



OKLAHOMA & FEDERAL LABOR LAW POSTER

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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

Publication Date — May 2022

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.dhs.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.



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
 • Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
 • Age (40 and older)
 • Disability
 • Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests; genetic services, or family medical history)
 • Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.

What Employment Practices can be Challenged as Discriminatory?
 All aspects of employment, including:
 • Discharge, firing, lay-off, or
 • Harassment (including unwelcome verbal or physical conduct)
 • Hiring or promotion
 • Assignment
 • Pay (unequal wages or compensation)
 • Failure to provide reasonable
 • accommodation for a disability or a sincerely held religious belief, observance or practice
 • Benefits
 • Job training
 • Classification
 • Referral
 • Obtaining or disclosing genetic information
 • Requesting or disclosing medical information of employees
 • Conduct that might reasonably discourage

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS
 The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action requirements 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 the same prohibited practices as those listed above.
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 equal affirmative action to ensure equality of opportunity for all aspects of employment.
Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, prohibits Federal contractors from asking 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 Benefits Act of 1974, amended by the Veterans' Benefits Act of 2011, prohibits employment discrimination against, and shields affirmative action to recruit, employ, and advance in employment, disabled veterans. Federal law also prohibits an employer 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 (1-800-397-6231 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/>, 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.dhs.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 by Federal contractors under these 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 including recruitment, hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. An employer, in providing accommodations, 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 10/20/2022)

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 Employees are generally prohibited from requiring or allowing the use of lie detector tests. Examinations have a number of exceptions, 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 reported to the employer.
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.

PAYDAY NOTICE
Regular Paydays for Employees of

By: Weekly Bi-Weekly Monthly Other

Company Name: _____ Title: _____

Should be as follows: _____

WITHHOLDING STATUS
YOU MAY NEED TO CHECK YOUR WITHHOLDING
 Since you last filed Form W-4 with your employer did you...
 • Many or divorce?
 • Gain or lose a dependent?
 • Change your name?
 • Were there major changes to...
 • Your nonwage income (rent, 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.

UNEMPLOYMENT INSURANCE
UNEMPLOYMENT INSURANCE BENEFITS NOTICE TO WORKERS
 If you lose your job or if you work less than full time and get less than your full-time wages, you may be entitled to receive Unemployment Insurance (UI) benefits. You can obtain a free copy of "Reemployment Assistance for 18th Employees" - Informational Booklet for Workers Who are Unemployed" by visiting the Oklahoma Employment Security Commission's website at www.oklahoma.gov/employment. This document explains your rights and how to file an Unemployment Insurance (UI) claim.
 The unemployment claim filing process can all be done online at www.oesa.ok.gov. If you have questions or need assistance, you may contact the Oklahoma Employment Security Commission's Service Center at (405) 525-1500 or visit an Oklahoma Works Office. To find your nearest office, go to <https://oklahoma.gov/agencies/oesa/locations.html>.
EMPLOYERS: It is required by Sec. 2-502 of the Oklahoma Employment Security Act that you must post and maintain this notice in places readily accessible to individuals in your office. Copies may be obtained from the Oklahoma Employment Security Commission online at www.oklahoma.gov/agencies/oesa/resources-and-forms. OES-944 (rev. 08-17-2021)

ANTI-DISCRIMINATION NOTICE
 It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which documents(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.
 For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

CHILD LABOR LAWS
 STATE OF OKLAHOMA
CHILD LABOR LAWS
 Section 71 et. seq. of Title 40 of the Oklahoma Statutes
Applicable to minors UNDER 16 years of age

