



**KNOW YOUR RIGHTS IN THE WORKPLACE**  
**NORTH CAROLINA & FEDERAL**  
**PRINTABLE LABOR LAWS**

# NORTH CAROLINA PRINTABLE LABOR LAW GUIDE

Thank you for choosing LaborLawCenter™ to meet compliance regulations for you and your remote workers!

- This guide covers:**
- Remote Worker Use
  - Printing the Labor Law Posters
  - Sending Customized Acknowledgment Agreements

## How to Use

The mandated state and federal labor law posters that all employees must be informed of are located in this document. State poster names are in red and federal poster names are in blue.

Your remote workers can reference these laws anytime by saving the file to their desktop or printing the individual posters.

## How to Print the Individual Notices

Located at the bottom, right-hand corner on each poster is the print icon. The required print size from the regulating agency is listed next to the icon. Click on the icon to open the 'Print' window and proceed.

## Look For This Button

PRINT

Official Print Size - 8.5" x 11"  
Compliance Ready - Do Not Scale

NOTE: Each notice is formatted according to state or federal regulations, such as font size, posting size, color and layout. To be in compliance when printing the posters, do not scale.

## How to Customize and Send the Acknowledgment Agreement

The last page of this document includes a 'Signature Acknowledgment'. A signed acknowledgement agreement is important to keep in employee records to show that each remote worker has been informed of their rights in case of labor disputes or lawsuits.

Before sending to your remote worker, you must complete the "Comments" field with:

- The reply-to email address or addresses that the remote worker should send the signed acknowledgement to
- Additional information your business requires, such as the Employee Identification Number or where to post instructions

**Note: Please ensure the document is opened in Adobe Acrobat, not your web browser, in order to complete the Acknowledgement Agreement**

Each remote worker must complete the "Employee Name" and "Date Received" fields before sending back.

## Fill In Comments

### ACKNOWLEDGEMENT

I certify that I have received and read the contents of the Labor Laws.

Employee Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

Signature of Recipient: \_\_\_\_\_

Comments:

SUBMIT ACKNOWLEDGEMENT

NOTE: Signed acknowledgments should be stored securely by the administrator. That agreement is the only electronic acknowledgment copy for your records. LaborLawCenter™ does not store or keep on file your records.

## 2 North Carolina Labor Laws

# UNEMPLOYMENT COMPENSATION

## Certificate of Coverage and Notice to Workers as to Benefit Rights

Employers covered by the Employment Security Law of North Carolina (Chapter 96 of the North Carolina General Statutes) contribute to a special fund set aside for the payment of unemployment insurance benefits. No money is withheld from workers' checks for unemployment insurance purposes.

If your work hours are substantially reduced or your job is eliminated due to lack of work you may qualify for unemployment insurance benefits. If you work less than the equivalent of (3) customary scheduled full time days, during any payroll week because work was not available, you may be eligible for unemployment insurance benefits. An employer may file claims for employees through the use of automation in case of partial unemployment. An employer may file an attached claim for an employee only once during a benefit year, and the period of partial unemployment for which the claim is filed may not exceed six consecutive weeks. You must notify the employer of any wages earned from all sources during the payroll week. Unemployment insurance benefit payments are processed in Raleigh, North Carolina. Please be sure that your employer has your correct mailing address.

If you lose your job with this employer, you may contact the Department of Commerce, Division of Workforce Solutions (DWS) at [www.nccommerce.com/workforce](http://www.nccommerce.com/workforce) to assist you in securing suitable work. DWS provides a wide variety of services free of charge. If suitable work is not readily available you may file a claim for unemployment insurance benefits with the Division of Employment Security at [des.nc.gov](http://des.nc.gov), or by phone at 877-841-9617.

By law, workers who become unemployed for other reasons or who refuse suitable work may be denied unemployment insurance benefits.

If you have any questions about unemployment insurance benefits or need more information, contact the Division of Employment Security at the address shown on the bottom of this poster.

### ***During Labor Disputes [Section 96-14.7(b)]***

An individual is disqualified for benefits if the Division determines the individual's total or partial unemployment is caused by a labor dispute at your place of employment or any location owned by the employer within the state of North Carolina. Once the labor dispute has ended, such workers shall continue to be ineligible for unemployment insurance benefits for the period of time that is reasonably necessary to resume operations in the workers' place of employment

## Instructions for Employers

1. Post this notice on your premises in such a place that all employees may see it. Additional copies may be obtained on-line at [des.nc.gov](http://des.nc.gov).
2. You must notify affected workers of a vacation period within a reasonable period of time before it begins.
3. Benefit claims for attached workers may be filed on-line at [des.nc.gov](http://des.nc.gov).

***DES HIGHLY RECOMMENDS POSTING THIS INFORMATION.***

For More Information, Contact:

North Carolina Department of Commerce, Division of Employment Security  
P.O. Box 25903, Raleigh, N.C. 27611  
Telephone: (919) 707-1237  
[www.ncesc.com](http://www.ncesc.com)



Revised December 16, 2016

**PRINT**

# WORKERS' COMPENSATION

## N.C. WORKERS' COMPENSATION NOTICE TO INJURED WORKERS AND EMPLOYERS

All employees of this business, except specifically excluded executive officers, suffering work-related injuries may be entitled to Workers' Compensation benefits from the employer or its insurance carrier.

### *IF YOU HAVE A WORK-RELATED INJURY OR AN OCCUPATIONAL DISEASE*

#### The Employee Should:

- Report the injury or occupational disease to the Employer immediately.
- Give written notice to the Employer within 30 days.
- File a claim with the Industrial Commission on a Form 18 immediately, but no later than 2 years from injury date or occupational disease. Give a copy to the Employer.
- If medical treatment and wage loss compensation are not promptly provided, call the insurance carrier/ administrator or request a hearing before the Industrial Commission using a Form 33 Request for Hearing. Commission forms are available at website [www.ic.nc.gov](http://www.ic.nc.gov) or by calling the Help Line.
- Your employer's workers' compensation insurance carrier is  
New York State Insurance Fund
- The insurance policy number is  
B 2180 290-5
- Your employer's workers' compensation insurance policy is valid from  
12/31/2024 until Cancellation

**For assistance: Call the Industrial Commission HELP LINE—(800) 688-8349.**

#### The Employer Should:

- Provide all necessary medical services to the Employee.
- Report the injury to the carrier/administrator and file a Form 19 Report of Injury within 5 days with the Industrial Commission, if the Employee misses more than 1 day from work or if cumulative medical costs exceed \$4,000.00.
- Give a copy of your completed Form 19 to the Employee along with a copy of a blank Form 18 Notice of Accident.
- Ensure that compensation is promptly paid as required under the Workers' Compensation Act.



