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REEMPLOYMENT RIGHTS

notice of your service;

RETALIATION

If you:

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

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

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

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EMPLOYEE RIGHTS

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**

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

PUMP AT WORK

The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

DFPARTMENT OF LABOR UNITED STATES OF AMERICA

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WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT



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

discharging workers who file a complaint or participate in any proceeding under the FLSA. **ADDITIONAL INFORMATION**

Certain occupations and establishments are exempt from the minimum wage, and/or overtime

pay provisions. Certain narrow exemptions also apply to the pump at work requirements. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern

Mariana Islands, and the Commonwealth of Puerto Some state laws provide greater employee

protections; employers must comply with both. Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent

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

> 1-866-487-9243 www.dol.gov/agencies/who



Follow your employer's normal policies for requesting

Give notice at least 30 days before your need for FMLA

If advance notice is not possible, give notice as soon

You do not have to share a medical diagnosis but must

provide enough information to your employer so they can

determine whether the leave qualifies for FMLA protection.

You must also inform your employer if FMLA leave was

Your **employer \underline{may} request certification** from a health care

provider to verify medical leave and may request certification

The FMLA does not affect any federal or state law prohibiting

collective bargaining agreement that provides greater family

discrimination or supersede any state or local law or

State employees may be subject to certain limitations

own serious health conditions. Most federal and certain

If you are eligible for FMLA leave, your **employer must**:

congressional employees are also covered by the law but

are subject to the jurisdiction of the U.S. Office of Personnel

Allow you to take job-protected time off work for a

Continue your group health plan coverage while you

Allow you to return to the same job, or a virtually

Your employer cannot interfere with your FMLA rights or

threaten or punish you for exercising your rights under the

law. For example, your employer cannot retaliate against

you for requesting FMLA leave or cooperating with a WHD

that may qualify under the FMLA, your **employer must**

After becoming aware that your need for leave is for a reason

confirm whether you are eligible or not eligible for FMLA

leave. If your employer determines that you are eligible, you

About your FMLA rights and responsibilities, and

How much of your requested leave, if any, will be

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated,

you may file a complaint with WHD or file a private lawsuit

against your employer in court. Scan the QR code to learn

identical job with the same pay, benefits and other

working conditions, including shift and location, at the

are on leave on the same basis as if you had not taken

in pursuit of direct lawsuits regarding leave for their

What does my employer need to do?

previously taken or approved for the same reason when

requesting additional leave

of a qualifying exigency

or medical leave rights.

Management or Congress.

end of your leave

employer must notify you in writing:

about our WHD complaint process.

SCAN ME

Where can I find more information?



YOUR EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

The birth, adoption or foster placement of a child with Your serious mental or physical health condition that makes you unable to work

To care for your spouse, child or parent with a serious mental or physical health condition, and Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or

illness may take up to 26 workweeks of FMLA leave in a single $\overline{12\text{-m}}$ onth period to care for the servicemember. You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information. FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the

reason for which you need FMLA leave. Am I eligible to take FMLA leave?

- You are an **eligible employee** if **all** of the following apply: You work for a covered employer. You have worked for your employer at least 12
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and Your employer has at least 50 employees within 75
- miles of your work location. Airline flight crew employees have different "hours of service"

You work for a **covered employer** if **one** of the following

You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year, You work for an elementary or public or private secondary school, or

You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave? Generally, **to request FMLA leave you must**

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DEPARTMENT OF LABOR **UNITED STATES OF AMERICA** WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

the employer will also pay a part of the worker's lost wages.

or the State Board of Workers' Compensatior

compensation if an accident is not reported within 30 days (see O.C.G.A. § 34-9-80).

This notice must be posted in a conspicuous place readily accessible to the employees at all times.)

PANEL OF PHYSICIANS

OFFICIAL NOTICE

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

Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the right to receive

The employer will supply free of charge, upon request, a form for reporting accidents and will also furnish, free of charge, information

panel shall include one minority physician, whenever feasible (see Rule 201 for definition of minority physician). The Board may grant

One change to another doctor from the list may be made without permission. Further changes require the permission of the employe

The insurance company providing coverage for this business under the Workers' Compensation Law is:

Instructions to injured worker: Review the following physician's contact information and select the provider with whom you would like

Physician's Contact Information: Name, Address, Phone, and website listed below:

(Additional doctors may be added on a separate sheet)

☐ This box is checked if additional physicians are listed on 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).

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:

Insurer Name

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

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

24-hour toll-free phone number with recorded messages of information on how to utilize these services.

