

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)
 • 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
 • 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 use of, or disclosure of genetic tests, genetic services, or family medical history)

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 employed by, 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 12813, as amended, prohibits employment discrimination by Federal contractors on the basis of 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.
 • Executive Order 12813, as amended, prohibits employment discrimination by Federal contractors on the basis of 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.
 • Executive Order 12813, as amended, prohibits employment discrimination by Federal contractors on the basis of 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.
 • Executive Order 12813, as amended, prohibits employment discrimination by Federal contractors on the basis of 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.

PROHIBITED ACTS OR ACTIVITIES RECEIVING 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.

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 includes but is not limited to physical or mental impairment that substantially limits one or more major life activities. An individual who is an applicant or employee, having a disability, is entitled to the same opportunities as other individuals who are not disabled. Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

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 includes but is not limited to physical or mental impairment that substantially limits one or more major life activities. An individual who is an applicant or employee, having a disability, is entitled to the same opportunities as other individuals who are not disabled. Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

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.



The Tennessee Occupational Safety and Health Act of 1972, T.C.A. §§ 50-3-101 et seq., assures safe and healthful working conditions for working men and women throughout the state. The Department of Labor and Workforce Development, Division of Occupational Safety and Health (TOSHA) has the primary responsibility for administering the TOSHA Act. The rights listed here may vary depending on the particular circumstances. To file a complaint, report an emergency or seek TOSHA advice, assistance or information, call 800-249-8510 or your nearest TOSHA office. • Chattanooga (423) 634-6424 • Jackson (731) 423-5640 • Kingsport (423) 224-2042 • Knoxville (865) 594-6180 • Memphis (901) 543-7259 • Nashville (615) 741-2793. To file a complaint online or obtain information on Federal OSHA and other state programs, visit OSHA's website at www.osha.gov. For additional information on TOSHA visit www.tn.gov/workforce/section/tosha.

(REV. 3/16)

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 their 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) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armed 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 involves the employer's loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement.

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:

- 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 of filiate with any labor union or employee organization of any kind.
- 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 of filiate with any labor union or employee organization of any kind.
- 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.
- Operating in a 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 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 population of government.

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



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.

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

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.

OVERSIGHT 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. Youth 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.

EMPLOYMENT 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 their 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) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armed 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 involves the employer's loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement.

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

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

DISCRIMINATION

TENNESSEE LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT

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 Tennessee Human Rights Commission.

LA LEY DE TENNESSEE PROHIBE LA DISCRIMINACIÓN EN EL EMPLEO

ES EN CONTRA DE LA LEY DISCRIMINAR EN CONTRA DE CUALQUIER PERSONA DEBIDO EN BASE A LA RAZA, COLOR, CREDO, RELIGIÓN, SEXO, EDA, INCAPACIDAD U ORIGEN EN EL 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 Comisión de Derechos Humanos de Tennessee.

CONTACT US/PARA MAS INFORMACIÓN:

TENNESSEE HUMAN RIGHTS COMMISSION

WILLIAM R. SNODGRASS TENNESSEE TOWER
 312 ROSA L. PARKS AVENUE
 23RD FLOOR
 NASHVILLE, TENNESSEE 37243-1102

PHONE: (615) 741-5825 OR 1-800-251-3589
 ESPAÑOL: 1-866-856-1252
 WWW.TN.GOV/HUMANRIGHTS

WORKERS' COMPENSATION

TENNESSEE WORKERS' COMPENSATION INSURANCE POSTING NOTICE

How to Report Work-Related Injuries

What should be done if injured at work?

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

- 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.
- 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.*

Printed name and title of the employer representative to be notified in the event of a work-related injury