**NORTH CAROLINA  
INDUSTRIAL COMMISSION**

**NORTH CAROLINA INDUSTRIAL COMMISSION  
1235 MAIL SERVICE CENTER  
RALEIGH, NORTH CAROLINA 27699-1235**

Website: [www.ic.nc.gov](http://www.ic.nc.gov)

**TO EMPLOYER: THIS FORM MUST BE PROMINENTLY POSTED IF YOU HAVE WORKERS' COMPENSATION INSURANCE OR QUALIFY AS SELF-INSURED. (N.C. Gen. Stat. §97-93).**

FORM 17

Revised 12/2020

**PRINT**

STATE OF NEW YORK - WORKERS' COMPENSATION BOARD  
ESTADO DE NUEVA YORK - JUNTA DE COMPENSACION OBRERA

NOTICE OF COMPLIANCE

AVISO DE CUMPLIMIENTO

TO EMPLOYEES

A EMPLEADOS

**IMPORTANT INFORMATION FOR EMPLOYEES WHO ARE INJURED OR SUFFER AN OCCUPATIONAL DISEASE WHILE WORKING.**

**INFORMACION IMPORTANTE PARA EMPLEADOS QUE SEAN LESIONADOS O SUFRAN UNA ENFERMEDAD OCUPACIONAL MIENTRAS TRABAJAN.**

1. By posting this notice and information concerning your rights as an injured worker, your employer is in compliance with the Workers' Compensation Law.
2. If you do not notify your employer within 30 days of the date of your injury your claim may be disallowed, so do so immediately.
3. You are entitled to obtain any necessary medical treatment and should do so immediately.
4. You may choose any doctor, podiatrist, chiropractor or psychologist referred by a medical doctor that accepts NY State Workers' Compensation patients and is Board authorized. However, if your employer is involved in a certified preferred provider organization (PPO) you must first be treated by a provider chosen by your employer and your employer must give you a written statement of your rights concerning further medical care.
5. You should tell your doctor to file copies of medical reports concerning your claim with the Workers' Compensation Board and with your employer's insurance company, which is indicated at the bottom of this form.
6. You may be entitled to lost time benefits if your work-related injury keeps you from work for more than seven days, compels you to work at lower wages or results in permanent disability to any part of your body. You may be entitled to rehabilitation services if you need help returning to work.
7. You should not pay any medical providers directly. They should send their bills to your employer's insurance carrier. If there is a dispute, the provider must wait until the Board makes a decision before it attempts to collect payment from you. If you do not pursue your claim or the Board rules that your injury is not work-related, you may be responsible for the payment of the bills.
8. You are entitled to be represented by an attorney or licensed representative, but it is not required. If you do hire a representative do not pay him/her directly. Any fee will be set by the Board and will be deducted from your award.
9. If you have difficulty in obtaining a claim form or need help in filling it out, or if you have any other questions or problems about a job-related injury, contact any office of the Workers' Compensation Board.

1. Su patrono está cumpliendo la Ley de Compensación Obrera cuando despliega este comunicado concerniente a sus derechos como trabajador lesionado.
2. Si usted no notifica a su patrono dentro del término de 30 días de haber sufrido su lesión su reclamación podría ser desestimada, por eso notifique inmediatamente.
3. Usted tiene derecho a recibir cualquier tratamiento médico necesario relacionado con su lesión y debe gestionarlo inmediatamente.
4. Para el tratamiento de cualquier lesión o enfermedad relacionada con el trabajo, usted puede escoger cualquier médico, podiatra, quiropractico ó psicologo (si es referido por un médico autorizado) que esté autorizado y acepte pacientes de la Junta de Compensación Obrera. Sin embargo, si su patrono está autorizado a participar en una organización certificada de proveedores preferidos (PPO), usted deberá obtener tratamiento inicial para cualquier lesión o enfermedad relacionada con el trabajo de la correspondiente entidad. Patronos que participen en cualquiera de estos programas establecidos por ley están obligados a proveer a sus empleados notificación escrita explicando sus derechos y obligaciones bajo el programa a que esté acogido.
5. Usted deberá requerir de su Médico que radique copias de los informes médicos de su caso en la Junta de Compensación Obrera y en la compañía de seguros de su patrono, que se indica al final de esta forma.
6. Usted tiene derecho a compensación si su lesión relacionada con el trabajo le impide trabajar por más de siete días, le obliga a trabajar a sueldo más bajo ó resulta en incapacidad permanente de cualquier parte de su cuerpo. Usted puede tener derecho a servicios de rehabilitación si necesita ayuda para regresar al trabajo.
7. No pague a ningún proveedor médico directamente por tratamiento de su lesión o enfermedad relacionada con el trabajo. Ellos deben enviar sus facturas al asegurador de su patrono. Si el caso es cuestionado, el proveedor deberá esperar hasta que la Junta decida el caso, antes de iniciar gestión de cobro alguna.
8. No es obligatorio el estar representado en ninguno de los procedimientos de la Junta, pero es un derecho que usted tiene, el estar representado por abogado ó por representante licenciado si usted así lo desea. Si es representado, no pague al abogado ó al representante licenciado. Cuando la Junta decida su caso, los honorarios serán determinados por la Junta y descontados de sus beneficios.
9. Si tiene dificultad en conseguir un formulario de reclamación o necesita ayuda para llenarlo ó tiene dudas sobre cualquier situación relacionada con una lesión o enfermedad comuníquese con la oficina mas cercana de la Junta.

**NYS Workers' Compensation Board  
Centralized Mailing  
PO Box 5205  
Binghamton, NY 13902-5205  
Customer Service Line: 877-632-4996**

**CHAIR/PRESIDENTE  
Workers' Compensation Board**

Workers' Compensation Benefits, when due, will be paid by (Los beneficios de Compensacion Obrera, cuando debidos, serán pagados por):

<b>NYSIF</b>			
PO Box 66699; Albany, NY 12206			
(888) 875-5790			
Effective From	12/31/2025	To	cancellation
(En Vigor Desde)		(Hasta)	cancellation)
Policy No.	B 2180 290-5		
(Poliza No.)			

Name of employer (Nombre de patrono)

**CHAUTAUQUA INSTITUTION  
1 AMES AVE CHAUTAUQUA NY 14722**

**THIS NOTICE MUST BE POSTED  
CONSPICUOUSLY IN AND ABOUT THE  
EMPLOYER'S PLACE OR PLACES OF BUSINESS.**



# WAGE & HOUR NOTICE TO EMPLOYEES



## Wage and Hour Act

### Minimum Wage: \$7.25 per hour (effective 7/24/09).

Employers in North Carolina are required to pay the higher of the minimum wage rate established by state or federal laws. The federal minimum wage increased to \$7.25 per hour effective July 24, 2009; therefore, employers in North Carolina are required to pay their employees at least \$7.25 per hour.

An employer may pay as little as \$2.13 per hour to tipped employees so long as each employee receives enough in tips to make up the difference between the wages paid and the minimum wage. Employees must be allowed to keep all tips, except that pooling is permitted if no employee's tips are reduced more than 15%. The employer must keep an accurate and complete record of tips as certified by each employee monthly or for each pay period. Without these records, the employer may not be allowed the tip credit.

Certain full-time students may be paid 90% of the minimum wage, rounded to the lowest nickel.

### Overtime

Time and one-half must be paid to all employees after 40 hours of work in any one workweek with some exceptions. The state overtime provisions specifically do not apply to certain types of employees and do not apply to employees classified as exempt under the FLSA. Exemptions may be found in NCGS § 95-25.14.

### Youth Employment

**Rules for all youths under 18 years old:** Youth employment certificates are required. To obtain a YEC, please visit our website at [www.labor.nc.gov](http://www.labor.nc.gov).

**Hazardous or Detrimental Occupations:** State and federal labor laws protect youth workers by making it illegal for employers to hire them in dangerous jobs. For example, non-agricultural workers under 18 years of age may not operate a forklift; operate many types of power equipment such as meat slicers, circular saws, band saws, bakery machinery or woodworking machines; work as an electrician or electrician's helper; or work from any height above 10 feet, including the use of ladders and scaffolds. Certain exemptions apply for Supervised Practice Youth Internships. For a complete list of prohibited jobs, please visit our website at [www.labor.nc.gov](http://www.labor.nc.gov).