Minimum Age 14 years of age
Employment Certificates Employment certificate is issued by the school and is required for all employed minors. Employing home schooled minors and minors from out-of-state working in Oklahoma. Employers are required to have an employment certificate from the school before a minor is allowed to work.
Note to Issuing Officer(s): Minors must comply with compulsory School Laws, Title 70 Section 10
Hours Standard
 School in session - minors restricted to:
 • No more than three (3) hours per school day
 • No more than eight (8) hours per non-school day
 • No more than sixteen (16) hours per school week
 School not in session - minors restricted to:
 • No more than eight (8) hours per non-school day
 • No more than forty (40) hours per non-school week
Break Period For every five (5) hours worked - Thirty (30) minute rest period
 For every eight (8) hours worked - One (1) hour rest period
Time Standard
 From Tuesday after Labor Day through May 31st - minors:
 • Can not work before 7:00 a.m. and not after 7:00 p.m.
 From June 1st through Labor Day - minors:
 • Can not work before 7:00 a.m. and not after 9:00 p.m.
Prohibited Occupations
 Occupations which threaten health and well-being include, but not limited to:
 • Baking
 • Communications
 • Construction
 • Cooks
 • Cutters
 • Demolition
 • Freezers
 • Fryers
 • Grills
 • Hoisting devices
 • Ladders
 • Laundry
 • Machinery
 • Motor vehicles
 • Mowers
 • Power-Driven
 • Processing
 • Public Utilities
 • Pumps
 • Transportation
 • Unloading
 • Warehouse
 • Wood workers
 • Youth peddling

WHAT IS THE CRIMINAL PENALTY FOR VIOLATIONS?
40 O.S. § 197.13 - Any employer, or the officer or agent of any corporation, who pays or agrees to pay to any employee less than the rate of compensation required by this act, upon conviction, shall be guilty of a misdemeanor and shall be punished by a fine of not more than Five Hundred Dollars (\$500.00), or by imprisonment in the county jail for not more than six (6) months, or by both such fine and imprisonment.

DISCRIMINATION
OKLAHOMA LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, DISABILITY, AGE, SEX OR GENETIC INFORMATION!
 If you are an employee, or an applicant for employment, and feel that because of race, color, religion, national origin, disability, age, sex or genetic information that you have been discriminated against with respect to:
 • Qualifications, hire, discharge, recall, layoff, promotion, transfer, compensation, conditions, terms, privileges or responsibilities of employment, or sexual harassment, and wish to file or discuss the filing of a complaint contact:
 Office of the Oklahoma Attorney General
 Office of Civil Rights Enforcement
 313 E. 15th St.
 Oklahoma City, Oklahoma 73105
 Oklahoma City Office: 405-251-3921
 Tulsa Office: (918) 581-2342
 Website: www.ok.gov/ag
 Email: ocrc.complaints@oag.ok.gov

FEDERAL MINIMUM WAGE

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 1 1/2 times your 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. Youth 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 to 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.
NURSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.
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.
 • 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.

FMLA - FAMILY AND MEDICAL LEAVE ACT
EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT
 THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:
 • The birth of a child or placement of a child for adoption or foster care;
 • To bond with a child/leave must be taken within 1 year of the child's birth or placement.
 • To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
 • For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
 • For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.
 An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise merited, employees may take leave intermittently or on a reduced schedule. Employees may choose, on an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.
BENEFITS & PROTECTIONS While employees are on FMLA leave, employers must continue health care coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms. An employer may not discipline or discharge an employee for an individual's FMLA rights or retaliate against anyone for using or trying to use FMLA leave, requiring any practice made unlawful by the FMLA, or being inconsistent with the FMLA's purposes.
ELIGIBILITY REQUIREMENTS An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:
 • Have worked for the employer for at least 12 months;
 • Have at least 1,250 hours of service in the 12 months before taking leave; and
 • Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.
EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employer is not eligible, the employer must provide a reason for ineligibility. Employees must notify its employer if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.
ENFORCEMENT Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer who willfully violates the FMLA. The FMLA does not preempt state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

WORKERS' COMPENSATION
 C-Form-1A
Oklahoma Workers' Compensation Notice and Instruction to Employers and Employees
 All employees of this employer who are entitled to benefits of the Administrative Workers' Compensation Act are hereby notified that this employer has complied with all rules of the Workers' Compensation Commission and that this employer has secured payment of compensation for all employees and their dependents in accordance with the Act. All employees are further notified this employer will furnish first aid, medical, surgical, hospital, optometric, podiatric, and nursing services, medicine, crutches and other apparatus as may be reasonably necessary in connection with the injury received by the employee, as well as payments of compensation to any injured employee or the employee's dependents as provided in the Act.
 Any employee who has suffered a compensable injury covered by the Administrative Workers' Compensation Act is entitled to vocational rehabilitation services, including retraining and job placement. If, as a result of the injury, the employee is unable to perform work for which the person has previous training or experience:
 • The Oklahoma Workers' Compensation Commission has the authority to provide vocational rehabilitation services to injured workers, employers, and other interested persons.
 • Signature of Employer
 • Insurer Name and Address
 • Date of Expiration of Insurance Policy (Not applicable to employers authorized to self-insure.)
 • Rev 855-291-3612.