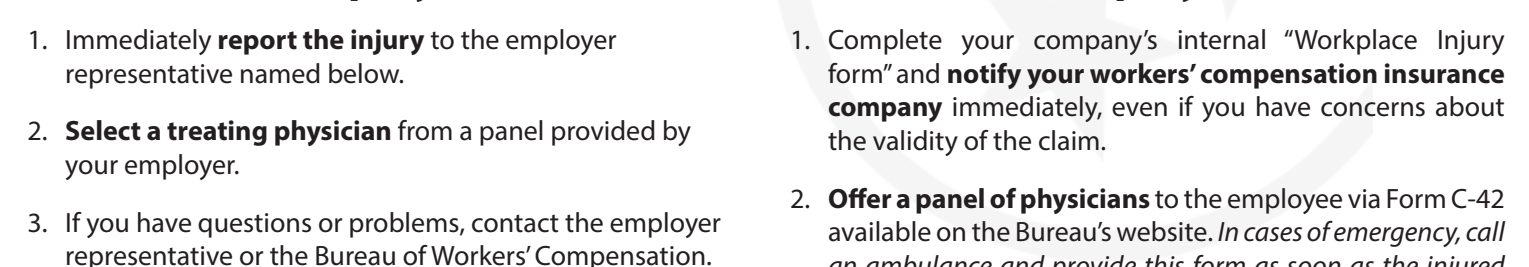
Printed name of an alternative employer representative to be notified in the event of a work-related injury

Telephone number of employer representative to notify in event of a work-related injury

Address of employer representative to notify in event of a work-related injury

The Tennessee Bureau of Workers' Compensation is available to help both employees and employers.

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



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.

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.

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

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

CHILD LABOR ACT

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 have 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 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).

CHILD LABOR ACT

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

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

- During those hours when the minor is required to attend classes;
- 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 personnel 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. §50-5-115)
 A minor must have a 30 minute unpaid 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:

- Occupations in or about plants or establishments manufacturing or processing explosives or other hazardous materials;
- Motor vehicle driving occupations;
- Coal mine occupations;
- Logging occupations and occupations in the operation of any sawmill, lathe mill, shingle mill or cooperage-stock mill;
- Occupations involved in the operation of power-driven woodworking machines;
- Occupations involving exposure to radioactive substances and to ionizing radiation;
- Occupations involved in the operation of elevator and other power-driven hoisting apparatus;
- Occupations involved in the operation of power-driven metal-forming, punching and shearing machines;
- Occupations in connection with mining elements other than coal;
- Occupations involving slaughtering, meat-packing, processing or rendering;
- Some occupations involved in the operation of hazardous power-driven bakery machines;
- Occupations involved in the operation of hazardous power-driven paper products machines;
- Occupations involved in the manufacture of brick, tile and kindred products;
- Occupations involved in the operation of circular saws, band saws and guillotine shears;
- Occupations involved in wrecking, demolition and ship-breaking operations;
- Occupations involved in roofing operations;
- Occupations in excavation operations;
- 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;
- 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;
- 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 exceed 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 exceed 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:

- 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:
 - Employment application;
 - Copy of minor's birth certificate, driver's license, state issued ID, or passport;
 - Accurate daily time record for all minors;
 - Any records qualifying a minor for exemption under T.C.A. §50-5-107 (8)-(13).
- Allow the department to inspect all premises where minors are or could be employed and the contents of the individual file records;
- 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
- Furnish the department with records relative to the employment of minors;

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.

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.
- Your serious mental or physical health condition that makes you unable to work.
- Care for your spouse, child or parent with a serious mental or physical health condition.
- 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 #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 are true:

- You work for a covered employer.
- You have worked for your employer at least 12 months.
- You have at least 2,500 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.

At-line 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 employers 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.

Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with the U.S. Department of Labor. You may also file a lawsuit in federal court. If your employer in court. Scan the QR code to learn about our WHD complaint process.

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.jobs4tn.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.jobs4tn.gov.

Before beginning the claim filing process, you should have your:

- Social Security Number
- Telephone Number
- Address
- Name of county of residence
- Employment data 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 www.jobs4tn.gov 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 choice of type of unemployment benefit payment.

You may log in to www.jobs4tn.gov to register and search for work by 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 www.tn.gov/workforce/jobs-and-education/job-search/find-local-american-job-center.html 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. 337386

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 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.

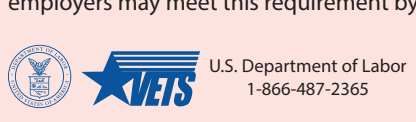
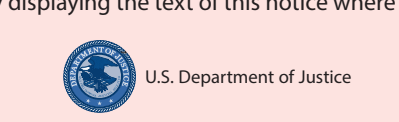
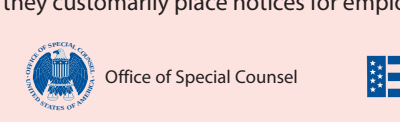
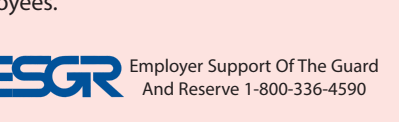
• For assistance in filing a complaint or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <https://www.dol.gov/agencies/vets/>. An interactive online USERRA Advisor can be viewed at <https://webapps.dol.gov/laws/vets/usa>.