**Additional rules for 16- and 17-year-olds:** No work between 11 p.m. and 5 a.m. when there is school the next day. Exception: When the employer gets written permission from the youth's parents and principal.

**Additional rules for 14- and 15-year-olds:** *Where work can be performed:* Retail businesses, food service establishments, service stations and offices of other businesses. Work is not permitted in manufacturing, mining or construction, or with power-driven machinery. Youths 14 years of age cannot work on the premises of a business holding an ABC permit for the on-premise sale or consumption of alcoholic beverages, except that youths 14 years of age can work on the outside grounds of the premises with written consent from a parent or guardian if the youth is not involved with the preparation, serving, dispensing or sale of alcoholic beverages. (NOTE: Unless action is taken by the N.C. General Assembly, this rule will apply to youths under 16 years of age effective Jan. 1, 2024.)

*Maximum hours per day:* Three on school days; eight if a non-school day.

*Maximum hours per week:* 18 when school is in session; 40 when school is not in session.

*Hours of the day:* May work only between 7 a.m. and 7 p.m. from June 1 through Labor Day when school is not in session.

*Breaks:* 30-minute breaks are required after any period of five consecutive hours of work.

**Additional rules for youths under 14 years old:** Work is generally not permitted except when working for the youth's parents; in newspaper distribution to consumers; modeling; or acting in movie, television, radio or theater production.

These state youth employment provisions do not apply to farm, domestic or government work.

### Wage Payment

Wages are due on the regular payday. If requested in writing, final paychecks must be sent by trackable mail. When the amount of wages is in dispute, the employer's payment of the undisputed portion cannot restrict the right of the employee to continue a claim for the rest of the wages.

Employees must be notified in writing of paydays, pay rates, policies on vacation and sick leave, and of commission, bonus and other pay matters. Employers must notify employees in writing of any reduction in the rate of promised wages at least one pay period prior to such change.

Deductions from paychecks are limited to those required by law and those agreed to in writing on or before payday. If the written authorization that the employee signs does not specify a dollar amount, the employee must receive prior to payday (1) written notice of the actual amount to be deducted, (2) written notice of their right to withdraw the authorization, and (3) be given a reasonable opportunity to withdraw the authorization. The written authorization or written notice may be given in an electronic format, provided the requirements of the Uniform Electronic Transactions Act (Chapter 66, Article 40 of the N.C. General Statutes) are met.

The withholding or diversion of wages owed for the employer's benefit may not be taken if they reduce wages below the minimum wage. No reductions may be made to overtime wages owed.

Deductions for cash or inventory shortages or for loss or damage to an employer's property may not be taken unless the employee receives seven days' advance notice. This seven-day rule does not apply to these deductions made at termination. An employer may not use fraud or duress to require employees to pay back protected amounts.

If the employer provides vacation pay plans to employees, the employer shall give vacation time off or payment in lieu of time off, as required by company policy or practice. Employees must be notified in writing of any company policy or practice that results in the loss or forfeiture of vacation time or pay. Employees not so notified are not subject to such loss or forfeiture.

The wage payment provisions apply to all private-sector employers doing business in North Carolina. The wage payment provisions do not apply to any federal, state or local agency or instrumentality of government.

### Complaints

The department's Wage and Hour Bureau investigates complaints and may collect back wages plus interest if they are due to the employee. The state of North Carolina may bring civil or criminal actions against the employer for violations of the law. The employee may also sue the employer for back wages. The court may award attorney's fees, costs, liquidated damages and interest.

Anyone having a question about the Wage and Hour Act may call:

**1-800-NC-LABOR (1-800-625-2267)**

### Employee Classification

Any worker who is defined as an employee by the N.C. Wage and Hour Act [(N.C. Gen. Stat. 95-25.2(4)], the N.C. Employee Fair Classification Act, the Internal Revenue Code as adopted under N.C. Employment Security laws [(N.C. Gen. Stat. 95-11b)(10)], the N.C. Workers' Compensation Act [(N.C. Gen. Stat. 97-2(2)], or the N.C. Revenue Act [(N.C. Gen. Stat. 105-163.1(4))] shall be treated as an employee.

Any employee who believes that he or she has been misclassified as an independent contractor by his or her employer may report the suspected misclassification to the N.C. Industrial Commission's Employee Classification Division by phone, email or fax. When filing a complaint, please provide the physical location, mailing address, and if available, the telephone number and email address for the employer suspected of employee misclassification:

Criminal Investigations and Employee Classification Division  
N.C. Industrial Commission  
1233 Mail Service Center  
Raleigh, NC 27699-1233  
Email: [fraudcomplaints@i.c.nc.gov](mailto:fraudcomplaints@i.c.nc.gov)  
Phone: 1-888-891-4895 (in North Carolina)  
Fax: 919-508-8300 (Criminal Investigations/Employee Classification Div.)

### Employment-at-Will

North Carolina is an employment-at-will state. The term "employment at will" simply means that unless there is a specific law to protect employees or an employment contract providing otherwise, then an employer can treat its employees as it sees fit and the employer can discharge an employee at the will of the employer for any reason or no reason at all.

### Right-to-Work Laws

North Carolina is a "right to work" state. Right-to-work applies to collective bargaining or labor unions. The right of persons to work cannot be denied or reduced in any way because they are either members of a labor union (including labor organization or labor association) or chose not to be a member of any such labor union. An employer cannot require any person, as a condition of employment or continuation of employment, to pay any dues or other fees of any kind to a labor union. Also, an employer cannot enter into an agreement with a labor union whereby (1) non-union members are denied the right to work for the employer, (2) membership is made a condition of employment or continuation of employment, or (3) the labor union acquires an employment monopoly in any enterprise.

NCDOL has no enforcement authority regarding labor union laws. For employee concerns regarding labor unions, contact the Regional Office of the National Labor Relations Board. The NLRB is an independent federal agency that protects the rights of private sector employees to join together, with or without a union, to improve their wages and working conditions. Regional office contact:

Subregional Office 11 - Winston Salem, NC  
One West Fourth Street  
Suite 710  
Winston Salem, NC 27101  
Phone: 336-631-5201

## Retaliatory Employment Discrimination

The department's Retaliatory Employment Discrimination Bureau investigates complaints filed by employees against their employers for alleged violations of the N.C. Retaliatory Employment Discrimination Act (REDA). Under REDA, an employer may not retaliate against an employee for engaging in REDA-protected activities, such as filing a claim or initiating an inquiry, related to certain rights under the following:

- Workers' Compensation Claims
- Wage and Hour Complaints
- Occupational Safety and Health Complaints
- Mine Safety and Health Complaints
- Genetic Testing Discrimination
- Sickie Call or Hemoglobin C Carrier Discrimination
- N.C. National Guard Service Discrimination
- Participation in the Juvenile Justice System
- Exercising Rights Under Domestic Violence Laws
- Pesticide Regulation Complaints
- Drug Paraphernalia Complaints

Employees who believe they have been retaliated against in their employment because of activities under the above statutes, or employers who have questions about the application of REDA, may call:

**1-800-NC-LABOR (1-800-625-2267)**

A REDA complaint must be filed with the bureau within 180 days of the date of retaliation.



