

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

What Employment Practices can be Challenged as Discrimination?
All aspects of employment, including:
• Hiring or promotion
• Harassment (including unwelcome verbal or physical conduct)
• Pay (including wage or compensation)
• Failure to provide reasonable accommodation for a disability, pregnancy, childbirth, or related medical condition, or a sincerely held religious belief
• Job training
• Classification
• Referral
• Obtaining or disclosing genetic information of employees
• Retesting or disclosing medical information of employees

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 and 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
• Disability
• Age
• National origin
• Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
• Age (40 and older)
• Disability
• Genetic information (including employee requests for or base use, or disclosure of genetic tests, genetic services, or family medical history)

DISCRIMINATION

TENNESSEE LAW PROHIBITS EMPLOYMENT DISCRIMINATION
It is illegal to discriminate against any person because of race, color, creed, religion, sex, age, disability, or national origin in recruitment, training, hiring, discharge, promotion, or any condition, term, or privilege of employment.

If you feel that you have been discriminated against, contact the Civil Rights Enforcement Division.

LA LEY DE TENNESSEE PROHIBE LA DISCRIMINACION EN EL EMPLEO
Es en contra de la ley discriminación a cualquier persona por su raza, color, credo, religión, sexo, edad (mayor de 40 años), incapacidad, u origen nacional, en la selección, entrenamiento, empleo, al despedir, promover o cualquier condición, término o privilegio de empleo.

Si usted cree que ha sido víctima de discriminación, comuníquese con la División de Protección de Derechos Civiles.

For more information or to file a complaint:
www.tn.gov/attorneygeneral/cred
(615) 741-5825
CREd@ag.tn.gov

FMLA - FAMILY AND MEDICAL LEAVE ACT

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.
• 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, or you may 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 #2386 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 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.
• 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.

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 and 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
• Disability
• Age
• National origin
• Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
• Age (40 and older)
• Disability
• Genetic information (including employee requests for or base use, or disclosure of genetic tests, genetic services, or family medical history)

PROHIBITED ACTS
Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.
• Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.
• Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights.
• 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://eefc.eeoc.gov>
• Call 1-800-669-4000 (toll free)
• 1-846-234-3122 (ASL, video phone)
• Visit an EEOC field office (information at www.eeoc.gov/fieldoffice)
• Email infodisc@eeoc.gov
Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.

WORKERS' COMPENSATION

TENNESSEE WORKERS' COMPENSATION INSURANCE POSTING NOTICE
How to Report Work-Related Injuries
What should be done if injured at work?

Employee

1. Immediately report the injury to the employer representative named below.
2. Select a treating physician from a panel provided by your employer.
3. If you have questions or problems, contact the employer representative or the Bureau of Workers' Compensation.

Employer

1. Complete your company's internal "Workplace Injury form" and notify your workers' compensation insurance company immediately, even if you have concerns about the validity of the claim.
2. Offer a panel of physicians to the employee via Form C-42 available on the Bureau's website. In cases of emergency, call an ambulance and provide this form as soon as the injured employee has stabilized.

For more information or to file a complaint:
www.tn.gov/attorneygeneral/cred
(615) 741-5825
CREd@ag.tn.gov

UNEMPLOYMENT INSURANCE

UNEMPLOYMENT INSURANCE POSTER FOR EMPLOYEES

Your employer provides insurance to help protect you when you become unemployed through no fault of your own. Tennessee employers pay the full cost of unemployment insurance for their employees. Nothing is deducted from your pay to cover the cost of this insurance nor does any money come from State of Tennessee funds.

To be eligible for benefits you must:
• Be separated from employment through no fault of your own.
• Have qualifying wages in the base period.
• Be able and available for work.
• Search for work by making a minimum of four work search activities and documenting during weekly certification process. You may log in to www.jobstn.gov to search for work online.

Failure to do four work search activities will result in a loss of benefits unless you are job attached, a member of a hiring union, or attending training approved by the Commissioner.

If you become unemployed you may file for benefits at www.jobstn.gov.

Before beginning the claim filing process, you should have your:
• Social Security Number
• Telephone Number
• Address
• Name of county of residence
• Employment dates for the last 18 months including employer name and address, and
• Bank routing number and bank account number if you elect to receive benefits by direct deposit; otherwise, you will receive benefits on the Way2Go MasterCard.

You must keep your address current with the Department of Labor and Workforce Development.