• 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.

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.dol.gov/agencies/vets/programs/usa/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  Employer Support Of The Guard And Reserve 1-800-336-4590

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 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



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.



The **Tennessee Occupational Safety and Health Act of 1972**, T.C.A. §§ 50-3-101 et seq., assures safe and healthful working conditions for working men and women throughout the state. The Department of Labor and Workforce Development, Division of Occupational Safety and Health (TOSHA) has the primary responsibility for administering the TOSHA Act. The rights listed here may vary depending on the particular circumstances. To file a complaint, report an emergency or seek TOSHA advice, assistance or information, call 800-249-8510 or your nearest TOSHA office. • Chattanooga (423) 634-6424 • Jackson (731) 423-5640 • Kingsport (423) 224-2042 • Knoxville (865) 594-6180 • Memphis (901) 543-7259 • Nashville (615) 741-2793. To file a complaint online or obtain information on Federal OSHA and other state programs, visit OSHA's website at www.osha.gov. For additional information on TOSHA visit [www. http://tn.gov/workforce/section/tosha](http://www.tn.gov/workforce/section/tosha).

(REV. 3/16)



Authorization No. 337330

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 any person by reason of the person's membership in, affiliation with, resignation from or refusal to join or af filiate 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 af filiate 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 for 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

Rev. 7/2012



NO SMOKING NOTICE



NO SMOKING

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

UNEMPLOYMENT COMPENSATION



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.Jobs4tn.gov to search for work online.

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

Go to www.Jobs4tn.gov 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 choice of type of unemployment benefit payment.

You may log in to www.Jobs4tn.gov to register and search for work by 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 www.tn.gov/workforce/jobs-and-education/job-search1/find-localamerican-job-center.html 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. 9/24)



Authorization No. 337386

PAYDAY NOTICE & CHILD LABOR LAWS



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 have 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).

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 personnel 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. §50-5-115)

A minor must have a 30-minute **unpaid** 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 storing 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 exceed 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 exceed 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;
- 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 principals 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.



Tennessee Department of Labor & Workforce Development; Authorization #337477; 1,000 copies; May 2024.
This public document was promulgated at a cost of \$0.44 per copy.

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.*

Printed **name and title** of the employer representative to be notified in the event of a work-related injury

Printed name of an **alternative employer representative** to be notified in the event of a work-related injury

Telephone number of employer representative to notify in event of a work-related injury

Address of employer representative to notify in event of a work-related injury

The Tennessee Bureau of Workers'
Compensation is available to help both
employees and employers.



220 French Landing Dr. 1-B. Nashville, TN 37243-2667

800-332-2667

615-532-4810 TTD: 800-332-2257

tn.gov/workerscomp

Authorization No. 337545

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

(REC. 4/818)

RDA 10183

DISCRIMINATION

TENNESSEE LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT

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 Tennessee Human Rights Commission in your region.



LA LEY DE TENNESSEE PROHIBE LA DISCRIMINACIÓN EN EL EMPLEO

ES EN CONTRA DE LA LEY DISCRIMINAR EN CONTRA DE CUALQUIER PERSONA DEBIDO EN BASE A LA RAZA, COLOR, CREDO, RELIGIÓN, SEXO, EDAD, INCAPACIDAD U ORIGEN EN EL 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 Comisión de Derechos Humanos de Tennessee.

CONTACT US/ PARA MAS INFORMACIÓN:

TENNESSEE HUMAN
RIGHTS COMMISSION



WILLIAM R. SNODGRASS TENNESSEE TOWER
312 ROSA L. PARKS AVENUE, 23RD FLOOR, NASHVILLE, TENNESSEE 37243-1102

PHONE: (615) 741-5825 OR 1-800-251-3589, ESPAÑOL: 1-866-856-1252
WWW.TN.GOV/HUMANRIGHTS

Tennessee Human Rights Commission, Authorization no. 316148, 0 copies. This document was promulgated at a cost of \$0.00 per copy.