**LUKE FARLEY**  
COMMISSIONER OF LABOR

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# HORAS Y SALARIOS: NOTICIA A LOS EMPLEADOS



## Acta de Pagos y Horarios

### Salario Mínimo: \$7.25 (efectivo 7/24/09).

Los empleadores en Carolina del Norte están obligados a pagar el más alto de los salarios mínimos establecidos por las leyes estatales o federales. El salario mínimo federal se incrementó a \$7.25 por hora con fecha efectiva de 24 de julio del 2009; por lo tanto, los empleadores en Carolina del Norte están obligados a pagar a sus empleados por lo menos \$7.25 por hora.

El empleador puede pagar el mínimo de \$2.13 por hora a empleados que reciben propinas, siempre y cuando cada empleado reciba suficientes propinas para cubrir la diferencia entre el pago recibido y el salario mínimo. Se debe permitir que los empleados se queden con todas las propinas, excepto cuando sea permitido crear un fondo común y que las propinas de cada empleado no sean reducidas en más de un 15%. El empleador deberá mantener la cuenta de todas las propinas de una manera precisa y completa, tal y como lo certifique cada empleado de forma mensual o para cada período de pago. Sin estos registros, no se le permitirá al empleador tener derecho al crédito por las propinas.

Ciertos estudiantes de tiempo completo pueden recibir 90% del pago mínimo, redondeado al múltiplo inferior de cinco centavos.

### Tiempo Extra

Tiempo y medio debe ser compensado a todos los trabajadores quienes realizan más de 40 horas laborales semanalmente en su jornada de trabajo, con ciertas excepciones. Las provisiones estatales de horas extras no aplican a cierto tipo de trabajadores, ni tampoco aquellos trabajadores que están clasificados como exentos bajo las reglas de FLSA. Cuyas exenciones pueden ser localizadas bajo el estatuto legal NCGS § 95-25.14.

### Empleo de Jóvenes Menores de Edad

**Las reglas para todos los jóvenes menores de 18 años de edad son:** Se requieren Certificados de Empleo a Menores (Youth Employment Certificates, YEC). Para obtener un certificado visite nuestro sitio de Internet: [www.labor.nc.gov](http://www.labor.nc.gov).

**Ocupaciones peligrosas o perjudiciales:** El estado y las leyes laborales federales protegen a los trabajadores menores de edad haciendo ilegal para los patronos que los contraten para desempeñar trabajos peligrosos. Por ejemplo, los trabajadores no agrícolas menores de 18 años de edad no podrán operar un montacargas; operar varios tipos de equipos motorizados tales como máquinas de cortar carne, sierras circulares, sierras de banda, maquinaria de panadería o máquinas de carpintería; trabajo de electricista o como ayudante de electricista; o trabajo a cualquier altura por encima de 10 pies, incluyendo el uso de escaleras y andamios. Ciertas exenciones aplican para las Pasantías Prácticas Supervisadas de Jóvenes. Para una lista completa de trabajos prohibidos, por favor visite nuestro sitio web en [www.labor.nc.gov](http://www.labor.nc.gov).

**Reglas adicionales para jóvenes de 16 y 17 años:** No deben trabajar entre las 11:00 p.m. y las 5:00 a.m. cuando tienen escuela al día siguiente. Excepción: Cuando el empleador tiene permiso por escrito de los padres y del director de la escuela del menor.

**Reglas adicionales para jóvenes de 14 y 15 años:** ¿Dónde pueden trabajar? Pueden trabajar en tiendas de comercio, establecimientos de servicios de alimentos o restaurantes y la mayoría de los trabajos de oficinas. Empleo en almacenes, factorías, mineras o en la fabricación de bienes es prohibido para jóvenes de 14 y 15 años de edad. Jóvenes de 14 años de edad no pueden trabajar adentro de un establecimiento donde exista un permiso de vender, servir y consumir alcohol (permiso ABC). Sin embargo, estos jóvenes si pudieran

trabajar en las afueras del establecimiento con la autorización por escrito de un padre o guardián legal siempre y cuando el joven no participe en preparar, dispensar, servir y/o vender bebidas alcohólicas. (NOTA: A menos que alguna acción sea tomada por la Asamblea General de Carolina del Norte, esta regla aplicará a jóvenes menores de 16 años de edad efectivo el 1 de Enero del 2024).

**Horas máximas por día:** tres en días escolares, ocho en días sin escuela.

**Horas máximas por semana:** 18 durante el período escolar; 40 cuando las escuelas no están funcionando.

**Horas del día:** Pueden trabajar solamente entre las 7:00 a.m. y las 7:00 p.m. (hasta las 9:00 p.m. desde el 1 de junio hasta el Día del Trabajo fuera de los días escolares).

**Descansos:** Descansos de 30 minutos son requeridos después de un período de cinco horas consecutivas de trabajo.

**Reglas adicionales para jóvenes de menos de 14 años de edad:** En general, no se les permite trabajar, excepto cuando trabajan para sus padres, en reparto de periódicos a domicilio, o como modelos o actores en cine, televisión, radio o producciones teatrales.

Estas reglas de empleo a menores no son válidas en trabajos de agricultura, domésticos o gubernamentales.

### Pago de Salarios

Los salarios deben ser pagados en el día regular de pago. Si se solicita por escrito, el cheque de pago final debe ser enviado por correo rastreable. Cuando la cantidad del salario está en disputa, el pago por parte del empleador de la porción no disputada no debe interferir con el derecho del empleado a continuar su reclamo por el resto del salario.

Los empleados deben ser notificados de los días de pago, la cantidad del pago, reglas sobre vacaciones y ausencias por enfermedad, y acerca de comisiones, bonos, y otros asuntos relacionados con el pago. Los empleadores deben notificar a los empleados por escrito, sobre cualquier reducción en la cantidad prometida de los salarios por lo menos un período de pago antes de tal cambio.

Las deducciones en los salarios están limitadas a aquellas requeridas por la ley y a aquellas acordadas por escrito en el día de pago o anteriormente. Si la autorización que el empleado firma no especifica el monto a ser deducido, el empleado deberá recibir antes del día de pago (1) notificación por escrito de la cantidad que va a ser deducida, (2) notificación por escrito de su derecho a retirar la autorización, y (3) tener una oportunidad razonable de cancelar su autorización. La autorización por escrito o la notificación por escrito puede ser dada en forma electrónica mientras se cumplan los requerimientos del Acta de Uniformidad en las Transacciones Electrónicas (Capítulo 66, Artículo 40 de los Estatutos Generales de Carolina del Norte).

La retención o desvío de salarios adeudados al empleado para su beneficio del empleador no pueden hacerse si resultan en la reducción del salario por debajo del salario mínimo. Ninguna reducción puede ser hecha a salarios adeudados por tiempo extra.

Deducciones por falta de dinero o bajo inventario de mercadería, o por daño a la propiedad del empleador, no pueden hacerse a menos que el empleado sea notificado con siete días de anticipación. Esta regla de siete días no es aplicable a deducciones hechas por terminación del empleo. Un empleador no puede recurrir a fraude o presión para requerir a los empleados el pago de cantidades que están protegidas por ley.

Si el empleador ofrece un plan de vacaciones a sus empleados, el empleador debe dar tiempo sin trabajar o pago en lugar del tiempo de vacaciones, de

acuerdo a las reglas y prácticas de la compañía. Los empleados deberán ser notificados por escrito, sobre cualquier regla o práctica de la compañía que resulte en la pérdida o reducción del tiempo o pago de vacaciones. Los empleados que no han sido notificados no están sujetos a esa pérdida o reducción de vacaciones. Las estipulaciones sobre el pago de salarios son aplicables a todos los empleadores del sector privado con actividad en Carolina del Norte. Las estipulaciones sobre el pago de salarios no son aplicables a ninguna agencia o instrumento de gobierno federal, estatal, o local.