Go to the JobStnTN website to apply for unemployment benefits, to file a wage protest, to file an appeal of an agency decision, to view/update information, and to view and update your information for unemployment benefit payment.

You may log in to the JobStnTN website to register and search for work using services offered by our Tennessee American Job Centers. The Tennessee Department of Labor and Workforce Development has staff available to help you find a job or pursue training opportunities.

You may go to the Department's website at [Find Local American Job Center](https://www.jobstn.gov) to find the location of the most convenient Tennessee American Job Center.

Please post in a conspicuous place.
The TN Department of Labor and Workforce Development is committed to principles of equal opportunity, equal access, and affirmative action. Auxiliary aids and services are available upon request to individuals with disabilities. Tennessee Relay Service is 711.

REV. 09/2024 Authorization No. 337396

OCCUPATIONAL SAFETY AND HEALTH PROTECTION

You Have a Right to a Safe and Healthful Workplace.

IT'S THE LAW!

You have the right to notify your employer or TOSHA about workplace hazards. You may ask TOSHA to keep your name confidential.

You have the right to request a TOSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in the inspection.

You can file a complaint with TOSHA within 30 days of discrimination by your employer for making safety and health complaints or for exercising your rights under the TOSHA Act or the Tennessee Hazardous Chemical Right-to-Know Act.

You have a right to see TOSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.

Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.

You have rights under the Tennessee Right to Know Law concerning hazardous chemicals in your work area. Your employer must provide training about health effects, protective measures, safe handling procedures, as well as information on interpreting labels and safety data sheets (SDS). You must be provided access to the safety data sheets and the workplace chemical list.

You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.

Your employer must post this notice in your workplace.

WORKERS' COMPENSATION

TENNESSEE WORKERS' COMPENSATION INSURANCE POSTING NOTICE
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Employee

1. Immediately report the injury to the employer representative named below.
2. Select a treating physician from a panel provided by your employer.
3. If you have questions or problems, contact the employer representative or the Bureau of Workers' Compensation.

Employer

1. Complete your company's internal "Workplace Injury form" and notify your workers' compensation insurance company immediately, even if you have concerns about the validity of the claim.
2. Offer a panel of physicians to the employee via Form C-42 available on the Bureau's website. In cases of emergency, call an ambulance and provide this form as soon as the injured employee has stabilized.

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(615) 741-5825
CREd@ag.tn.gov

THE TENNESSEE BUREAU OF WORKERS' COMPENSATION IS AVAILABLE TO HELP BOTH EMPLOYERS AND EMPLOYEES.

220 French Landing Dr. 1-B
Nashville, TN 37243-2667
800-332-2667
615-532-4812 TTD: 800-332-2257
tn.gov/workerscomp

Workers' Compensation law requires this notice to be posted in a conspicuous place at the work site at all times.

(REV. 4/18) Authorization No. 337545 BDA 10183

UNEMPLOYMENT INSURANCE

UNEMPLOYMENT INSURANCE POSTER FOR EMPLOYEES

Your employer provides insurance to help protect you when you become unemployed through no fault of your own. Tennessee employers pay the full cost of unemployment insurance for their employees. Nothing is deducted from your pay to cover the cost of this insurance nor does any money come from State of Tennessee funds.

To be eligible for benefits you must:
• Be separated from employment through no fault of your own.
• Have qualifying wages in the base period.
• Be able and available for work.
• Search for work by making a minimum of four work search activities and documenting during weekly certification process. You may log in to www.jobstn.gov to search for work online.

Failure to do four work search activities will result in a loss of benefits unless you are job attached, a member of a hiring union, or attending training approved by the Commissioner.

If you become unemployed you may file for benefits at www.jobstn.gov.

Before beginning the claim filing process, you should have your:
• Social Security Number
• Telephone Number
• Address
• Name of county of residence
• Employment dates for the last 18 months including employer name and address, and
• Bank routing number and bank account number if you elect to receive benefits by direct deposit; otherwise, you will receive benefits on the Way2Go MasterCard.

You must keep your address current with the Department of Labor and Workforce Development.

Go to the JobStnTN website to apply for unemployment benefits, to file a wage protest, to file an appeal of an agency decision, to view/update information, and to view and update your information for unemployment benefit payment.

You may log in to the JobStnTN website to register and search for work using services offered by our Tennessee American Job Centers. The Tennessee Department of Labor and Workforce Development has staff available to help you find a job or pursue training opportunities.