Last Revised July 2014

Usted Tiene el Derecho a un Lugar de Trabajo Seguro y Saludable.

¡LO ESTABLECE LA LEY!

- Tiene el derecho de notificar a su empleador o a la TOSHA sobre cualquier peligro en su lugar de trabajo. Puede pedir a la TOSHA que mantenga su nombre en reserva.
- Tiene el derecho de solicitar una inspección de la TOSHA si considera que existen condiciones peligrosas y poco saludables en su lugar de trabajo. Usted o su representante puede participar en la inspección.
- Puede presentar un reclamo a TOSHA durante un plazo de 30 días si su empleador lo discrimina por presentar reclamos de seguridad y sanidad o por ejercer sus derechos de acuerdo con el Acto de la TOSHA o del Tennessee Hazardous Chemical Right-to-Know Act.
- Tiene el derecho de ver las citaciones de TOSHA enviadas a su empleador. Su empleador debe colocar las citaciones en lugar visible en el sitio de la supuesta infracción o cerca de él.
- Su empleador debe corregir los peligros en el lugar de trabajo dentro del plazo indicado en la citación y debe certificar que dichos peligros se hayan reducido o eliminado.
- Usted tiene derechos bajo la Ley de Derecho a Estar Informado de Tennessee, en relación a las sustancias químicas peligrosas en su área de trabajo. Su empleador debe ofrecer capacitación sobre los efectos para la salud, las medidas de protección, procedimientos de manipulación segura, así como la información sobre cómo interpretar etiquetas y hojas de datos de seguridad (FDS). Usted debe tener acceso a las hojas de datos de seguridad y la lista de productos químicos en el lugar de trabajo.
- Tiene el derecho de recibir copias de su historial médico o de los registros de su exposición a sustancias o condiciones tóxicas y peligrosas.
- Su empleador debe colocar este aviso en un lugar visible de su lugar de trabajo.



La Ley de Seguridad y Salud Ocupacionales de Tennessee de 1972 (la Ley), T.C.A. §§ 50-3-101 et seq., garantiza condiciones ocupacionales para los hombres y las mujeres que desempeñen algún trabajo en todo el estado. El Departamento de Labor y Desarrollo en el Lugar de Trabajo es el responsable principal de supervisar la Ley. Los derechos que se indican en este documento pueden variar según las circunstancias particulares. Para presentar un reclamo, informar sobre una emergencia o pedir consejo, asistencia o información de la TOSHA, llame al 1-800-249-8510 o la oficina de la TOSHA más cercana a usted:

Chattanooga (423) 634-6424 · **Jackson** (731) 423- 5640 · **Kingsport** (423) 224-2042
Knoxville (865) 594-6180 · **Memphis** (901) 543-7259 · **Nashville** (615) 741-2793.

Para presentar un reclamo en línea y obtener mas información sobre los programas federales y estatales de la OSHA, visite el sitio Web de la OSHA en www.osha.gov.

Para más información sobre la TOSHA, visite [www. http://tn.gov/workforce/section/tosha](http://www.tn.gov/workforce/section/tosha).

(REV. 3/16)



Autorización No. 337330

LEY DE DERECHO AL TRABAJO DE TENNESSEE

El Código Comentado de Tennessee §50-1-201 y et seq. dice que es ilegal que un empleador u organización de cualquier tipo:

1. Niegue o intente negar el empleo a cualquier persona debido a la pertenencia, afiliación, renuncia o negativa de la persona a unirse o afiliarse con cualquier sindicato u organización de empleados de cualquier tipo.
2. Suscriba cualquier acuerdo, convenio o contrato, escrito u oral, previendo la exclusión del empleo para cualquier persona debido a su pertenencia, afiliación, renuncia o negativa a unirse o afiliarse con cualquier sindicato u organización de empleados de cualquier tipo.
3. Excluya a una persona debido al pago o la falta de pago de la persona de las cuotas, tarifas, costos u otros cargos para cualquier sindicato laboral u organización de empleados de cualquier tipo.
4. Operar en este estado para suscribir un contrato con un sindicato u organización de empleados de cualquier tipo que incluya una cláusula de membresía que prohíba a los empleados retirarse de un sindicato o una organización de empleados antes del vencimiento del contrato. Esta sección no se aplicará a una ciudad, municipio o condado que incluya a un condado que tenga una forma de gobierno metropolitana.