### Quejas

La Oficina de Horas y Salarios (Wage and Hour Bureau) del Departamento de Trabajo de Carolina del Norte investiga quejas y cobra salarios atrasados más los intereses que se le deban al empleado. El Estado de Carolina del Norte puede iniciar una acción civil o criminal contra un empleador por violaciones de la ley. El empleado también puede iniciar una acción legal para recuperar salarios atrasados. La corte le puede otorgar los costos de abogados, gastos de la corte, pagos por daños, e intereses.

Cualquier persona que tenga una pregunta en relación al Acta de Horas y Salarios, puede escribir o llamar a:

**1-800-NC-LABOR (1-800-625-2267)**

### Clasificación de Empleados

Cualquier trabajador que es definido como empleado por el Acta de Horas y Salarios de Carolina del Norte [(N.C. Estatuto General 95-25.2(4)], el Acta de Clasificación Justa de Carolina del Norte, el Código de Ingresos Internos adoptado por las leyes de la Seguridad al Trabajador de Carolina del Norte [(N.C. Estatuto General 96-1(b)(10)], el Acta de Recompensa al Trabajador de Carolina del Norte [(N.C. Estatuto General. 97-2(2)], o el Acta de Ingresos de Carolina del Norte [(N.C. Estatuto General. 105-163.1(4))] deberá ser tratado como empleado.

Cualquier empleado que cree que ha sido clasificado incorrectamente como contratista independiente por su empleador, puede reportar su sospecha a la Comisión Industrial de Carolina del Norte la División de Clasificación de Empleados por vía telefónica, correo electrónico o fax. Cuando haga su denuncia, por favor tenga disponible la dirección física de la empresa, la dirección para el recibo de correo, y si disponible, el número de teléfono y correo electrónico del empleador:

Criminal Investigations and Employee Classification Division  
N.C. Industrial Commission  
1233 Mail Service Center  
Raleigh, NC 27699-1233  
Correo Electrónico: [fraudcomplaints@ic.nc.gov](mailto:fraudcomplaints@ic.nc.gov)  
Teléfono: 1-888-891-4895 (in North Carolina)  
Fax: 919-508-8300 (Criminal Investigations/Employee Classification Div.)

### Leyes de Derecho a Trabajar

El Estado Carolina del Norte se gobierna por las leyes del "Derecho a Trabajar". El Derecho a Trabajar aplica a las negociaciones colectivas o las uniones laborales. Los derechos de un individuo para trabajar no pueden ser negados o disminuidos de ninguna manera por el simple hecho de que el individuo sea miembro de una unión, organización o asociación laboral, o porque el individuo seleccione no ser partidario de cualquier unión, organización o asociación laboral. Un empleador no puede requerir como condición de empleo que un individuo pague por ser miembro de una unión laboral. Igualmente, el empleador no puede entrar en un acuerdo con una unión laboral en donde (1) individuos que no sean miembros de la unión sean negados la habilidad de trabajar para ese empleador, (2) que

la afiliación y membresía sea una condición o una continuación de empleo, o (3) que la unión laboral pueda monopolizar el empleo en cualquier empresa.

El Departamento de Trabajo del Estado de Carolina del Norte no tiene autoridad sobre las uniones laborales. Empleados con preocupaciones en relación a las uniones laborales, pueden contactar la Oficina Regional de la Junta Nacional de Relaciones Laborales. La Junta Nacional de Relaciones Laborales es una agencia federal independiente que se dedica a la protección de los derechos del trabajador en el sector privado, para unirse con o sin uniones laborales para mejoría de sus salarios y condiciones laborales. Contacta de la Oficina Regional:

Subregional Office 11 - Winston-Salem, NC  
One West Fourth Street  
Suite 710  
Winston-Salem, NC 27101  
Teléfono: 336-631-5201

### Discriminación Laboral Retaliatoria

La Oficina de Discriminación por Laboral Retaliatoria (Retaliatory Employment Discrimination Bureau) del Departamento de Trabajo de Carolina del Norte investiga las quejas presentadas por los empleados contra sus empleadores por presuntas violaciones a la Ley de Discriminación por Represalia en el Empleo (Retaliatory Employment Discrimination Act, o REDA por sus siglas en inglés). Bajo REDA, un patrono no puede tomar represalias contra un empleado por participar en actividades protegidas por REDA, tales como presentar un reclamo, o iniciar una investigación relacionada a ciertos derechos bajo los siguientes estatutos:

- Reclamos de compensación al trabajador (workers' compensation claims)
- Quejas relacionadas con horas y salarios
- Quejas relacionadas con seguridad y salud ocupacional
- Quejas relacionadas con seguridad y salud en minas
- Discriminación por exámenes genéticos
- Discriminación por anemia drepanocítica o falciforme (sickle cell anemia)
- Discriminación por servicio en la Guardia Nacional de Carolina del Norte
- Participación en el sistema de justicia juvenil
- Ejercer derechos bajo las leyes de violencia doméstica
- Quejas con respecto a la regulación de pesticidas
- Quejas con respecto a la regulación de parafernalia de drogas

Los empleados que crean que han sufrido represalias en su empleo debido a actividades bajo los estatutos anteriores, o empleadores que tengan preguntas sobre la aplicación de REDA, pueden llamar al:

**1-800-NC-LABOR (1-800-625-2267)**

Una queja bajo REDA debe ser sometida dentro de 180 días desde la fecha de la represalia.



[www.labor.nc.gov/labor-law-posters](http://www.labor.nc.gov/labor-law-posters)



# OSH NOTICE TO EMPLOYEES



## Safety and Health

### N.C. Department of Labor Responsibilities

The state of North Carolina has a federally approved program to administer the Occupational Safety and Health Act in North Carolina. This program is administered by the N.C. Department of Labor, Occupational Safety and Health (OSH) Division.

The OSH Division has the following responsibilities and powers:

- **Inspections**—The OSH Division conducts workplace inspections that can be triggered by complaints, accidents or because the workplace has been randomly selected for an inspection.
- **Citations**—Following an inspection, the employer may be cited for one or more violations of the OSHA standards. The employer will be given a timetable to correct the violation to avoid further action.
- **Penalties**—The Commissioner of Labor shall have the authority to assess penalties against any employer who violates the requirements of the OSH Act. The Commissioner shall adjust minimum and maximum civil penalties in accordance with the requirements set forth in the U.S. Consumer Price Index for All Urban Consumers published by the U.S. Department of Labor as necessary to comply with federal law. The Commissioner shall have a period of 60 calendar days from the date a final rule is published in the Federal Register to publish the civil penalties in the North Carolina Register under 13 NCAC 07A.0301 or any related or subsequent regulations setting penalty standards in compliance with Part 1903 of Title 29 of the Code of Federal Regulations, and on its website.
- **OSHA Standards**—The OSH Division adopts all federally mandated OSHA standards verbatim or can rewrite them to meet state conditions, as long as the new version is at least as effective as the federal standard.

An electronic copy of any specific standard adopted by the OSH Division is available online free of charge. The entire "General Industry" or "Construction Industry" standards are available for a nominal cost by calling **1-800-625-2267**.

### Unemployment Insurance

NCDOL does not handle matters relating to unemployment insurance. If you would like information about unemployment insurance policies or procedures, please contact the Department of Commerce, Division of Employment Security, P.O. Box 25903, Raleigh, NC 27611-5903, 1-888-737-0259; [www.des.nc.gov](http://www.des.nc.gov).