You may go to the Department's website at [Find Local American Job Center](https://www.jobstn.gov) to find the location of the most convenient Tennessee American Job Center.

Please post in a conspicuous place.
The TN Department of Labor and Workforce Development is committed to principles of equal opportunity, equal access, and affirmative action. Auxiliary aids and services are available upon request to individuals with disabilities. Tennessee Relay Service is 711.

REV. 09/2024 Authorization No. 337396

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 discharging any employee or job applicant to take a lie detector test, and from requiring any employee or job applicant to agree to take a lie detector test, and from discharging any employee or job applicant to take a test 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 polygraphs (a kind of lie detector test) 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 detector tests.

EXAMINER RIGHTS: Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examiners 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. Employers or job applicants may also bring their own actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYERS 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

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

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 nonwage 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 on the IRS web site.

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.

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Rev. 8-2003
Cat. No. 11047P

Department of the Treasury
Internal Revenue Service www.irs.gov

NO SMOKING NOTICE

NO SMOKING

Individual Violation: \$50 fine
Business Violation: \$100 - \$500 fine

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

YOUR RIGHTS UNDER USERRA
THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the jobs 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.

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 the 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 1-866-272-2350 U.S. Department of Justice Office of Special Counsel ESCR Employer Support For The Guard And Reserve 1-800-336-4590

RIGHT TO WORK

TENNESSEE RIGHT TO WORK LAW

Tennessee Code Annotated §50-1-201 et seq. states that it is unlawful for any employer or organization of any kind:

1. To deny or attempt to deny employment to a person by reason of the person's membership in, affiliation with, resignation from or refusal to join or affiliate with any labor union or employee organization of any kind.
2. To enter into any contract, combination or agreement, written or oral, providing for exclusion from employment of any person because of membership in, affiliation with, resignation from or refusal to join or affiliate with any labor union or employee organization of any kind.
3. To exclude from employment an person by reason of the person's payment of or failure to pay dues, fees, assessments or other charges to any labor union or employee organization of any kind.
4. Operating in this state to execute an agreement with a union or employee organization of any kind that includes a maintenance of membership clause prohibiting employees from withdrawing from a labor union or employee organization prior to the agreement's expiration. This section shall not apply to a city, town, municipality or county including a county having a metropolitan form of government.

An employer or organization of any kind violating any of the provisions of this part commits a Class A misdemeanor.

State of Tennessee | Department of Labor and Workforce Development
220 French Landing Drive
Nashville, TN 37243

TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

WAGE REGULATIONS ACT

It is unlawful for any employer to employ, permit or suffer to work any person without first informing the employee of the amount of wages to be paid (T.C.A. §50-2-101). All wages or compensation of employees in private employment shall be due and payable not less frequently than once per month. Notice of regular paydays shall be posted by each employer in at least two conspicuous places.

REGULAR PAYDAY IS POSTED AS FOLLOWS: (T.C.A. §50-2-103).

Each employee must be given a 30-minute unpaid rest break or meal period if scheduled to work 6 hours consecutively, except adult employees in workplace environments that by the nature of business provide for ample opportunity to rest or take an appropriate break. Such break shall not be scheduled during or before the first hour of scheduled work activity (T.C.A. §50-2-103).

No employer shall discriminate between employees in the same establishment on the basis of sex by paying any employee salary or wage rates less than the employer pays to any employee of opposite sex for comparable skill, effort, and responsibility, and which are performed under similar working conditions (T.C.A. §50-2-202).

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

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.

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 violation.

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

Contact OSHA. We can help.

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

This poster is available free from OSHA.

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.

COVERED BY: 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 restrictions. Different rules apply in agricultural employment.

WIP CREDIT: Employers who hire "wage earners" who meet certain criteria may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a minimum wage of least \$2.13 per hour if they claim a tip credit against their cash wage or obligation. If an employer'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.

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

ENFORCEMENT: The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage and overtime 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

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR
1-866-487-9243
www.dol.gov/agencies/whd

CHILD LABOR ACT

Minors 14 and 15 years of age may not be employed (T.C.A. §50-5-104):

1. During school hours;
2. Between 7:00 pm and 7:00 am if the next day is a school day;
3. Between 9:00 pm and 6:00 am if the next day is not a school day;
4. More than 3 hours a day on school days;
5. More than 18 hours a week during school weeks;
6. More than 8 hours a day on non-school days;
7. More than 40 hours a week during non-school weeks.

