

CALIFORNIA

thirds (2/3) of the

and in no event more

Where a couple are

both employed by the

employer, two thirds

event more than:

NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department o

Civil Rights Department

YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYER

emergency or unforeseeable.

TO FILE A COMPLAINT

CALIFORNIA RELAY SERVICE (711)

TOLL FREE: 800.884.1684 / TTY: 800.700.2320

loco parentis to the employee when the employee was a child.

CIVIL RIGHTS DEPARTMENT

rental value, and in no

Labor Laws

\$56.43/ \$65.83/ \$61.13/

\$46.58/ \$54.34/ \$50.46/ \$58.22/

734.21/ \$677.75/ \$790.67/ \$734.21/ \$847.12/ \$790.67/

\$1086.07/ \$1002.56/ \$1169.59/ \$1086.07/ \$1253.10/ \$1169.59/

\$4.70 \$4.34 \$5.06 \$4.70 \$5.42 \$5.06 \$5.60

\$6.47 \$5.97 \$6.97 \$6.47 \$7.47 \$6.97 \$7.72

\$8.68 | \$8.01 | \$9.35 | \$8.68 | \$10.02 | \$9.35 | \$10.35

month | month | month | month | month |

Meals or lodging may not be credited against the minimum wage without a voluntary written agreement between the employer and

f the application of any provision of this Order, or any section, subsection, subdivision, sentence, clause, phrase, word or portion of

This Order amends the minimum wage and meals and lodging credits in MW-2022, as well as in the IWC's industry and occupation

These Amendments to the Wage Orders shall be in effect as of January 1, 2023.

Questions about enforcement should be directed to the Labor Commissioner's Office. For the address and telephone number of the

Commissioner's Office" on the internet or any other directory. The Labor Commissioner has offices in the following cities: Bakersfield

if the need for the reasonable accommodation, transfer, or PDL is foreseeable, or as soon as practicable if the need is an

Provide a written medical certification from your health care provider. Except in a medical emergency where there is no tim

to obtain it, your employer may require you to supply a written medical certification from your health care provider of the

medical need for your reasonable accommodation, transfer or PDL. If the need is an emergency or unforeseeable, you must

provide this certification within the time frame your employer requests, unless it is not practicable for you to do so under

the circumstances despite your diligent, good faith efforts. Your employer must provide at least 15 calendar days for you to

Please note that if you fail to give your employer reasonable advance notice or, if your employer requires it, written medical

certification of your medical need, your employer may be justified in delaying your reasonable accommodation, transfer, o

Under the California Family Rights Act (CFRA), if you have more than 12 months of service with an employer, and have worked at least

leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of you

child**, or for your own serious health condition or that of your child, parent***, spouse, domestic partner, grandparent, grandchild,

sibling or someone else related by blood or in family-like relationship with the employee ("designated person"). Employers may hav their

employees while taking CFRA leave, but employers are not required to do so, unless the employee is taking accrued paid time-off while

*PDL, CFRA leave, and anti-discrimination protections apply to employers of 5 or more employees; anti-harassment protections apply to

** "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic

*** "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in

on CFRA leave. Employees taking CFRA leave may be eligible for benefits administered by Employment Development Department.

1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to a family care or medical

ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Have a disability that requires a reasonable accommodation? (RD) can assist you with your complaint.

For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

submit the certification. See if your employer has a copy of a medical certification form to give to your health care provider to

El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San

the employee. When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so

\$70.53/

\$65.83/

\$54.34/

Minimum Wage

Department of Industrial Relations

mends General Minimum Wage Order and IWC Industry and Occupation Order PLEASE POST NEXT TO YOUR IWC OR INDUSTRY OCCUPATION ORDER **OFFICIAL NOTICE**

California Minimum Wage

very employer, regardless of the number of employees, shall pay to each employee wages not less than the followin

Effective January 1, 2023 Minimum Wage \$15.50 per hour

EFFECTIVE DATE Employers with 25 or Fewer Employees* | Employers with 26 or More Employee \$15.00 \$14.00 \$13.00 \$12.00 \$13.00

pyees treated as employed by a single qualified taxpayer pursuant to Revenue and Taxation Code section 23626 are treated as rees of that single taxpayer. To employers and representatives of persons working in industries and occupations in the State of

TAKE NOTICE that on April 4, 2016, the Governor of California signed legislation passed by the California Legislature, raising the ninimum wage for all industries. (SB 3, Stats of 2016, amending section 1182.12. of the California Labor Code.) Pursuant to its authority under Labor Code section 1182-13, the Department of Industrial Relations amends and republishes Sections 2, 3, and 5 of ieneral Minimum Wage Order, MW-2022. Section 1. Applicability, and Section 4. Separability, have not been changed. Consiste with this enactment, amendments are made to the minimum wage, and the meals and lodging credits sections of all of the IWC's

This summary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the amended this Order should be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining provisions thereof shall not wage orders may be obtained by downloading online at https://www.dir.ca.gov/iwc/WageOrderIndustries.htm or by contacting your be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or unconstitutional had not bee

ovisions of this Order shall not apply to outside salespersons and individuals who are the parent, spouse, or children of the mployer previously contained in this Order and the IWC's industry and occupation orders. Exceptions and modifications provided by orders. (See Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other changes to the IWC's industry and tute or in Section 1, Applicability, and in other sections of the IWC's industry and occupation orders may be used where any such

sions are enforceable and applicable to the employer. MINIMUM WAGES nployer shall pay to each employee wages not less than those stated above, on each effective date, per hour for all hour