### Employer Rights and Responsibilities

Public and private sector employers have a "general duty" to provide their employees with workplaces that are free of recognized hazards likely to cause serious injury or death. Employers must comply with the OSHA safety and health standards adopted by the N.C. Department of Labor.

- **Inspections**—An employer has the legal right to refuse to allow an inspector to enter the workplace without an administrative inspection warrant. If this occurs, the inspector will obtain a warrant to conduct the inspection. The employer has the right to accompany the inspector during the physical inspection.
- **Discrimination**—It is illegal to retaliate in any way against an employee for raising a health or safety concern, filing a complaint, reporting a work-related injury or illness or assisting an inspector. The department will investigate and may prosecute employers who take such action.
- **Citations**—If an OSH inspection results in one or more citations, the employer is required to promptly and prominently display the citation(s) at or near the place where the violation allegedly occurred. It must remain posted for three working days or until the violation has been corrected or abated, whichever is longer.
- **Contesting Penalties**—Once an employer has been cited, he or she may request an "informal conference" with OSH officials to discuss the penalty, abatement or other issues related to the citation. This request must be made within 15 working days after the citation is received.

The employer may formally contest (by filing a "Notice of Contest") the citation(s) or proposed penalty to the N.C. Occupational Safety and Health Review Commission. The Review Commission is an independent body that hears and decides contestments by employers and employees concerning citations, abatement periods and penalties.

Employers wishing to know more about the procedures for filing a "Notice of Contest" should contact the Review Commission. Telephone: **984-389-4130**. Website: [oshrc.nc.gov](http://oshrc.nc.gov).

### N.C. Workers' Compensation Notice to Injured Workers and Employers (Form 17)

NCDOL does not handle matters relating to workers' compensation. If you would like information about workers' compensation policies or procedures, please contact the N.C. Industrial Commission at N.C. Industrial Commission, 4340 Mail Service Center, Raleigh, NC 27699-4340; 919-807-2500; [www.ic.nc.gov](http://www.ic.nc.gov). Form 17 must be prominently posted and must be printed in the same colors and format that appear on the Industrial Commission website. To download and print the current version of Form 17, visit [www.ic.nc.gov](http://www.ic.nc.gov).

- **Injury and Illness Records**—Employers with 11 or more employees, unless specifically exempted, are required to maintain updated occupational injury and illness records of their employees. Recordkeeping forms and information concerning these requirements may be obtained from the Education, Training and Technical Assistance Bureau, N.C. Department of Labor.

**1-800-NC-LABOR (1-800-625-2267)**

- **Accident and Fatality Reporting**—An employer must report the following:
  - Within eight hours: Any work-related fatality.
  - Within 24 hours:
    - Any work-related in-patient hospitalization of one or more employees.
    - Any work-related amputation.
    - Any work-related loss of an eye.

To report an accident, call the OSH Division at **1-800-625-2267**.

### Employee Rights and Responsibilities

Public and private sector employees must comply with occupational safety and health standards, rules, regulations and those orders issued under OSHA that relate to their own actions and conduct.

- **Complaints**—An employee has a right to make a complaint regarding workplace conditions he or she believes are unsafe, unhealthy or in violation of OSHA standards. When an OSH inspector is in an employee's workplace, that employee has a right to point out unsafe or unhealthy conditions and to freely answer any questions asked by the inspector. When making a complaint, the employee may request that his or her name be kept confidential.

To make a complaint, call **1-800-625-2267** or **919-779-8560**. Complaints also can be made online at [www.labor.nc.gov](http://www.labor.nc.gov).

- **Contesting Abatement**—Employees may contest any abatement period set as a result of an OSH inspection at their workplace. An employee has the right to appear before the Review Commission to contest the abatement period and seek judicial review.

### Other OSHA Information

- **Federal Monitoring**—The OSH Division is monitored by the U.S. Department of Labor. Federal authorities ensure that continued state administration is merited. Any person who has a complaint about the state's administration of OSHA standards may contact the Regional Office of the U.S. Department of Labor, 61 Forsyth St. S.W., Suite 6T50, Atlanta, GA 30303.
- **Additional Information or Questions**—Any questions regarding any of the above information may write or call:

**N.C. Department of Labor**  
Occupational Safety and Health Division  
1101 Mail Service Center  
Raleigh, NC 27699-1101  
**Phone: 1-800-625-2267**  
**E-mail: [ask.osh@labor.nc.gov](mailto:ask.osh@labor.nc.gov)**  
**[www.labor.nc.gov](http://www.labor.nc.gov)**



**This notice must be posted conspicuously.**  
**This poster is available free of charge to all North Carolina workplaces.**  
**Call 1-800-625-2267 or 919-707-7876 or order online.**

**1-800-NC-LABOR**  
**(1-800-625-2267)**  
**[www.labor.nc.gov](http://www.labor.nc.gov)**

Follow NCDOL on



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## Wage and Hour Notice to Employees and OSH Notice to Employees must be posted together.

To find out more information about this poster and to download all of the required state and federal posters, please visit our website at: [www.labor.nc.gov/labor-law-posters](http://www.labor.nc.gov/labor-law-posters)



## Seguridad y Salud Ocupacional Responsabilidades del Departamento de Trabajo de Carolina del Norte (NCDOL)

El Estado de Carolina del Norte tiene un programa aprobado por las autoridades federales para administrar el Acta de Seguridad y Salud Ocupacional en el estado. Este programa está administrado por la División de Seguridad y Salud Ocupacional (OSHA) del Departamento de Trabajo de Carolina del Norte.

La División de OSH tiene los siguientes poderes y responsabilidades:

- **Inspecciones**—La División de OSH realiza inspecciones en los lugares de trabajo que pueden iniciarse por quejas, accidentes o porque el lugar de trabajo fue seleccionado al azar para recibir una inspección.
  - **Citaciones**—A la conclusión de una inspección, el empleador puede ser citado por una o más violaciones de las normas de OSHA. Se le dará al empleador un plazo determinado para corregir las violaciones a fin de evitar sanciones adicionales.
  - **Multas y Sanciones**—Comisionado de Trabajo tiene la autoridad de evaluar y dar sanciones contra empleadores que violen los requerimientos pautados por el Acta de OSH. El Comisionado puede ajustar el monto mínimo y máximo de las penalidades y lo que sea necesario para cumplir con las leyes federales en acuerdo a los requerimientos del Índice de Precios al Consumidor para Todos los Consumidores Urbanos publicados por el Departamento de Trabajo de los Estados Unidos. El Comisionado tendrá un periodo de 60 días del calendario desde la fecha que la decisión final se publique con el Registro Federal para publicar las penalidades civiles en el Registro de Carolina del Norte bajo el 13 NCAC 07A .0301 y/o cualquier otra regulación relacionada o subsecuente que establezca las normas de sanciones y su cumplimiento con la Parte 1903 del Título 29 del Código de Regulaciones Federales, y en su página de internet.
  - **Normas de OSHA**—La división adopta todos los mandatos federales de OSHA, llamados normas. La división puede adoptar esas normas tal como están escritas por el gobierno federal, o las puede editar, siempre que la nueva versión estatal sea tan estricta como la versión federal.
- Una copia electrónica de cualquier norma específica adoptada por la División de OSH está disponible en línea de forma gratuita. Las normas completas de la «Industria General» o de la «Industria de la Construcción» están disponibles por un costo nominal llamando al **1-800-625-2267**.