PHONE NUMBER OF CONTACT PERSON _____

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).

will be given a wallet-sized card which contains information on the services of the WC/MCO including a

exceptions to the required size of the panel where it is demonstrated that more than four physicians are not reasonably accessible.

about workers' compensation. The employer will also furnish to the employee, upon request, copies of board forms on file with the

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

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LABOR

LAWS

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

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

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

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

GA

GA

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243 www.dol.gov/agencies/whd

The Act also permits polygraph testing, subject to

restrictions, of certain employees of private firms who

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

more restrictive with respect to lie detector tests.

economic loss to the employer

EXAMINEE RIGHTS

ENFORCEMENT

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



REV. 02/2022

DOL-4107

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:

It is hereby declared to be the policy of the State of Georgia through the exercise of the police power of this State to correct and, as rapidly as possible, to eliminate discriminatory wage practices based

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 conviction thereof, be punished by a fine not to exceed

FOR INFORMATION ON EQUAL PAY FOR EQUAL **WORK ACT CONTACT:**

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

Georgia Department of Labor Office of Equal Opportunity 148 Andrew Young International Blvd., N. E. Atlanta, Georgia 30303-1751

FOR ADDITIONAL POSTERS PHONE: (404) 232-3392

POST IN PROMINENT PLACE AS REQUIRED **BY LAW** Georgia Department of Labor

Mark Butler, Commissioner An Equal Opportunity Employer/Program

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 with all requirements.

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

GA

REV. 04/2023

UNEMPLOYMENT INSURANCE IS NOT PAYABLE

VACATION

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

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.

USERRA, and employers may meet this requirement by displaying the text

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

of this notice where they customarily place notices for employees.

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

are obligated to serve in the

any benefit of employment

uniformed service;

promotion; or

Know Your Rights: Workplace Discrimination is Illegal

Origin

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

Who is Protected? Employees (current and former), including managers and temporary employees

Job applicants Union members and applicants for membership in a union Vhat Types of Employment Discrimination are Illegal?

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

Color Religion

National origin Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)

Age (40 and older) Disability

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 Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

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

What Organizations are Covered? Most private employers

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

Unions Staffing agencies

What Employment Practices can be Challenged as Discriminatory? All aspects of employment, including: Discharge, firing, or lay-off

Harassment (including unwelcome verbal or physical conduct) Hiring or promotion

Assignment Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability; pregnancy,

childbirth, or related medical condition; or a sincerely-held religious belief,

observance or practice Benefits

Job training

Classification Referral Obtaining or disclosing genetic information of employees

Requesting or disclosing medical information of employees

Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation)

What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx

Call 1-800-669-4000 (toll free) 1-800-669-6820 (TTY) 1–844–234–5122 (ASL video phone) an EEOC field office (information at www.eeoc.gov/field-office) E-Mail info@eeoc.gov

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

or pregnancy accommodation



EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

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

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

contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. **Asking About, Disclosing, or Discussing Pay**

Executive Order 11246, as amended, protects applicants and employees of Federal

contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified

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

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C.

4212, prohibits employment discrimination against, and requires affirmative action to

individuals with disabilities from discrimination in hiring, promotion, discharge, pay,

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.

Protected Veteran Status

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

Federal financial assistance.

Federal agency providing such assistance.

discrimination on the basis of sex in educational programs or activities which receive **Individuals with Disabilities** Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can

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

REV. 06/27/2023



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

You are entitled to weekly income benefits if you

have more than seven days of lost time due to an

lifetime medical benefits.

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 \$800 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 \$800 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 \$533.33 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

\$533.33 per week for no longer than 350 weeks.

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

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

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

average weekly wage, but not more than \$800 per week. A widowed spouse with no children will be paid a maximum of \$320,000. Benefits continue

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.

authorized treating physician even if the pay is

lower than the job you had when you were injured.

You must attempt a job approved by the

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'

lose the right to these benefits.

Compensation within one year after your death or

time work and report the amount of your weekly

earnings because you may be entitled to some

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

Any request for reimbursement to you for mileage 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

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 1-800-334-6865. 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).

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

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WC-BILL OF RIGHTS

Job Safety and Health IT'S THE LAW!

All workers have the right to:

retaliated against.

- A safe workplace. Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being
- 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
- 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

participate) in an OSHA inspection and

employer. Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

- **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
- reporting a work-related injury or illness. Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.

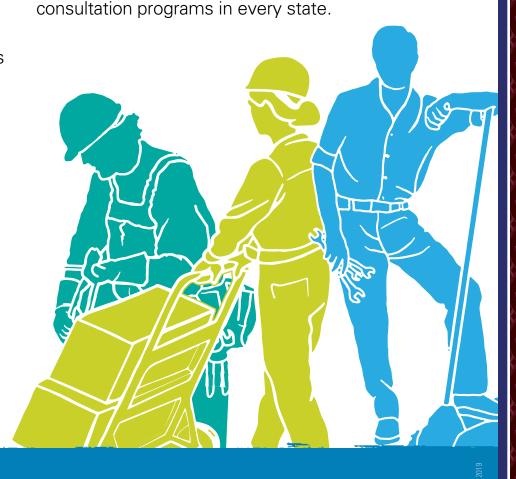
Provide required training to all workers in a

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

the alleged violations. On-Site Consultation services are available to small and medium-sized employers, without

citation or penalty, through OSHA-supported

Post OSHA citations at or near the place of



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov



QR CODE Scan with phone camera: Go to: JJKeller.com/LLPverify

ONLINE

FED-GA-ENG

62784

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utilize the services of the WC/MCO.

GEOGRAPHICAL SERVICE AREA _____

ADDRESS OF CONTACT PERSON ___

EFFECTIVE DATE OF WC/MCO

24-HOUR TOLL-FREE PHONE NUMBER ____

WC-P3

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