Un empleador u organización de cualquier tipo que viole cualquiera de las disposiciones en esta sección estará incurriendo en un delito menor Clase A.

Estado de Tennessee | Departamento de Empleo y Desarrollo Ocupacional
220 French Landing Drive
Nashville, TN 37243

Rev. 7/2012



NO FUMAR

Violación individuales: \$50 multa
Violación de negocios: \$100 - \$500 multa



SEGURO DE DESEMPLEO
CARTEL PARA EMPLEADOS

Su empleador ofrece un seguro que le ayudará a protegerse cuando se quede sin empleo por causas ajenas a su voluntad. Los empleadores de Tennessee pagan el costo total del seguro de desempleo a sus empleados. Nada se deduce de su salario para cubrir el costo de este seguro y ningún dinero sale de los fondos del Estado de Tennessee.

Para ser elegible para los beneficios usted debe

- Ser separado de su empleo por causas ajenas a su voluntad.
- Tener salarios elegibles en el período base.
- Ser capaz y estar disponible para trabajar.
- Buscar trabajo realizando un mínimo de cuatro actividades de búsqueda de trabajo y documentándolas durante el proceso de certificación semanal. Puede iniciar sesión en www.Jobs4tn.gov para buscar trabajo en línea

Usted debe mantener actualizada su dirección ante el Departamento de Empleo y Desarrollo Laboral.

Visitar www.Jobs4tn.gov para solicitar los beneficios de desempleo, para presentar una queja salarial, para presentar una apelación de una decisión de la agencia, para ver/actualizar información, y para ver y actualizar su opción de tipo de pago de beneficios de desempleo.

Es posible acceder a www.Jobs4tn.gov para registrar y la buscar trabajo mediante el uso de los servicios ofrecidos por nuestros Centros de Trabajo America Job de Tennessee. El Departamento de Trabajo y Desarrollo Laboral de Tennessee tiene personal disponible para ayudarle a encontrar un trabajo o buscar oportunidades de formación.

Usted puede ir a la página web del Departamento en www.tn.gov/workforce/jobs-and-education/job-search1/find-localamerican-job-center.html para encontrar la ubicación de los Centros de Trabajo America Job de Tennessee más convenientes.

Por favor, publique en un lugar visible.

El Departamento de Trabajo y Desarrollo Laboral de Tennessee está comprometido con los principios de igualdad de oportunidades, igualdad de acceso, y acción afirmativa. Las ayudas y servicios auxiliares están disponibles a pedido de las personas con discapacidades. El Servicio de Retransmisión de Tennessee es el 711.



Autorización No. 337386

(REVISIÓN: 9/24)



DEPARTAMENTO DE TRABAJO Y DESARROLLO LABORAL DE TENNESSEE

LEY DE REGULACIÓN SALARIAL

Es ilegal que cualquier empleador emplee, permita o haga trabajar a cualquier persona sin informarle primero el monto del salario a pagar (T.C.A. §50-2-101). Todos los salarios o compensaciones de los empleados en el sector privado deberán vencer y pagarse con una frecuencia no menor a una vez al mes. Cada empleador deberá publicar el aviso de los días de pago regulares en al menos dos lugares visibles.

EL DÍA DE PAGO REGULAR SE PUBLICA DE LA SIGUIENTE MANERA: _____ (T.C.A. §50-2-103).

Cada empleado debe tener un descanso no remunerado de 30 minutos o un período para comer si está programado para trabajar 6 horas consecutivas, excepto empleados adultos en entornos laborales que, por la naturaleza del negocio, brindan amplias oportunidades para descansar o tomar un descanso adecuado. Dicho descanso no podrá programarse durante o antes de la primera hora de actividad laboral programada (T.C.A. §50-2-103).

Ningún empleador discriminará entre empleados en el mismo establecimiento por motivos de sexo pagando salarios o sueldos inferiores a los que el empleador paga a cualquier empleado de sexo opuesto por habilidades, esfuerzo y responsabilidad comparables, y que se realicen en condiciones laborales similares (T.C.A. §50-2-202).