## Seguro de Desempleo

El Departamento de Trabajo de Carolina del Norte (NCDOL) no maneja cuestiones relacionadas con el seguro de desempleo. Si usted desea información sobre normas o procedimientos relacionados con el seguro de desempleo, por favor contacte la División de Seguridad en el Empleo (Division of Employment Security) Department of Commerce, Division of Employment Security, P.O. Box 25903, Raleigh, NC 27611-5903, 1-888-737-0259; [www.des.nc.gov](http://www.des.nc.gov).

## Derechos y Responsabilidades del Empleador

Los empleadores del sector público y privado tienen la "obligación general" de proveer a sus trabajadores lugares de trabajo libres de peligros reconocidos que puedan causar lesiones o muerte. Todo empleador debe cumplir con las normas de seguridad y salud de OSHA adoptadas por el Departamento de Trabajo de Carolina del Norte.

- **Inspecciones**—Un empleador tiene el derecho legal de negar la entrada de un inspector al lugar de trabajo y requerir que éste presente una orden judicial de inspección. Si esto ocurre, el inspector obtendrá esa orden judicial para conducir la inspección.
- **Discriminación**—Es ilegal tomar represalias de cualquier manera contra un empleado por plantear una preocupación de salud o seguridad, presentar una queja, reportar una lesión o enfermedad relacionada con el trabajo o asistir a un inspector. El departamento va a investigar y puede procesar a los empleadores que tomen tal acción.
- **Citaciones**—Si una inspección de la división resulta en una o más citaciones, el empleador deberá exhibir esa citación inmediatamente y en forma visible en el lugar, o en la cercanía del lugar donde se alega ocurrió la violación. Debe permanecer exhibida durante tres días hábiles o hasta que la violación haya sido corregida, por el período más largo de los dos.
- **Cuestionamiento de Citaciones**—Una vez que el empleador ha sido citado, él o ella puede pedir una "conferencia informal" con representantes de la división para discutir el importe de la multa, correcciones, u otros asuntos relacionados con la citación. Esta petición debe ser hecha dentro de los 15 días hábiles desde la fecha en que se recibió la citación.

El empleador puede hacer una protesta formal (presentando una "Notificación de Protesta") a la citación o citaciones penalidades propuestas, a la Comisión de Revisión de Seguridad y Salud de Carolina del Norte (N.C. Occupational Safety and Health Review Commission). Este es un organismo independiente que escucha y toma decisiones sobre protestas formales presentadas por empleadores y empleados en relación a citaciones, períodos para efectuar correcciones y multas.

Los empleadores que deseen más información sobre los procedimientos para presentar una "Notificación de Protesta" deben contactar a la Comisión de Revisión de Seguridad y Salud de Carolina del Norte (N.C. Occupational Safety and Health Review Commission). Teléfono **984-389-4130**. Sitio de Internet: [oshrc.nc.gov](http://oshrc.nc.gov).

## Aviso de la Compensación de Trabajadores y Empleadores Lesionados de N.C. (formulario 17)

NCDOL no trata asuntos referentes a la compensación de los trabajadores. Si usted desea obtener información sobre las políticas o los procedimientos de la compensación de los trabajadores, por favor contacte a la Comisión Industrial de N.C. en 4340 Mail Service Center, Raleigh, NC 27699-4340; 919-807-2500; [www.ic.nc.gov](http://www.ic.nc.gov). Formulario 17 debe ser publicado y debe ser impreso en los mismos colores y formato que aparecen en el sitio Web de la Comisión Industrial. Para obtener e imprimir la versión actual del formulario 17, visite [www.ic.nc.gov](http://www.ic.nc.gov).

- **Registros de Lesiones y Enfermedades**—Los empleadores con 11 empleados o más, a menos que hayan sido exentos específicamente, deben mantener registros actualizados de lesiones y enfermedades ocupacionales de sus empleados. Formularios para el registro de datos e información acerca de estos requerimientos pueden ser obtenidos en la Oficina de Educación, Entrenamiento y Ayuda Técnica (Education, Training and Technical Assistance Bureau) del Departamento de Trabajo de Carolina del Norte.

Teléfono **1-800-NC-LABOR (1-800-625-2267)**

- **Comunicación de Accidentes y Fatalidades**—Un empleador deberá reportar lo siguiente:  
Dentro de las ocho horas: Cualquier fatalidad en el lugar de trabajo.  
Dentro de las 24 horas:
  - Cualquier accidente o enfermedad en el lugar de trabajo que requiera la hospitalización de uno o más empleados.
  - Cualquier amputación en el lugar de trabajo.
  - Cualquier pérdida de un ojo en el lugar de trabajo.

Para comunicar un accidente, llame a la división al  
**1-800-625-2267**

## Derechos y Responsabilidades del Empleado

Los empleados públicos y del sector privado deben cumplir con las normas de seguridad y salud ocupacional, reglas, reglamentos y con aquellas órdenes emitidas bajo OSHA que sean aplicables a sus acciones y conducta.

- **Quejas**—Un empleado tiene el derecho de presentar una queja sobre las condiciones del lugar de trabajo que él o ella considere peligrosas, insalubres o en violación de las normas de OSHA. Cuando un inspector está en el lugar de trabajo de un empleado, ese empleado tiene el derecho de indicar condiciones peligrosas o insalubres, y de contestar libremente cualquier pregunta que el inspector le haga. Al presentar una queja, el empleado puede solicitar que su nombre sea mantenido en forma confidencial.
- Para presentar una queja llame al **1-800-625-2267** o **919-779-8560**. También, se puede usar el sitio de Internet: [www.labor.nc.gov](http://www.labor.nc.gov).
- **Impugnación del tiempo de corrección**—Los empleados pueden cuestionar cualquier período de tiempo otorgado para corregir una violación que se ha establecido como resultado de una inspección realizada por la división en el lugar de trabajo. Un empleado tiene el derecho de comparecer ante la Comisión de Revisión de Seguridad y Salud de Carolina del Norte (N.C. Occupational Safety and Health Review Commission) para cuestionar el período de corrección otorgado y solicitar una revisión judicial.

## Información Adicional Sobre OSHA

- **Supervisión Federal**—La división está supervisada por el Departamento de Trabajo de los Estados Unidos (U.S. Department of Labor). Las autoridades federales verifican que la agencia estatal administra adecuadamente la Ley de Seguridad y Salud Ocupacional en el estado de Carolina del Norte. Cualquier persona que tenga una queja sobre la administración de las normas de OSHA por parte del estado puede ponerse en contacto con la Oficina Regional del Departamento de Trabajo de los Estados Unidos (Regional Office of the U.S. Department of Labor), 61 Forsyth St. S.W., Suite 6T50, Atlanta, GA 30303.
- **Información o Preguntas Adicionales**—Cualquier pregunta respecto a la información presentada anteriormente puede escribirnos o llamarnos a:

**N.C. Department of Labor**  
Occupational Safety and Health Division  
1101 Mail Service Center  
Raleigh, NC 27699-1101  
Teléfono: **1-800-625-2267**  
Correo Electrónico: [ask.osh@labor.nc.gov](mailto:ask.osh@labor.nc.gov)  
[www.labor.nc.gov](http://www.labor.nc.gov)



**Luke Farley**  
LUKE FARLEY  
COMMISSIONER OF LABOR

**Este aviso debe ser exhibido en un lugar visible.  
Este cartel está disponible gratis para todos  
los lugares de trabajo de Carolina del Norte.  
Llame 1-800-625-2267 o 919-707-7876  
o ordene en el sitio web.**

**1-800-NC-LABOR**  
(1-800-625-2267)  
**www.labor.nc.gov**

Para obtener más información sobre este cartel y descargar todos los carteles estatales y federales requeridos, visite nuestro sitio web en: [www.labor.nc.gov/posters/posters](http://www.labor.nc.gov/posters/posters)

Siga NCDOL en



Coloca La Noticia de OSH para los Empleados Junto a la de Horas y Salarios.

# EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

## 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.

### TIP CREDIT

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

### PUMP AT WORK

The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for her 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.

### ENFORCEMENT

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA’s child labor provisions. Heightened civil money penalties may be assessed for each 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 Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as “independent contractors” when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA’s minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
[www.dol.gov/agencies/whd](http://www.dol.gov/agencies/whd)



# EEOC | KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL



## Know Your Rights: Workplace Discrimination is Illegal

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

### Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

### What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

### What Types of Employment Discrimination are Illegal?

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

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)

- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding
- Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

### 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) or pregnancy 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:

**Submit** 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)

**Visit** an EEOC field office (information at [www.eeoc.gov/field-office](http://www.eeoc.gov/field-office))

**E-Mail** [info@eeoc.gov](mailto:info@eeoc.gov)

Additional information about the EEOC, including information about filing a charge of discrimination, is available at [www.eeoc.gov](http://www.eeoc.gov).



## EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

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

**Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin** Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

**Asking About, Disclosing, or Discussing Pay** Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

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

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

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

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <https://ofccphelpdesk.dol.gov/s/>, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <https://www.dol.gov/agencies/ofccp/contact>.

## PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

**Race, Color, National Origin, Sex** In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

**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 Federal agency providing such assistance.

(Revised 6/27/2023)

PRINT

## 11 North Carolina Labor Laws

LaborLawCenter.com Questions? Learn more by calling 1-800-745-9970

Official Print Size - 8.5" x 11"  
Compliance Ready - Do Not Scale

# 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 for most employees.

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 you,
- 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 military servicemember.

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 12-month 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 months,
- 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" requirements.

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

- 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:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

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 previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

## What does my employer need to do?

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

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

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 investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

## Where can I find more information?

Call **1-866-487-9243** or visit [dol.gov/fmla](https://www.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 about our WHD complaint process.**



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





# 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.**

## REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

## RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

## 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 the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

## ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at <https://www.dol.gov/agencies/vets/>. An interactive online USERRA Advisor can be viewed at <https://webapps.dol.gov/elaws/vets/userra>
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <https://www.dol.gov/agencies/vets/programs/userra/poster> Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



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



**U.S. Department of Justice**



**Office of Special Counsel**



**1-800-336-4590**

Publication Date – May 2022

# EMPLOYEE POLYGRAPH PROTECTION ACT

## 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 dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

**EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

**ENFORCEMENT** 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 court actions.

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



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
[www.dol.gov/agencies/whd](http://www.dol.gov/agencies/whd)



WH1462 REV 02/22

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## ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

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For information, please contact  
The Office of Special Counsel for Immigration  
Related Unfair Employment Practices Office at  
800-255-7688.

**PRINT**

# WITHHOLDING STATUS

## Since you last filed form W-4 with your employer did you...

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

## Were there major changes to...

- Your non-wage income (interest, dividends, capital gains, etc.)?
- Your family wage income (you or your spouse started or ended a job)?
- Your itemized deductions?
- Your tax credits?

## If you can answer "YES"...

To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676.

Now is the time to check your withholding. For more details, get Publication 919, *How Do I Adjust My Tax Withholding?*, or use the Withholding Calculator at: **[www.irs.gov/individuals](http://www.irs.gov/individuals)** on the IRS website.

Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.



Department of the Treasury  
**Internal Revenue Service**

**[www.irs.gov](http://www.irs.gov)**

Publication 213  
(Rev. 8-2009)  
Cat. No. 11047P

**PRINT**

# PAYDAY NOTICE

## Regular Paydays for Employees of

Chautauqua Institution

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*(Company Name)*

**Shall be as follows:**

*Weekly*

*Bi-Weekly*

*Monthly*

*Other* \_\_\_\_\_

By: Megan Kristan, Department of Human Resources

Title: Payroll & Benefits Manager

**PRINT**



**OSHA**<sup>®</sup>  
Occupational Safety  
and Health Administration

# Job Safety and Health IT'S THE LAW!

## All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- 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.
- Post OSHA citations at or near the place of the alleged violations.

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





# Together

Together... we can build a successful organization.  
Together... we can ensure an outstanding reputation.  
Together... we can protect our values.

Your role on our team is to speak up if you know of or suspect any unethical behavior. Our role is to listen.



Safely report any violations or get more information by contacting the hotline.

Confidential, Easy-to-Use and Always Available

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**Online:**  
[chq.ethicspoint.com](http://chq.ethicspoint.com)

**Phone:**  
855-673-1087



### Confidential Emotional Support

Our highly trained clinicians will listen to your concerns and help you or your family members with any issues, including:

- Anxiety, depression, stress
- Grief, loss and life adjustments
- Relationship/marital conflicts



### Work-Life Solutions

Our specialists provide qualified referrals and resources for just about anything on your to-do list, such as:

- Finding child and elder care
- Hiring movers or home repair contractors
- Planning events, locating pet care



### Legal Guidance

Talk to our attorneys for practical assistance with your most pressing legal issues, including:

- Divorce, adoption, family law, wills, trusts and more
- Need representation? Get a free 30-minute consultation and a 25% reduction in fees.



### Financial Resources

Our financial experts can assist with a wide range of issues.

- Retirement, taxes, mortgages, budgeting and more
- For additional guidance, we can refer you to a local financial professional and arrange to reimburse you for the cost of an initial one-hour in-person consult.



### Online Support

GuidanceResources® Online is your 24/7 link to vital information, tools and support. Log on for:

- Articles, podcasts, videos, slideshows
- On-demand trainings
- “Ask the Expert” personal responses to your questions



### Help for New Parents

ParentGuidance<sup>SM</sup> supports you through the process of becoming a biological or adoptive parent, including:

- Preparing for the baby emotionally and financially
- Finding child care
- Planning for back-to-work and other issues



### Free Online Will Preparation

EstateGuidance<sup>®</sup> lets you quickly and easily create a will online.

- Specify your wishes for your property
- Provide funeral and burial instructions
- Choose a guardian for your children

# Contact EAPBusiness Class<sup>SM</sup> Anytime

No-cost, confidential solutions to life's challenges.

Your ComPsych® GuidanceResources® program EAPBusiness Class offers someone to talk to and resources to consult whenever and wherever you need them.

Call: 877.595.5281

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Your toll-free number gives you direct, 24/7 access to a GuidanceConsultant<sup>SM</sup>, who will answer your questions and, if needed, refer you to a counselor or other resources.

Online: [guidanceresources.com](http://guidanceresources.com)

App: GuidanceResources® Now

Web ID: EAPBusiness

Log on today to connect directly with a GuidanceConsultant about your issue or to consult articles, podcasts, videos and other helpful tools.

## 24/7 Support, Resources & Information

### Contact EAPBusiness Class Anytime

Call: 877.595.5281

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Online: [guidanceresources.com](http://guidanceresources.com)

App: GuidanceResources® Now

Web ID: EAPBusiness