Pregnancy Rights

YOUR EMPLOYER* HAS AN OBLIGATION TO

R PREGNANCY DISABILITY LEAVE

redit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited pursuant oluntary written agreement may not be more than the following:

IF YOU ARE PREGNANT, HAVE A PREGNANCY-RELATED MEDICAL CONDITION, OR ARE RECOVERING FROM CHILDBIRTH,

Reasonably accommodate your medical needs related to pregnancy, childbirth, or related conditions (such as temporaril

Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of you

rovide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in o

third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in

rtain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment action

Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area

PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related

Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can

return to work in your same or a comparable position if you request a written quarantee. Your employer may require you to

appointments, and doctor-ordered bed rest, and covers conditions such as severe morning sickness, gestational diabetes,

regnancy-induced hyper-tension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum

PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider,

Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for

state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department.

Your employer is required to continue your group health coverage during your PDL at the same level and under the same

Give your employer reasonable notice. To receive reasonable accommodation, obtain a transfer, or take PDL, you must give

your employer sufficient notice for your employer to make appropriate plans. Sufficient notice means 30 days advance notice

Taking PDL may impact certain of your benefits and your seniority date; please contact your employer for detail

conditions that coverage would have been provided if you had continued in employment continuously for the duration of your

ubmit written medical certification from your health care provider substantiating the need for your leave.

PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical

modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks);

to express breast milk in private as set forth in the Labor Code; and

medical condition. Your health care provider determines how much time you will need.

At your discretion, you can use any vacation or other paid time off during your PDL.

our employer may require or you may choose to use any available sick leave during your PDL.

Never discriminate, harass, or retaliate on the basis of pregnancy.

cluding intermittent leave or a reduced work schedule.

CE OBLIGATIONS AS AN EMPLOYEE

PLEASE READ THIS NOTICE

number of

\$72.88

\$875.33

\$1294.83

Workers' Comp.

Department of Industrial Relations - Division of Workers' Compensation

ou may be entitled to workers' compensation benefits if you are injured or become ill because of your job. Workers' compensation required to change to a doctor within the MPN. For more information, see the MPN contact information below ivers most work-related physical or mental injuries and illnesses. An injury or illness can be caused by one event (such as hurting our back in a fall) or by repeated exposures (such as hurting your wrist from doing the same motion over and over).

Benefits. Workers' compensation benefits include: Medical Care: Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, medical equipment and travel costs that are reasonably necessary to treat your injury. You should never see a bill. There are limits on chiropractic, physic therapy and occupational therapy visits.

Temporary Disability (TD) Benefits: Payments if you lose wages while recovering. For most injuries, TD benefits may not pe paid for more than 104 weeks within five years from the date of injury. Permanent Disability (PD) Benefits: Payments if you do not recover completely and your injury causes a permanent loss of physical or mental function that a doctor can measure.

Supplemental Job Displacement Benefit: A nontransferable voucher, if you are injured on or after 1/1/2004, your njury causes permanent disability, and your employer does not offer you regular, modified, or alternative work. Death Benefits: Paid to your dependents if you die from a work-related injury or illness

ming Your Own Physician Before Injury or Illness (Predesignation). You may be able to choose the doctor who will treat you for a job injury or illness. If eligible, you must tell your employer in writing, the name and address of your personal physician medicál group *before* you are injured. You must obtain their agreement to treat you for your work injury. For instructions, see the en information about workers' compensation that your employer is required to give to new employe

Get Medical Care. If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire

nent or police department. If you need first aid, contact your employer Report Your Injury. Report the injury immediately to your supervisor or to an employer representative. Don't delay. Then are time limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide you with a claim form within one working day after learning about your injury. Within one working day after you file a claim form, your employer or claims administrator must authorize the provision of all treatment, up to ten thousand dollars, consistent with the applicable treatment guidelines, for your alleged injury until the claim is accepted or rejected.

See Your Primary Treating Physician (PTP). This is the doctor with overall responsibility for treating your injury or If you predesignated your personal physician or a medical group, you may see your personal physician or the

If your employer is using a medical provider network (MPN) or a health care organization (HCO), in most cases you will be treated within the MPN or HCO unless you predesignated a personal physician or medical group. An MPN is group of physicians and health care providers who provide treatment to workers injured on the job. You should eceive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more

If your employer is not using an MPN or HCO, in most cases the claims administrator can choose the doctor who first treats you when you are injured, unless you predesignated a personal physician or medical group. Medical Provider Networks. Your employer may be using an MPN, which is a group of health care providers designated If you have predesignated a personal physician or medical group prior to your work injury, then you may go there to receive

Notice to Employees - Injuries Caused by Work treatment from your predesignated doctor. If you are treating with a non-MPN doctor for an existing injury, you may be

IF YOU NEED HELP LOCATING AN MPN PHYSICIAN, CALL YOUR MPN ACCESS ASSISTANT AT: IF YOU HAVE QUESTIONS ABOUT THE MPN OR WANT TO FILE A COMPLAINT AGAINST THE MPN, CALL THE MPN