LEY DE TRABAJO INFANTIL

Los menores de 14 y 15 años no podrán trabajar (T.C.A. §50-5-104):

1. Durante el horario escolar;
 2. Entre las 7:00 pm y las 7:00 am si el día siguiente es día escolar;
 3. Entre las 9:00 pm y las 6:00 am si el día siguiente no es día escolar;
 4. Más de 3 horas diarias en días escolares;
 5. Más de 18 horas semanales durante la semana escolar;
 6. Más de 8 horas diarias en días no escolares;
 7. Más de 40 horas semanales durante las semanas no escolares.
- "Horario escolar" significa ese período de tiempo durante un día escolar cuando la escuela está en sesión y los estudiantes deben asistir a clase.

PERIODO DE DESCANSO O COMIDA (T.C.A. §50-5-115)

Un menor debe tener un período de descanso o comida de 30 minutos **no pagados** si está programado para trabajar 6 horas consecutivas. Dicho descanso no podrá programarse durante o antes de la primera hora de actividad laboral programada.

Ocupaciones PROHIBIDAS PARA MENORES DE 18 AÑOS (T.C.A. §50-5-106)

- (a) Un menor no puede estar empleado en relación con lo siguiente:
 1. Ocupaciones en plantas o establecimientos, o cerca de los mismos, que fabriquen o almacenen explosivos o artículos que contengan componentes explosivos;
 2. Ocupaciones de conducción de vehículos motorizados;
 3. Ocupaciones en minas de carbón;
 4. Ocupaciones madereras y ocupaciones en la operación de cualquier aserradero, fábrica de listones, fábrica de tejas o tonelería;
 5. Ocupaciones que impliquen la operación de máquinas eléctricas para trabajar la madera;
 6. Ocupaciones que impliquen exposición a sustancias radioactivas y a radiaciones ionizantes;
 7. Ocupaciones que impliquen la operación de ascensores y otros aparatos de elevación motorizados;
 8. Ocupaciones que impliquen la operación de máquinas motorizadas de conformado, punzonado y cizallado de metales;
 9. Ocupaciones relacionadas con elementos mineros distintos del carbón;
 10. Ocupaciones que impliquen el sacrificio, envasado, procesamiento o renderizado de carne;
 11. Ocupaciones que impliquen la operación de máquinas de panadería eléctricas que sean peligrosas;
 12. Ocupaciones que impliquen la operación de máquinas eléctricas de productos de papel que sean peligrosas;
 13. Ocupaciones que impliquen la fabricación de ladrillos, tejas y productos afines;
 14. Ocupaciones relacionadas con la operación de sierras circulares, sierras de cinta y cizallas de guillotina;
- (b) 1. Si un menor tiene quince (15) años o menos, el menor no debe estar empleado en un lugar de empleo donde los ingresos brutos mensuales promedio por la venta de bebidas embriagantes excedan el veinticinco por ciento (25%) del total bruto recibos por el lugar de empleo o donde se permita a un menor tomar pedidos o servir bebidas embriagantes, independientemente de la cantidad de bebidas embriagantes vendidas en el lugar de empleo.
2. Si un menor tiene dieciséis (16) o diecisiete (17) años, el menor podrá estar empleado en un lugar de empleo donde los ingresos brutos mensuales promedio por la venta de bebidas embriagantes excedan el veinticinco por ciento (25%) de los ingresos brutos totales del lugar de empleo si al menor no se le permite tomar pedidos o servir bebidas embriagantes.

DEBERES DE LOS EMPLEADORES (T.C.A. §50-5-111)

Los empleadores de menores deberán:

1. Mantener un registro separado para cada menor empleado que se mantendrá en el lugar de empleo del menor e incluirá lo siguiente:
 - a. Solicitud de empleo;
 - b. Copia del certificado de nacimiento, licencia de conducir, identificación emitida por el estado o pasaporte del menor;
 - c. Registro de horario diario preciso de todos los menores;
 - d. Cualquier registro que califique a un menor para la exención según la T.C.A. §50-5-107 (8)-(13).
 2. Permitir que el departamento inspeccione todas las instalaciones donde se empleen o puedan emplearse menores y el contenido de los registros individuales;
 3. Publicar en un lugar visible del local comercial un aviso impreso de las disposiciones de la Ley de Trabajo Infantil proporcionado por el departamento; y
 4. Proporcionar al departamento registros relativos al empleo de menores.
- Si un menor tiene 16 o 17 años de edad y recibe educación en casa, el expediente debe incluir documentación del Director de la LEA, la escuela asignada o la escuela relacionada con la iglesia que confirme la inscripción y autorización del menor para trabajar (T.C.A. §50-5-105).