Employee's Responsibilities In Case of Work Related Injury
 If accidentally injured or affected by cumulative trauma or an occupational disease arising out of and in the course of employment, however slight, the employee should notify the employer immediately. If this employer is a partnership, notice shall be given to any partner. If this employer is a corporation, notice shall be given to any agent or officer of the corporation upon whom legal process may be served. Notice shall also be given to the person in charge of business at the location of operations where the injury occurred. Unless oral or written notice is given to the employer within thirty (30) days, the claim for compensation may be forever barred.
 The employee may file a claim for compensation with the WORKERS' COMPENSATION COMMISSION for an accidental injury, death, cumulative trauma or occupational disease or illness occurring ON OR AFTER February 1, 2014. Forms to file a compensation claim should be furnished by this employer and also are available from the Workers' Compensation Commission. The forms are posted on the Commission's website, www.wcc.ok.gov.
 A claim for compensation must be filed with the Commission within the time specified by law, or be forever barred. Based on law effective May 28, 2019, a claim for compensation for any accidental injury must be filed with the Commission within one (1) year of the date of injury or, if the employee has received benefits under Title 85A for the injury, six (6) months from the date of the last issuance of such benefits; a death claim must be filed within two (2) years of the date of death; a claim for compensation for occupational disease or illness must be filed within two (2) years of the last injurious exposure; and a claim for compensation for cumulative trauma must be filed within one (1) year of the date of injury.
Claims for compensation for accidental injury, death, cumulative trauma or occupational disease or illness occurring BEFORE February 1, 2014 may be filed with the WORKERS' COMPENSATION COURT OF EXISTING CLAIMS and are subject to different notice of injury requirements and claims filing deadlines than those for accidental injury, death, cumulative trauma or occupational disease or illness occurring on or after February 1, 2014. Failure to comply with applicable notice requirements and deadlines may operate to forever bar the claim. Contact the WORKERS' COMPENSATION COURT OF EXISTING CLAIMS for additional information.

Employer's Responsibilities
 The employer must provide employees with immediate first aid, medical, surgical, hospital, optometric, podiatric, chiropractic, and nursing services, medicine, crutches and other apparatus as may be reasonably necessary in connection with the injury received by the employee. This applies to care for all injuries and illnesses arising out of and in the course of employment, regardless of their character. Within ten (10) days after the date of receipt of notice or knowledge of death or injury that results in the loss of time beyond the shift or medical attention away from the work site, the employer or the employer's representative MUST send a report thereof to the Workers' Compensation Commission via Electronic Data Interchange as specified in Commission rules.
 No agreement by an employee to pay any portion of the premium paid by the employer to a carrier or a benefit fund or department maintained by the employer for the purpose of providing compensation or medical services and supplies as required by the workers' compensation laws, shall be valid. Any employer who makes a deduction for such purposes from the pay of any employee entitled to benefits under the workers' compensation laws shall be guilty of a misdemeanor.
 No agreement by an employee to waive workers' compensation rights and benefits shall be valid.
 Any person who commits fraud, upon conviction, shall be guilty of a felony punishable by imprisonment, a fine or both.
Workers' Compensation Commission
 1915 North Stiles Avenue
 Oklahoma City, Oklahoma 73105-4918
 Tele. 405-522-5308 (OKC) 918-295-3732 (TU) - In-State Toll Free 855-291-3612
 Web Site - www.wcc.ok.gov
 Rev. 1-1-21

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT
Job Safety and Health IT'S THE LAW!
 U.S. Department of Labor
 Occupational Safety and Health Administration

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.

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.
 This poster is available free from OSHA.
Contact OSHA. We can help.
 1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

PUBLIC EMPLOYEES OCCUPATIONAL SAFETY AND HEALTH

PUBLIC EMPLOYEE JOB SAFETY & HEALTH PROTECTION

The Oklahoma Occupational Health & Safety Standards Act of 1970 provides job safety and health protection for public workers by promoting safe and healthful working conditions. As authorized by the Act, rules have been adopted to prevent accidents in all public work places, including public schools and all political subdivisions of city, county and state government. These rules include standards contained in the Federal Occupational Safety & Health Act of 1970 (OSHA) and other safety and health standards derived from national consensus standards.