Discrimination. It is illegal for your employer to punish or fire you for having a work injury or illness, for filing a claim, or testifying in another person's workers' compensation case. If proven, you may receive lost wages, job reinstatement, increased benefits, and **Juestions?** Learn more about workers' compensation by reading the information that your employer is required to give you at time of hire. If you have questions, see your employer or the claims administrator (who handles workers' compensation claims for

You can also get free information from a State Division of Workers' Compensation Information (DWC) & Assistance Officer. The neares nformation & Assistance Officer can be found at location:

or by calling toll-free (800) 736-7401. Learn more information about workers' compensation online: www.dwc.ca.gov and access a useful booklet "Workers' Compensation in California: A Guidebook for Injured Workers False claims and false denials. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felon and may be fined and imprisoned.

our employer may not be liable for the payment of workers' compensation benefits for any injury that arises from your voluntar participation in any **off-duty, recreational, social, or athletic activity** that is not part of your work-related duties.

REV. 01/01/2016

Paid Sick Leave

Division of Labor Standards Enforcement, Office of the Labor Commissioner THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT (Poster may be printed on 8 ½" x 11" letter size paper)

HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 PAID SICK LEAVE

FAMILY CARE & MEDICAL LEAVE & PREGNANCY DISABILITY LEAVI

Pay and Benefits During Leave. While the law provides only unpaid leave, some

employers pay their employees during CFRA leave. In addition, employees may choose

r employers may require) use of accrued paid leave while taking CFRA leave under

employees want more information regarding eligibility for a leave and/or the impact of

disabled by pregnancy, childbirth or a related medical condition, the employee is entitled

to take a pregnancy disability leave of up to four months, depending on their period(s) of

actual disability. If the employee is CFRA-eligible, they have certain rights to take both a

Reinstatement. Both CFRA leave and pregnancy disability leave contain a guarantee of

medical treatment for the employee or of a family member), the employee must provide

if possible, at least 30 days' advance notice to their employer that they will be taking

these notice rules is grounds for, and may result in, deferral of the requested leave until

Employment Development Department

Notice to Employees:

being accumulated for you to be used as a basis for:

This employer is registered with the Employment Development Department (EDD) as required by the California Unemployment Insurance Code and is reporting wage credits to the EDD that are

PFL - Paid Family Leave

(funded entirely by employees' contributions)

low to File a New PFL Claim

DE 1857A Rev. 44 (12-20) (INTERNET)

Pregnancy Disability Leave. Even if an employee is not eligible for CFRA leave, it

pregnancy disability leave and a CFRA leave for reason of the birth of their child.

Notice. For foreseeable events (such as the expected birth of a child or a planned

leave. For events that are unforeseeable, employees should notify their employers, at

least verbally, as soon as they learn of the need for the leave. Failure to comply with

certain circumstances. Employees on CFRA leave may also be eligible for benefits

Taking CERA leave may impact certain employee benefits and seniority date. If

the leave on seniority and benefits, they should contact their employer.

administered by the Employment Development Departmen

end of the leave, subject to any defense allowed under the law.

the employee complies with this notice policy

An employee who, on or after July 1, 2015, works in California for 30 or more Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid

at the employee's regular wage rate. Accrual shall begin on the first day of

loyment or July 1, 2015, whichever is later.

Accrued paid sick leave shall carry over to the following year of employment and may be capped at 48 hours or 6 days. However, subject to specified conditions, loyer has a paid sick leave, paid leave or paid time off policy (PTO that provides no less than 24 hours or three days of paid leave or paid time of no accrual or carry over is required if the full amount of leave is received at the g of each year in accordance with the policy.

Inder California law, an employee may have the right to take job-protected

eave to care for their own serious health condition or a family member with

rious health condition, or to bond with a new child (via birth, adoption, c

ster care). California law also requires employers to provide job-protected

nder the California Family Rights Act of 1993 (CFRA), many employees have the right

take job-protected leave, which is leave that will allow them to return to their job or a

the serious health condition of a child, spouse, domestic partner, parent

parent-in-law, grandparent, grandchild, sibling, or someone else with a

n employee takes leave for their own or a family member's serious health condition,

ligibility. To be eligible for CFRA leave, an employee must have more than 12 months

pefore the date they want to begin their leave, and their employer must have five or

UI, DI, PFL

UI - Unemployment Insurance

unded entirely by employers' taxes)

DI - Disability Insurance

Payday

unded entirely by employees' contributions)

service with their employer, have worked at least 1,250 hours in the 12-month period

Jnemployment Insurance (UI) is paid for by your employer and provides partial income replacement when you are unemployed

or your hours are reduced due to no fault of your own. To claim III benefit nayments you must also meet all III

eligibility requirements, including that you must be available for work and searching for work.

Use one of the following methods

Phone: Representatives are available at the following toll-free numbers, Monday through Friday between **8 a.m. to**

Fax or Mail: When accessing UI Online to file a new claim, some customers will be instructed to fax or mail their UI

Important: Waiting to file your UI claim may delay benefit payments.

isability Insurance (DI) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians

who are unable to work due to a non-work-related illness, injury, pregnancy, or disability

who is unable to work due to a non-work-related illness, injury, pregnancy, or disability.

