and illness log.

Contact OSHA. We can help.

that measure hazards in the workplace, and

This poster is available free from OSHA.

of an eye.

- **Employers must:** Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related

reporting a work-related injury or illness.

Comply with all applicable OSHA standards.

Provide required training to all workers in a

inpatient hospitalization, amputation, or loss

Post OSHA citations at or near the place of

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.





JJKeller.com/laborlaw 800-327-6868

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WC-P3

REV. 07/2022

OCT2022

TWO ways to verify poster compliance! **QR CODE** Scan with phone camera: Go to: JJKeller.com/LLPverify **ONLINE** Enter this code: 62784-102022

language and vocabulary they can understand. Prominently display this poster in the workplace. the alleged violations.

FED-GA-ENG

To update your labor law posters contact J. J. Keller & Associates, Inc.

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