Para obtener información sobre las leyes estatales, comuníquese con el Departamento de Trabajo y Desarrollo Laboral de Tennessee - Unidad de Estándares Laborales
Línea gratuita (844) 224-5818 (REGLEMENTOS) www.tn.gov/workforce

El Departamento de Trabajo y Desarrollo Laboral de Tennessee está comprometido con los principios de igualdad de oportunidades, igualdad de acceso y acción afirmativa. Las ayudas y servicios auxiliares están disponibles a pedido para personas con discapacidades. Las personas que llaman con discapacidad auditiva pueden usar TTY/TDD 711.



Departamento de Trabajo y Desarrollo Laboral de Tennessee; Autorización #337477; 1,000 ejemplares; mayo de 2024.
Este documento público fue promulgado a un costo de \$0.44 por copia.

SEGURO DE COMPENSACIÓN LABORAL DE TENNESSEE

AVISO DE PUBLICACIÓN

Cómo reportar lesiones relacionadas con el trabajo

¿Qué debe hacer si se lesiona en el trabajo?

Empleado

1. Reporte la lesión inmediatamente al representante del empleador mencionado abajo.
2. Seleccione un médico tratante entre la lista proporcionada por su empleador.
3. Si tiene preguntas o problemas, comuníquese con el representante del empleador o la Oficina de Compensación Laboral.

Empleador

1. Complete el formulario interno de su empresa "Lesión en el Lugar Trabajo" y notifique a su compañía de seguro de compensación laboral inmediatamente, incluso si le preocupa la validez de la reclamación.
2. Presente una lista de médicos al empleador mediante el Formulario C-42 disponible en la página web de la Agencia. En casos de emergencia, llame a la ambulancia y proporcione este formulario tan pronto como el empleado lesionado haya sido estabilizado.

Nombre y cargo impreso del representante del empleador a ser notificado en caso de lesión relacionada con el trabajo

Nombre impreso de un representante alternativo del empleador a ser notificado en caso de lesión relacionada con el trabajo

Número telefónico del representante del empleador a ser notificado en caso de lesión relacionada con el trabajo

Dirección del representante del empleador a ser notificado en caso de lesión relacionada con el trabajo

La Agencia de Compensación
Laboral de Tennessee está disponible
para ayudar tanto a empleados
como a empleadores



220 French Landing Dr. 1-B
Nashville, TN 37243-2667
800-332-2667
615-532-4810 TTD: 800-332-2257
tn.gov/workerscomp

La ley de Compensación Laboral exige que este aviso se publique en un lugar visible en el sitio de trabajo en todo momento

(REC. 4/818)



Autorización No. 337545

RDA 10183

TENNESSEE LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT

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 Tennessee Human Rights Commission in your region.



LA LEY DE TENNESSEE PROHIBE LA DISCRIMINACIÓN EN EL EMPLEO

ES EN CONTRA DE LA LEY DISCRIMINAR EN CONTRA DE CUALQUIER PERSONA DEBIDO EN BASE A LA RAZA, COLOR, CREDO, RELIGIÓN, SEXO, EDAD, INCAPACIDAD U ORIGEN EN EL 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 Comisión de Derechos Humanos de Tennessee.

CONTACT US/PARA MÁS INFORMACIÓN:

TENNESSEE HUMAN
RIGHTS COMMISSION

PHONE: (615) 741-5825 OR 1-800-251-3589, ESPAÑOL: 1-866-856-1252
WWW.TN.GOV/HUMANRIGHTS

WILLIAM R. SNODGRASS TENNESSEE TOWER
312 ROSA L. PARKS AVENUE, 23RD FLOOR, NASHVILLE, TENNESSEE 37243-1102

Tennessee Human Rights Commission, Authorization no. 316148, 0 copies. This document was promulgated at a cost of \$0.00 per copy.

Last Revised July 2014

TNSP-1124