Use one of the following methods

Online: SDI Online is the fastest and most convenient way to file your claim. Visit

application to the EDD. If this occurs, the *Unemployment Insurance Application* (DE 1101I), will display. For faster and more

ecure processing, fax the completed form to the number listed on the form. If mailing your UI application, use the address

1-800-300-5616 Cantonese 1-800-547-3506 Vietnamese 1-800-547-2058

Mandarin 1-866-303-0706 TTY

Online: UI OnlineSM is the fastest and most convenient way to file your UI claim. Visit

<u>JI Online (edd.ca.gov/UI_Online)</u> to get started.

on the form and allow additional time for processing

DI Online (edd.ca.gov/SDI_Online) to get started.

12 noon (Pacific Standard Time) except during state holidays.

eave may be taken on an intermittent or reduced work schedule when medically

blood or family-like relationship with the employee ("designated person"); or

milar job after their leave ends. This leave may be up to 12 work weeks in a 12-month

ve and accommodations to employees who are disabled by pregnancy

Retaliation or discrimination against an employee who requests paid sick days or use An employee may use accrued paid sick days beginning on the 90th day paid sick days or both is prohibited. An employee can file a complaint with the Labor An employer shall provide paid sick days upon the oral or written reque of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assaul

nmissioner against an employer who retaliates or discriminates against For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website http://www.dir.ca.gov/dlse/DistrictOffices.htm using the phabetical listing of cities, locations, and communities. Staff is available in An employer may limit the use of paid sick days to 24 hours or three days in person and by telephone.

Certification. Employers may require certification from an employee's health care

of the employee's family member, including a designated person, who has a serious

ealth condition, before granting leave to take care of that family member.

Toll Free: 800.884.1684 / TTY: 800.700.2320

Visit: calcivilrights.ca.gov/family-medical-pregnancy-leave

TO FILE A COMPLAINT

CIVIL RIGHTS DEPARTMENT

CALIFORNIA RELAY SERVICE (711)

Mail: To file a claim with the FDD by mail, complete and submit a Claim for Disability Insurance (DI) Renefits (DE 2501) form

You can obtain a paper claim form from your employer, physician/practitioner, visiting a State Disability Insurance office,

Note: If your employer maintains an approved Voluntary Plan for DI coverage, contact your employer for assistance

For more information about DI, visit State Disability Insurance (edd.ca.gov/disability) or call 1-800-480-3287.

State government employees should call 1-866-352-7675.

TTY (for deaf or hearing-impaired individuals only) is available at 1-800-563-2441.

Paid Family Leave (PFL) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californian

who need time off work to care for seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered

domestic partner. Benefits are available to parents who need time off work to bond with a new child entering the family by birth

adoption, or foster care placement. Benefits are also available for eliqible Californians who need time off work to participate in a

Your employer must provide the *Paid Family Leave* (DE 2511) brochure, to newly hired employees and to each employee who is taking

time off work to care for a seriously ill family members, to bond with a new child, or to participate in a qualifying military event.

Use one of the following methods:

Mail: To file a claim with the EDD by mail, complete and submit a Claim for Paid Family Leave (PFL) Benefits (DE 2501F)

Note: If your employer maintains an approved Voluntary Plan for PFL coverage, contact your employer for assistance.

For more information about PFL, visit State Disability Insurance (edd.ca.gov/disability)

State government employees should call 1-877-945-4747.

TTY (for deaf or hearing-impaired individuals only) is available at 1-800-445-1312

or call 1-877-238-4373

form. You can obtain a paper claim form from your employer, a physician/practitioner, visitinga State Disability Insurance

fying event resulting from a spouse, registered domestic partner, parent, or child's military deployment to a foreign country

For additional translations of this auidance, visit

www.calcivilrights.ca.gov/posters/required

Want to learn more?

your complaint.

online at EDD Forms and Publications (edd.ca.gov/Forms), or by calling 1-800-480-3287.

Online: SDI Online is the fastest and most convenient way to file your claim. Visit

withhold facts to claim benefits. For additional information, visit the EDD (edd.ca.gov).

office, online at EDD Forms and Publications (edd.ca.gov/Forms), or by calling 1-877-238-4373.

SDI Online (edd.ca.gov/SDI_Online) to get started.

provider before allowing leave for pregnancy disability or for the employee's own serious

health condition. Employers may also require certification from the health care provide

f you have been subjected to discrimination, harassment, or retaliation at

Have a disability that requires a reasonable accommodation? CRD can assist you with

DLSE Paid Sick Leave Posting

Department of Industrial Relations - CAL/OSHA

SAFETY AND HEALTH PROTECTION ON THE JOB

alifornia law provides workplace safety and health protections for workers through regulations enforced by he Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and procedures to comply with the state's workplace safety and health standards and orders. The law requires that this poster be displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.gov/samples/search/query.htm

WHAT AN FMPLOYER MUST DO All employers must provide work and workplaces that are safe and healthful. In other words, as an employer, you must follow state laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers, and substantial monetary penalties.

ou must display this poster in a conspicuous place where notices to employees are customarily posted so everyone on the job can be aware of basic rights and responsibilities. ou must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the requirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov/title8/3203.html) and provide access to

You must be aware of hazards your employees face on the job and keep records showing that each employee ha een trained in the hazards unique to each job assignment. ou must correct any hazardous condition that you know may result in injury to employees. Failure to do so ould result in criminal charges, monetary penalties, and even incarceration.

mplovees and their designated representatives

ou must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured employee. Failure to report a serious injury or illness, or death, within 8 hours can result in a minimum civil penalty of \$5,000.