EMPLOYERS
 Each public employer shall establish and maintain safe and healthful workplace conditions. Appropriate safety devices shall be used where necessary to protect the life, health and safety of all public employees. No employer shall interfere with the use of any method or process adopted for the protection of an employee or any other person lawfully within such place of employment. No employer shall fail to obey orders necessary to protect the life, safety and health of public employees. Public employees must participate in mandatory training and education programs.

PROPOSED PENALTIES
 The Attorney General, upon request from the Commissioner of Labor, shall bring an action against any person who violates any of the provisions of the Act or violates any order or determination of the Commissioner promulgated pursuant to the Act.
 Any public employer or political subdivision failing to comply with any standards or interfering with, impeding or in any manner obstructing the administration of standards pursuant to the provisions of the Act may be charged with a misdemeanor. Additionally, such employers or political subdivisions may be prevented, by cease and desist orders, from continuing such violation(s). Each day in which each violation occurs shall constitute a separate violation.

VOLUNTARY COMPLIANCE
 Safety and health education and training is the best way to help prevent and control occupational accidents. The Department of Labor provides public employers with free consultation services. The Department recognizes the outstanding efforts of participating employers.

RECORDKEEPING REQUIREMENTS
 Public employers must maintain accurate work-related injury, exposure and illness incident records. Employers are to use the OK-300 recordkeeping system or its substantial equivalent. Calendar year totals (excluding names of employees) must be posted no later than February 1st of the year following the calendar year to which the report applies. This information must remain posted through the month of April. Public employers are required to maintain written safety and health programs.

POSTING INSTRUCTIONS:
 This poster must be displayed in one or more conspicuous places where notices to employees are customarily posted. For assistance or additional information, contact:
 Oklahoma Department of Labor
 Public Employee Occupational Safety & Health
 3017 North Stiles, Suite 100
 Oklahoma City, OK 73105
 405-521-6100
 888-269-5353
 Leslie Osborn
 Commissioner of Labor

COMPLAINTS
 Public employees have the right to file a complaint requesting an investigation of unsafe or unhealthful conditions. No adverse personnel action may be taken against any employee who files a work- place safety or health complaint. Employees who believe they have been discriminated against on this basis may file a complaint with the Oklahoma Department of Labor.

VIOLATIONS
 If upon inspection the Oklahoma Department of Labor believes a public employer has violated the Act, a notice alleging such violation(s) will be issued to the employer. The notice will specify the time frame in which each violation must be corrected or a response provided. The Commissioner of Labor may require the violation(s) be corrected immediately and/or the alleged violator appear before the Commissioner or a designated representative at a specified time and place to answer the charges.

Oklahoma Department of Labor
www.labor.ok.gov

OKLAHOMA MINIMUM WAGE

Your Rights Under the Oklahoma Minimum Wage Act

40 O.S. § 197.1 et seq.

WHO IS AN EMPLOYEE?
40 O.S. § 197.4 (e) - "Employee" includes any individual employed by an employer but shall not include:
 (1) An individual employed on a farm, in the employ of any person, in connection with the cultivation of the soil, or in connection with raising or harvesting any agricultural commodity, including raising, shearing, feeding, caring for, training, and management of livestock, bees, poultry, and fur bearing animals and wildlife, or in the employ of the owner or tenant or other operator of a farm in connection with the operation, management, conservation, improvement, or maintenance of such farm and its tools and equipment;
 (2) Any individual employed in domestic service in or about a private home;
 (3) Any individual employed by the United States government;
 (4) Any individual working as a volunteer in a charitable, religious or other non profit organization;
 (5) Any newspaper vendor or carrier;
 (6) Any employee of any carrier subject to regulation by Part 1 of the Interstate Commerce Act;
 (7) Any employee of any employer who is subject to the provisions of any Federal Fair Labor Standards Act or to any Federal Wage and Hour Law now in effect or enacted here-after; and who is paying the minimum wage under the provisions of this act;
 (8) Any employee employed in a bona fide executive, administrative or professional capacity, or in the capacity of outside salesman;
 (9) Any person employed as part-time employee not on permanent status. A part-time employee is defined as an employee who is employed less than twenty-five (25) hours a week;
 (10) Any person who is less than eighteen (18) years of age and is not a high school graduate or a graduate of a vocational training program, and any person who is less than twenty-two (22) years of age and who is a student regularly enrolled in a high school, college, university or vocational training program;
 (11) Any individual employed in a feedstore operated primarily for the benefit and use of farmers and ranchers; or
 (12) Any individual working as a reserve force deputy sheriff.