*"School hours" means that period of time during a school day when school is in session and students are required to attend class.

Minors 16 and 17 years of age may not be employed (T.C.A. §50-5-105):

1. During those hours when the minor is required to attend classes;
2. Between the hours of 10:00 pm and 6:00 am, Sunday through Thursday evenings preceding a school day, except with valid parental consent form kept in the minor's personal file. Then, the minor may work until midnight no more than 3 of the Sunday through Thursday nights.
- *"School days" means any day when normal classes are in session during regular school year in the school district.

BREAK OR MEAL PERIOD (T.C.A. §50-5-113)
A minor must have a 30-minute break or meal period if scheduled to work 6 hours consecutively. Such break shall not be scheduled during or before the first hour of scheduled work activity.

OCCUPATIONS PROHIBITED FOR MINORS UNDER THE AGE OF 18 (T.C.A. §50-5-106)

(a) A minor may not be employed in connection with the following:
1. Occupations in or about plants or establishments manufacturing or using explosives or articles containing explosive components;
2. Motor vehicle driving occupations;
3. Coal mine occupations;
4. Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill or cooperage-stock mill;
5. Occupations involved in the operation of power-driven woodworking machines;
6. Occupations involving exposure to radioactive substances and to ionizing radiations;
7. Occupations involved in the operation of elevator and other power-driven hoisting apparatus;
8. Occupations involved in the operation of power-driven metal-forming, punching and shearing machines;
9. Occupations in connection with mining elements other than coal;
10. Occupations involving slaughtering, meat-packing, processing or rendering;
11. Occupations involved in the operation of hazardous power-driven bakery machines;
12. Occupations involved in the operation of hazardous power-driven paper products machines;
13. Occupations involved in the manufacture of brick, tile and kindred products;
14. Occupations involved in the operation of circular saws, band saws and guillotine shears;

15. Occupations involved in wrecking, demolition and ship-breaking operations;
16. Occupations involved in roofing operations;
17. Occupations in excavation operations;
18. Occupations that the commissioner shall by regulation, pursuant to this part, declare to be hazardous or injurious to the life, health, safety and welfare of minors;
19. Occupations involving posing or modeling, alone or with others, while engaged in sexual conduct for the purpose of preparing a film, photograph, negative, slide or motion picture;
20. Occupations involved in youth peddling.

(b)
1. If a minor is fifteen (15) years of age or younger, the minor must not be employed in a place of employment where the average monthly gross receipts from the sale of intoxicating beverages exceeded twenty-five percent (25%) of the total gross receipts of the place of employment or where a minor will be permitted to take orders for or serve intoxicating beverages, regardless of the amount of intoxicating beverages sold in the place of employment.
2. If a minor is sixteen (16) or seventeen (17) years of age, the minor may be employed in a place of employment where the average monthly gross receipts from the sale of intoxicating beverages exceeded twenty-five percent (25%) of the total gross receipts of the place of employment if the minor is not permitted to take orders for or serve intoxicating beverages.

DUTIES OF EMPLOYERS (T.C.A. §50-5-111)

Employers of minors shall:
1. Maintain a separate file record for each minor employed which shall be kept at the minor's place of employment and shall include the following:
a. Employment application;
b. Copy of minor's birth certificate, driver's license, state issued ID, or passport;
c. Accurate daily time record for all minors;
d. Any records qualifying a minor for exemption under T.C.A. §50-5-107 (8)-(13).
2. Allow the department to inspect all premises where minors are or could be employed and the contents of the individual file records;
3. Post in a conspicuous place on the business premises a printed notice of the provisions of the Child Labor Act furnished by the department; and
4. Furnish the department with records relative to the employment of minors;
5. If a minor is 16 or 17 years of age and is home schooled, the file must include documentation from the Director of the LEA, the home school, or church-related school that confirms the minor's enrollment and authorization to work (T.C.A. §50-5-105).

For information on state laws, contact the Tennessee Department of Labor and Workforce Development - Labor Standards Unit
Toll Free (844) 224-5818 (REGULATIONS) www.tn.gov/workforce

The TN Department of Labor and Workforce Development is committed to principles of equal opportunity, equal access, and affirmative action. Auxiliary aids and services are available upon request to individuals with disabilities. Callers with hearing impairments may use TTY/TDD 711.

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OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

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.

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 violation.

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

Contact OSHA. We can help.

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

This poster is available free from OSHA.