NHAT AN EMPLOYER MUST NEVER DO Never permit an employee to do work that violates Cal/OSHA workplace safety and health regulations. lever permit an employee to be exposed to harmful substances without providing adequate protection.

lever allow an untrained employee to perform hazardous work. MPI OYFFS HAVF CFRTAIN WORKPI ACF SAFFTY & HFAITH RIGHTS: is an employee, you (or someone acting for you) have the right to file a confidential complaint and request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office (see below). Your name is not revealed by Cal/OSHA, unless you request

You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/OSHA investigator nspecting vour workplace. ou and your designated representative have the right to access the employer's IIPP Any employee has the righ

o refuse to perform work that would violate an occupational safety or health standard or order where such olation would create a real and apparent hazard to the employee or other employees. ou may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working

onditions, or for otherwise exercising your rights to a safe and healthful workplace. If you feel that you have een fired or punished for exercising your rights, you may file a complaint about this type of discrimination by ontacting the nearest office of the California Department of Industrial Relations, Division of Labor Standards nforcement (Labor Commissioner's Office) or the San Francisco office of the U.S. Department of Labor. Occupational Safety and Health Administration. (Employees of state or local government agencies may only filo hese complaints with the California Labor Commissioner's Office.) Consult your local telephone directory for the office nearest you.

MPLOYEES ALSO HAVE RESPONSIBILITIES: o keep the workplace and your coworkers safe, you should tell your employer about any hazard that could result in an injury or illness to an employee. While working, you must always obey state workplace safety and

Employers who use any substance that is listed as a hazardous substance in California Code of Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.html), or is covered by the Hazard Communication standard

(www.dir.ca.gov/title8/5194.html) must provide employees information on the hazardous chemicals in their work areas, access to safety data sheets, and training on how to use hazardous chemicals safely. Employers shall make available on a timely and reasonable basis a safety data sheet on each hazardous substance in the workplace upon request of an employee, an employee's collective bargaining representative, or

imployees have the right to see and copy their medical records and records of exposure to potentially toxic materials or harmful physical agents.

imployers must allow access by employees or their representatives to accurate records of employee exposures to potentially toxic materials or harmful physical agents, and notify employees of any exposures in concentration or levels exceeding the exposure limits allowed by Cal/OSHA standards. Any employee or their representative has the right to observe monitoring or measuring of employee exposure to

A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to make sure your company is

hazards conducted to comply with Cal/OSHA regulations. WHEN CAL/OSHA COMES TO THE WORKPLACE:

beying workplace safety and health laws. Inspections are also conducted when an employee files a valid complaint with Cal/OSHA. Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness, or fatality.

The employer, or someone the employer chooses, will be given an opportunity to accompany the investigato during the inspection. An authorized representative of the employees will be given the same opportunity. Where there is no authorized employee representative, the investigator will talk to a reasonable number of employees about safety and health conditions at the workplace.

When an inspection begins, the Cal/OSHA investigator will show official identification.

/IOLATIONS, CITATIONS, AND PENALTIES:

If the investigation shows that the employer has violated a safety and health standard or order, Cal/OSHA may issue a citation. Each citation carries a monetary penalty and specifies a date by which the violation must be abated. A notice, which carries no monetary penalty, may be issued in lieu of a citation for certain non-serious

Penalty amounts depend in part on the classification of the violation as regulatory, general, serious, repeat, or willful; and whether the employer failed to abate a previous violation involving the same hazardous condition. Base penalty amounts, penalty adjustment factors, and minimum and maximum penalty amounts are set forth in California Code of Regulations, title 8, section 336 (www.dir.ca.gov/title8/336.html). In addition, a willful violation that causes death or permanent impairment of the body of any employee can result, upon conviction, in a fine of up to \$250,000 or imprisonment up to three years, or both, and if the employer is a corporation or limited liability company, the fine may be up to \$1.5 million.

The law provides that employers may appeal citations within 15 working days of receipt to the Occupational Safety and Health Appeals Board.

An employer who receives a citation, Order to Take Special Action, or Special Order must post it prominently at or near the place of the violation for three working days, or until the unsafe condition is corrected, whichever is longer, to warn employees of danger that may exist there. Any employee may protest the time allowed for correction of the violation to the Division of Occupational Safety and Health or the Occupational Safety and Health Appeals Board.

To learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free nformation, required forms, and publications. You can also contact a local district office of Cal/OSHA. If you prefer, you may retain a competent private consultant, or ask your workers' compensation insurance carrier for guidance in obtaining information.