WHO IS AN EMPLOYER?
40 O.S. § 197.4 (d) - "Employer" means any individual, partnership, association, corporation, business trust, or any person or group of persons, hiring more than ten full-time employees or equivalent at any one location or place of business; provided, however, if an employer has less than ten full-time employees or equivalent at any one location or place of business but does a gross business of more than One Hundred Thousand Dollars (\$100,000.00) annually, said employer shall not be exempt under the provisions of this Act. This act shall not apply to employers subject to the Fair Labor Standards Act of 1938, as amended, and who are paying the minimum wage under the provisions of said act, nor to employers whose employees are exempt.

HOW DO UNIFORMS AFFECT MINIMUM WAGE?
40 O.S. § 197.17 - Business establishments that furnish uniforms to their employees may take credit against the minimum wage in an amount equal to the reasonable cost of furnishing the uniforms.

WHAT IS THE CIVIL PENALTY FOR VIOLATIONS?
40 O.S. § 197.8 - The Commissioner, after investigation, shall promptly make his finding in writing as to whether or not additional wages are due the employee. If the Commissioner finds that additional wages are due, ten percent (10%) of such amount due shall be added as penalty for such wage deficiency. The Commissioner shall mail findings to the employer and to the employee by certified mail. Payment by the employer and acceptance by the employee of the amount so determined by the Commissioner shall absolve the employer of any further liability to the employee with respect to wages claimed by the employee for the period he was employed by the employer.

40 O.S. § 197.9 - Any employer who is found by a court of competent jurisdiction to have paid an employee wages less than those to which such employee is entitled, under or by virtue of this act, shall be liable to such employee for double the full amount of such wages, less any amount actually paid to such employee by the employer, and for court costs, and such reasonable attorney fees as may be allowed by the court, which in no case shall be less than One Hundred Dollars (\$100.00). Any agreement between such employee and the employer to work for less than such rate shall be no defense to such action.

WHAT IS THE CRIMINAL PENALTY FOR VIOLATIONS?
40 O.S. § 197.13 - Any employer, or the officer or agent of any corporation, who pays or agrees to pay to any employee less than the rate of compensation required by this act, upon conviction, shall be guilty of a misdemeanor and shall be punished by a fine of not more than Five Hundred Dollars (\$500.00), or by imprisonment in the county jail for not more than six (6) months, or by both such fine and imprisonment.

NOTICE:
 State law requires employers to display this poster in such a manner so as to be accessible to all employees in each establishment under the control of the employer. It shall be unlawful to employ workers in any industry or occupation within the State of Oklahoma under conditions of labor detrimental to their health or morals and it shall be unlawful to employ workers in any industry within the State of Oklahoma at wages which are not adequate for their maintenance. Except as otherwise provided in the Oklahoma Minimum Wage Act, no employer within the State of Oklahoma shall pay any employee a wage of less than the current federal minimum wage for all hours worked.

State Minimum Wage \$7.25 per hour Effective July 24, 2009

Oklahoma Department of Labor

Leslie Osborn
 Commissioner of Labor

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Office of the Oklahoma Attorney General
 Office of Civil Rights Enforcement
 313 E. 15th St.
 Oklahoma City, Oklahoma 73105
 Oklahoma City Office: 405-251-3921
 Tulsa Office: (918) 581-2342
 Website: www.ok.gov/ag
 Email: ocrc.complaints@oag.ok.gov

Contacting the Office of Civil Rights Enforcement does not conflict with or affect any other rights you may have, including any appeal procedures you may have through the Oklahoma Merit Protection or any internal grievance procedures you may have through your employer. However, an Employment Discrimination Complaint must be filed with the Office of Civil Rights Enforcement within 180 days after the alleged discriminatory act.
 Title 25, Oklahoma Statutes, Section 1302