The minimum wage applies to most hourly wage earners employed in lowa. Most small retail and service establishments grossing less than \$300,000.00 annually are not required to pay the minimum wage. The majority of supervisory and administrative employees paid a salary are not covered by the law. Employers may pay an initial employment rate of \$6.35 for the first 90 calendar days of employment.

TIP CREDIT - The employer's share for tipped employees who customarily and regularly receive more than \$30.00 a month in tips must be at least \$4.35 an hour.

### **Enforcement**

The Iowa Department of Inspections, Appeals, & Licensing, Wage and Child Labor Unit may bring action against employers who violate the state's minimum wage law. Courts may order payment of back wages. No employer can discriminate against or discharge an employee for filing a complaint or participating in a proceeding under

### Federal Minimum Wage and Overtime Pay

Applications of the minimum wage rates under federal law differ from those under lowa Law. lowa employers must comply with the more stringent applicable law. Overtime is covered by the federal Fair Labor Standards Act. Questions concerning federal law should be directed to: to the US DOL Wage & Hour Division

### Iowa Department of Inspections, Appeals, & Licensing **Investigations Division - Wage** and Child Labor Unit

**Contact Information** 

6200 Park Avenue, Suite 100 Des Moines, IA 50321 Phone: 515-631-8901

## **U.S. Department of Labor Wage**

Fax: 515-242-6507

www.dial.iowa.gov

& Hour Division 210 Walnut Street Des Moines, IA 50309 Phone: 515-284-4625 www.dol.gov

### The law requires displaying this poster where it can easily be seen by all employees

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities. For deaf and hard of hearing, use Relay 711

## **EMPLOYEE RIGHTS**

**UNDER THE FAIR LABOR STANDARDS ACT** 

FEDERAL MINIMUM WAGE

**BEGINNING JULY 24, 2009** 

The law requires employers to display this poster where employees can readily see it.

**OVERTIME PAY** 

At least 11/2 times the regular rate of pay for all hours worked over 40 in a workweek.

coworkers and the public, which may be used by the employee to express breast milk

**CHILD LABOR** 

**TIP CREDIT** 

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules

claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. 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

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips

received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they

**ENFORCEMENT** 

PUMP AT WORK

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

**ADDITIONAL** INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands.
- and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with both.
- . Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



**WAGE AND HOUR DIVISION** 



# WH1088 REV 04/23

## 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

- ☆ 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.

## ☆ If you leave your job to perform military service, you have the right to

**HEALTH INSURANCE PROTECTION** 

- elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the 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

you may request that your case be referred to the Department of

- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra ☆ If you file a complaint with VETS and VETS is unable to resolve it,
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

Justice or the Office of Special Counsel, as applicable, for

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

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













# **EMPLOYEE RIGHTS**

**EMPLOYEE POLYGRAPH PROTECTION ACT** 

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests for pre-employment screening or during the course of employment.

**PROHIBITIONS** 

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

**EXEMPTIONS** 

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

**EXAMINEE RIGHTS** 

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

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

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







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?

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

What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of: Race disclosure of genetic tests, genetic services, or family Color

**Submit** an inquiry through the EEOC's public portal:

1-844-234-5122 (ASL video phone)

1-800-669-4000 (toll free)

1-800-669-6820 (TTY)

 Religion • National origin Sex (including pregnancy,

Genetic information

for, or purchase, use, or

childbirth, and related medical conditions, sexual orientation, or gender identity) Age (40 and older) Disability

• Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy (including employer requests accommodation

medical history)

• Retaliation for filing a

charge, reasonably

### What Organizations are Covered?

 Most private employers State and local governments

(as employers)

What Employment Practices can be Challenged

information of employees

discourage someone from

Conduct that might reasonably

opposing discrimination, filing

a charge, or participating in an

investigation or proceeding

intimidates, threatens, or

interferes with someone

exercising their rights, or

encouraging someone else

to exercise rights, regarding

(including accommodation)

or pregnancy accommodation

disability discrimination

someone assisting or

Conduct that coerces,

## as Discriminatory?

- All aspects of employment, including: Discharge, firing, or lay-off Obtaining or disclosing
- genetic information of • Harassment (including employees unwelcome verbal or Requesting or disclosing medical
- physical conduct) Hiring or promotion Assignment
- opposing discrimination, Pay (unequal wages or or participating in a compensation) discrimination lawsuit. Failure to provide investigation, or proceeding
- reasonable accommodation for a disability; pregnancy, childbirth, or related medical or practice Benefits

condition; or a sincerely-held religious belief, observance

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:

Job training

Classification

Referral

Visit an EEOC field office (information at https://publicportal.eeoc.gov/Portal/Login.aspx www.eeoc.gov/field-office)

E-Mail <u>info@eeoc.gov</u>

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

## **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS**

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

### Race, Color, Religion, Sex, Sexual Orientation **Gender Identity, National Origin**

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **Asking About, Disclosing, or Discussing Pay**

Executive Order 11246, as amended, protects applicants and

employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. Disability

financial assistance.

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

### **Protected Veteran Status**

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

### Retaliation

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free)

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

## PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex

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

educational programs or activities which receive Federal

## **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

(Revised 6/27/2023)

# **EMPLOYEE RIGHTS** ¬

## UNDER THE NATIONAL LABOR RELATIONS ACT

The NLRA guarantees the right of employees to organize and bargain collectively with their employers, and to engage in other protected concerted activity. Employees covered by the NLRA\* are protected from certain types of employer and union misconduct. This Notice gives you general information about your rights, and about the obligations of employers and unions under the NLRA. Contact the National Labor Relations Board, the Federal agency that investigates and resolves complaints under the NLRA, using the contact information supplied below, if you have any questions about specific rights that may apply in your particular workplace.

### Under the NLRA, you have the right to:

 Organize a union to negotiate with your employer concerning your wages, hours, and other terms and conditions of employment.

· Form, join or assist a union. Bargain collectively through representatives of employees' own choosing for a contract with your employer setting your wages, benefits, hours, and other

working conditions. Discuss your terms and conditions of employment or union organizing with your coworkers or a union.

 Take action with one or more co-workers to improve your working conditions by, among other means, raising work-related complaints directly with your employer or with a government agency, and seeking help from a

 Strike and picket, depending on the purpose or means of the strike or the picketing. Choose not to do any of these activities, including joining or remaining a member of a union.

union.

Illegal conduct will not be permitted. If you believe your rights or the rights of others have been violated, you should contact the NLRB promptly to protect your rights, generally within six months of the unlawful activity. You may inquire about possible violations without your employer or anyone else being informed of the inquiry. Charges may be filed by any person and need not be filed by the employee directly affected by the violation. The NLRB may or der an employer to rehire a worker fired in violation of the law and to pay lost wages and benefits, and may order an employer or union to cease violating the law. Employees should seek assistance from the nearest regional NLRB office, which can be found on the Agency's website: www.nlrb.gov.

I • WA

### Under the NLRA, it is illegal for a union or for the union that represents you in bargaining

with your employer to:

- Threaten you that you will lose your job unless you support the union. Refuse to process a grievance
- because you have criticized union officials or because you are not a member of the union. Use or maintain discriminatory standards or procedures in
- Cause or attempt to cause an employer to discriminate against you because of your unionrelated activity.

making job referrals from a hiring

you based on whether you have joined or support the union. If you and your coworkers select a union to act as your collective bargaining representative, your employer and the union are required to bargain in good faith in a genuine effort to reach a written, binding agreement setting

Take other adverse action against

bargaining and enforcing the agreement. You can also contact the NLRB by calling toll-free: 1-844-762-NLRB (6572). Language assistance is available. Hearing impaired callers who wish to speak to an NLRB representative should send an email to **relay.service@nlrb.gov**. An NLRB representative will email the requestor with instructions on how to schedule a relay service call.

your terms and conditions of employment.

The union is required to fairly represent you in



### Under the NLRA, it is illegal for your employer to: Prohibit you from soliciting for

- a union during non-work time, such as before or after work or during break times; or from distributing union literature during non-work time, in non-
- work areas, such as parking lots or break rooms. Question you about your union support or activities in a manner
- that discourages you from engaging in that activity. Fire, demote, or transfer you. or reduce your hours or change **your shift**, or otherwise take adverse action against you, or threaten to take any of these
- support a union, or because you engage in concerted activity for mutual aid and protection, or because you choose not to engage in any such activity.