Call the FREE Worker Information Helpline – (833) 579-0927

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA) HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 – Telephone (510) 286-7000

District Offices American Canyon 3419 Broadway St., Ste. H8, American Canyon 94503 (707) 649-3700 7718 Meany Ave., Bakersfield 93308 (661) 588-6400 Bakersfield Foster City 1065 East Hillsdale Bl., Ste. 110, Foster City 94404 (650) 573-3812 (510) 794-2521 Fremont 39141 Civic Center Dr., Ste. 310, Fremont 94538 2550 Mariposa St., Rm. 4000, Fresno 93721 (559) 445-5302 Long Beach (424) 450-2630 1500 Hughes Way, Suite C-201, Long Beach 90810 320 West Fourth St., Rm. 820, Los Angeles 90013 (213) 576-7451 Los Angeles 4206 Technology Dr., Ste. 3, Modesto 95356 (209) 545-7310 800 Royal Oaks Dr., Ste. 105, Monrovia 91016 (626) 239-0369 1515 Clay St., Ste. 1303, Box 41, Oakland 94612 (510) 622-2916 Sacramento 1750 Howe Ave., Ste. 430, Sacramento 95825 (916) 263-2800 San Bernardino 464 West Fourth St., Ste. 332, San Bernardino 92401 (909) 383-4321 San Diego 7575 Metropolitan Dr., Ste. 207, San Diego 92108 (619) 767-2280 San Francisco 455 Golden Gate Ave., Rm. 9516, San Francisco 94102 (415) 557-0100 Santa Ana 2 MacArthur Place, Ste. 720, Santa Ana 92707 (714) 558-4451 Van Nuys 6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401 (818) 901-5403 Regional Office: 455 Golden Gate Ave., Rm 9516, San Francisco 94102 (415) 557-0300 San Francisco 1750 Howe Ave., Ste. 440, Sacramento 95825 (916) 263-2803 Sacramento Santa Ana 2 MacArthur Place, Ste. 720, Santa Ana 92707 (714) 558-4300 Monrovia 800 Royal Oaks Dr., Ste. 105, Monrovia 91016 (626) 471-9122 Cal OSHA Consultation Services Field / Area Offices Fresno / Central Valley 2550 Mariposa Mall, Rm. 2005, Fresno 93721 (559) 445-6800 (714) 562-5525

• La Palma / Los Angeles / Orange County 1 Centerpointe Dr., Ste. 150, La Palma 90623 • Oakland / Bay Area 1515 Clay St., Ste. 1103, Oakland 94612 1750 Howe Ave., Ste. 490, Sacramento 95825 464 West Fourth St., Ste. 339, San Bernardino 92401 7575 Metropolitan Dr., Ste. 204, San Diego 92108

 Sacramento / Northern CA (916) 263-0704 (909) 383-4567 San Bernardino (619) 767-2060 • San Diego / Imperial County San Fernando Valley 6150 Van Nuys Blvd., Ste. 307, Van Nuys 91401 (818) 901-5754 **Consultation Region Office** 2550 Mariposa Mall, Rm. 3014, Fresno 93721 (559) 445-6800

nforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of Industrial Relations, which has primary esponsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a complaint alleging nadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor Tel: (415) 625-2547. OSHA monitors the operation of state plans to assure that continued approval is merited.

Civil Rights Department

(510) 622-2891

Transgender Rights

THE RIGHTS OF EMPLOYEES WHO ARE TRANSGENDER OR GENDER NONCONFORMING identity or gender expression. These are sometimes known as "chosen" or "preferred" names and pronouns. For example, ALIFORNIA I AW PROTECTS TRANSGENDER AND GENDER NONCONFORMING PEOPLE FROM DISCRIMINATION an employee does not need to have legally changed their name or birth certificate, nor have undergone any type of

HARASSMENT, AND RETALIATION AT WORK. THESE PROTECTIONS ARE ENFORCED BY THE CIVIL RIGHTS DEPARTMENT (CRD).

HINGS YOU NEED TO KNOW Does California law protect transgender and gender nonconforming employees from employment

Yes. All employees, job applicants, unpaid interns, volunteers, and contractors are protected from discrimination at work nen based on a protected characteristic, such as their gender identity, gender expression, sexual orientation, race, or national origin. This means that private employers with five or more employees may not, for example, refuse to hire or promote someone because they identify as — or are perceived to identify as — transgender or non-binary, or because they

Employment discrimination can occur at any time during the hiring or employment process. In addition to refusing to conditions, or unfairly modifying the terms of their employment because of their gender identity or gender expression. Ooes California law protect transgender and gender nonconforming employees from harassment at work? dentity or gender expression. For example, an employer can be liable if co-workers create a hostile work environment – whether in person or virtual – for an employee who is undergoing a gender transition. Similarly, an employer can be able when customers or other third parties harass an employee because of their gender identity or expression, such as

Does California law protect employees who complain about discrimination or harassment in the workplace? Yes. Employers are prohibited from retaliating against any employee who asserts their right under the law to be free from liscrimination or harassment. For example, an employer commits unlawful retaliation when it responds to an employee aking a discrimination complaint — to their supervisor, human resources staff, or CRD — by cutting their shifts If bathrooms, showers, and locker rooms are sex-segregated, can employees choose the one that is most

es. All employees have a right to safe and appropriate restroom and locker room facilities. This includes the right to use a estroom or locker room that corresponds to the employee's gender identity, regardless of the employee's sex assigned at irth. In addition, where possible, an employer should provide an easily accessible, gender-neutral (or "all-gender"), singl user facility for use by any employee. The use of single stall restrooms and other facilities should always be a matter of choice. Employees should never be forced to use one, as a matter of policy or due to harassment.

For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

their gender identity or expression.

CIVIL RIGHTS DEPARTMENT

CALCIVILRIGHTS.CA.GOV/COMPLAINTPROCE

CALIFORNIA RELAY SERVICE (711)

TOLL FREE: 800.884.1684 / TTY: 800.700.2320

WHISTLEBLOWERS ARE PROTECTED

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or

Who is protected?

Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. [California Labor Code Section 1106]

What is a whistleblower?

A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

A violation of a state or federal statute.

A violation or noncompliance with a local, state or federal rule or regulation, or

With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

What protections are afforded to whistleblowers?

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower

An employer may not retaliate against an employee who is a whistleblower.

An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former

Under <u>California Labor Code Section 1102.5</u>, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

How to report improper acts

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225. The Attorney General will refer your call to the appropriate government authority for review

Civil Rights Department

CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT he California Civil Rights Department (CRD) enforces laws that protect you from illegal discrimination and

rassment in employment based on your actual or perceived: AGE (40 and above)

Discrimination

DISABILITY (physical, developmental, mental health/psychiatric, HIV and AIDS)

GENETIC INFORMATION GENDER EXPRESSION

GENDER IDENTITY MARITAL STATUS

MEDICAL CONDITION (genetic characteristics, cancer, or a record or history of cancer) MILITARY OR VETERAN STATUS

NATIONAL ORIGIN (includes language restrictions and possession of a driver's license issued to undocumented

RACE (includes hair texture and hairstyles) RELIGION (includes religious dress and grooming practices)

REPRODUCTIVE HEALTH DECISIONMAKIN

SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions SEXUAL ORIENTATION

THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT AND ITS IMPLEMENTING REGULATIONS PROTECT CIVIL RIGHTS

e law prohibits harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by an person. This includes a prohibition against harassment based on any characteristic listed above, such as sexual harassment ender harassment, and harassment based on pregnancy, childbirth, breastfeeding, and/or related medical conditions. All employers are required to take reasonable steps to prevent all forms of harassment, as well as provide information to each of their employees on the nature, illegality, and legal remedies that apply to sexual harassment.

Employers with 5 or more employees and public employers must train their employees regarding the prevention of sexual rassment, including harassment based on gender identity, gender expression, and sexual orientation. DISCRIMINATION/REASONARI E ACCOMODATIONS

California law prohibits employers with 5 or more employees and public employers from discriminating based on any tected characteristic listed above when making decisions about hiring, promotion, pay, benefits, terms of employment, mployers cannot limit or prohibit the use of any language in any workplace unless justified by business necessity. The

employer must notify employees of the language restriction and consequences for violation. Employers cannot discriminate against an applicant or employee because they possess a California driver's license or ID Employers must reasonably accommodate the religious beliefs and practices of an employee, unpaid intern, or job

pplicant, including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body air, which are part of an individual's observance of their religious beliefs

Employers must reasonably accommodate an employee or job applicant with a disability to enable them to perform the

Secretary of State OLLS ARE OPEN FROM 7:00 A.M. TO 8:00 P.M. EACH ELECTION DAY.

For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

Time Off to Vote

you are scheduled to be at work during that time and you do not have sufficient time outside of working hours to vote at a statewide election, California law allows you to take up to two hours off to vote, without losing any pay. ou may take as much time as you need to vote, but only two hours of that time will be paid. ur time off for voting can be only at the beginning or end of your regular work shift, whichever allows the most free time for voting and the least time off from your regular working shift, unless you make another arrangement with your employer. hree working days before the election you think you will need time off to vote, you must notify your employer at least two working days prior to the election

CALIFORNIA ELECTIONS CODE SECTION 14000

1. The law provides specific protections and hiring procedures for people with criminal histories who are looking for

with a new child: or for certain military exigencies.

records for a minimum of four years.

REMEDIES/FILING A COMPLAIN

TO FILE A COMPLAINT

California Relay Service (711)

Toll Free: 800.884.1684 / TTY: 800.700.2320

Civil Rights Department

express a discriminatory hiring preference

Employers with 5 or more employees and public employers must provide up to 12 weeks of job-protected leave to eligible

employees: to care for themselves, a family member (child of any age, spouse, domestic partner, parent, parent-in-law,

grandparent, grandchild, sibling) or a designated person (with a blood or family-like relationship to employee); to bond

a related medical condition, as well as require employers to reasonably accommodate an employee, on the advice of their

3. Employers must provide job-protected leave of up to 4 months to employees disabled because of pregnancy, childbirth, or

Employers, employment agencies, and unions must preserve applications, personnel records, and employment referral

Employment agencies must serve all applicants equally, refuse discriminatory job orders, and prohibit employers and

The law prohibits retaliation against a person who opposes, reports, or assists another person to oppose unlawful

The law provides remedies for individuals who experience prohibited discrimination, harassment, or retaliation in the

If you believe you have experienced discrimination, harassment, or retaliation, you may file a complaint with CRD.

ndependent contractors and volunteers: If you believe you have been harassed, you may file a complaint with CRD.

Complaints must be filed within three years of the last act of discrimination/harassment/retaliation. For those who are

If you have been subjected to discrimination, harassment, or retaliation at work, file a complaint with the Civil Rights

The Fair Employment and Housing Act is codified at Government Code sections 12900 - 12999. The regulations implementing the Act

Government Code section 12950 and California Code of Regulations, title 2, section 11023, require all employers to post this

10% of non-English speaking persons must also post this notice in the appropriate language or languages.

document. It must be conspicuously posted in hiring offices, on employee bulletin boards, in employment agency waiting rooms,

union halls, and other places employees gather. Any employer whose workforce at any facility or establishment consists of more than

under the age of eighteen, complaints must be filed within three years after the last act of discrimination/harassment/

expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages.

workplace. These remedies can include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders,

employment agencies from making discriminatory pre-hiring inquiries or publishing help-wanted advertisements that

health care provider, related to their pregnancy, childbirth, or a related medical condition

6. Unions cannot discriminate in member admissions or dispatching members to jobs.

discrimination, including filing an internal complaint or a complaint with CRD.

retaliation or one year after their eighteenth birthday, whichever is later.

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint

TWO ways to verify poster compliance! QR CODE) Scan with phone camera: Go to: JJKeller.com/LLPverify

To update your labor law posters contact J. J. Keller & Associates, Inc. JJKeller.com/laborlaw 800-327-6868



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UNEMPLOYMENT INSURANCE BENEFIT: This employer is registered under the California Unemployment Insurance Code and is reporting wage credits to the Employment Development Department (EDD) that are being accumulated for you to be used as a basis for Unemployment Insurance benefits. u may be eligible to receive Unemployment Insurance benefits if you are:

Employment Development Department

NOTICE TO EMPLOYEES

Department of Industrial Relations - CAL/OSHA

Emergency Contact Information

EMERGENCY

Unemployed or working less than full-time. Out of work due to no fault of your own and physically able to work, ready to accept work, and looking for work.

Unemployment Insurance benefits based on wages earned while employed by a public or nonprofit educational institution

may not be paid during a school recess period if the employee has reasonable assurance of returning to work at the end of the

ess period (California Unemployment Insurance Code section 1253.3). Benefits based on other covered employment may

covered employment are sufficient to establish an Unemployment Insurance claim after excluding wages earned from a publi-

1-800-547-3506 TTY Note: Waiting to file a claim could delay benefits. EDD representatives are available Monday through Friday between 8 a.m. and 12 noon (Pacific Time).

be payable during recess periods if the unemployed individual is in all other respects eligible, and the wages earned in other Note: Some employees may be exempt from Unemployment and Disability Insurance coverage.

DE 1857D Rev. 19 (7-18) (INTERNET)

Posting is required by Title 8 Section 1512 (e), California Code of Regulations

1-800-326-8937 Vietnamese

The fastest way to file for Unemployment Insurance (UI) is with UI Online at www.edd.ca.gov/UI_Online. You may also file for Unemployment Insurance by calling toll-free from anywhere in the U.S. at:

> 1-800-547-2058 1-800-815-9387

1-800-300-5616 Mandarin 1-866-303-0706

our employer must provide the Disability Insurance Provisions (DE 2515) brochure, to newly hired employees and to each employee low to File a New DI Claim

REV. 01/2023

State of California

Cal/OSHA Publications

Department of Industrial Relations

DOSHPublications@dir.ca.g

REV. 03/1990

REGULAR PAYDAYS FOR EMPLOYEES OF

Department of Industrial Relations - Division of Labor Standards Enforcement

1-800-815-9387

THIS IS IN ACCORDANCE WITH SECTIONS 204, 204A, 204B, 205, AND 205.5

OF THE CALIFORNIA LABOR COD **PLEASE POST**

Note: Some employees may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to

CRD-100-21ENG

REV. 12/2020

itentionally referring to a gender-nonconforming employee by the wrong pronouns or name.

Does an employee have the right to be addressed by the name and pronouns that correspond to their gender dentity or gender expression, even if different from their legal name and gender?

creating work schedules or generating virtual profiles. While it may be appropriate for the business to use a transgender byee's legal name for payroll purposes when legally required, refusing or failing to use that person's chosen name an pronouns, if different from their legal name, on a shift schedule, nametag, instant messaging account, or work ID card could be harassing or discriminatory. CRD recommends that employers take care to ensure that each employee's chosen name and pronouns are respected to the greatest extent allowed by law. Does an employee have the right to dress in a way that corresponds with their gender identity and gender Yes. An employer who imposes a dress code must enforce it in a non-discriminatory manner. This means that each employee must be allowed to dress in accordance with their gender identity and expression. While an employer may establish a dress code or grooming policy in accord with business necessity, all employees must be held to the same standard, regardless of

gender transition (such as surgery), to use a name and/or pronouns that correspond with their gender identity or gender

expression. An employer may be legally obligated to use an employee's legal name in specific employment records, but

when no legal obligation compels the use of a legal name, employers and co-workers must respect an employee's chosen

name and pronouns. For example, some businesses utilize software for payroll and other administrative purposes, such as

Can an employer ask an applicant about their sex assigned at birth or gender identity in an interview? No. Employers may ask non-discriminatory questions, such as inquiring about an applicant's employment history or asking for professional references. But an interviewer should not ask questions designed to detect a person's gender identity or gender transition history such as asking about why the person changed their name. Employers should also not ask questions about a person's body or whether they plan to have surgery. Visit: https://bit.ly/3hTG1E0 O FILE A COMPLAINT

Have a disability that requires a reasonable accommodation CRD can assist you with your complaint.

REV. 11/2022

CRD-E07P-ENG

REV. 1/2023