Threaten to close your workplace

actions, because you join or

represent them. Promise or grant promotions, pay raises, or other benefits to discourage or encourage union

Prohibit you from wearing union

hats, buttons, t-shirts, and pins

if workers choose a union to

in the workplace except under special circumstances. Spy on or videotape peaceful union activities and gatherings or pretend to do so.

\*The National Labor Relations Act covers most private-sector employers. Excluded from coverage under the NLRA are public-sector employees, agricultural and domestic workers, independent ontractors, workers employed by a parent or spouse, employees of air and rail carriers covered by the Railway Labor Act, and supervisors (although refusing to violate the NLRA may be covered).

This is an official Government Notice and must not be defaced by anyone.

Technical Revision Date: 05/02/22



**Iowa Workforce** 

# www.lowaWORKS.gov

Iowa*WORKS* 

## 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
- To care for your spouse, child or parent with a serious mental or physical health condition, and • Certain qualifying reasons related to the foreign deployment of
- your spouse, child or parent who is a military servicemember. An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may** take **up to 26 workweeks** of FMLA leave in a single 12-month period to

care for the servicemember. You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced **schedule** by working less hours each day or week. Read Fact Sheet

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.

#28M(c) for more information.

### FMLA leave? You are an **eligible employee** if **all** of the following apply:

Am I eligible to take

- You work for a covered employer,
- You have worked for your employer at least 12 months, • You have at least 1,250 hours of service for your employer during
- the 12 months before your leave, and • Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service"

 You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar

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

• 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

• You work for an elementary or public or private secondary school,

## How do I request **FMLA leave?**

Management

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.

notify you in writing:

inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. Your  $employer \underline{may}$  request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

You do not have to share a medical diagnosis but must provide

whether the leave qualifies for FMLA protection. You must also

enough information to your employer so they can determine

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit

of direct lawsuits regarding leave for their own serious health

conditions. Most federal and certain congressional employees

are also covered by the law but are subject to the jurisdiction of

## the U.S. Office of Personnel Management or Congress. What does my

employer need to do? If you are eligible for FMLA leave, your employer must

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

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.

conditions, including shift and location, at the end of your

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

### • How much of your requested leave, if any, will be FMLAprotected leave. Where can I find more

About your FMLA rights and responsibilities, and

information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit



WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

WH1420 REV 04/23

## Job Safety and Health

- **EMPLOYEES:**
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection. You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and
- the alleged violation for at least 3 working days.

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

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

• Your employer must post this notice in your workplace.

correct hazards without citation or penalty.

To report a workplace fatality, hospitalization,

visit www.iowaosha.gov or call 877-242-6742. For assistance and information contact: Iowa Division of Labor Services



## Phone: 515-242-5870

Complaints About the Iowa OSHA Program You may file a complaint about the Iowa Division of Labor's operations or administration of the OSH Act by contacting:

> OSHA Regional Office 2300 Main Street, Suite 1010 Kansas City, MO 64108-2447 816-283-8745

January 2012

WHAT DOES THE LAW COVER? Chapter 216 of the Code of Iowa, as amended (The Iowa Civil Rights Act), prohibits discrimination in employment because of a person's: race, age (18 and older), creed, national origin, color, gender identity, sex, sexual orientation, pregnancy, disability,

 Employment agencies, labor unions, contractors, and sub-contractors, and apprenticeship programs. WHAT OTHER RESOURCES ARE AVAILABLE TO HELP WITH A DISCRIMINATION PROBLEM? You may also contact the local human rights, civil rights or human relations agency in your area, or the U.S. Equal Employment Opportunity Commission (EEOC), a federal agency. The EEOC District Office is located at: 310 West Wisconsin Ave., Suite 800,

WHAT ACTION WILL AN AGENCY TAKE? The agency's professional staff will provide you with information on your rights and will assist you in taking the necessary steps to get your complaint legally filed. The staff will then take appropriate action in handling the complaint. There is no charge to file a

You may contact the Commission by telephone or mail for information or assistance in filing a complaint. The Commission's office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. You may leave a message at 515-281-4121 after hours for a

## **Unemployment Insurance**

If you become unemployed, you may be eligible for unemployment insurance benefits. If you are still employed but working fewer hours than your regular full-time work week and are earning less than your regular full-time

Unemployment insurance benefits are made possible by taxes paid by this employer. No deductions are made from your paycheck for unemployment insurance. As soon as you become unemployed, you may file a new unemployment insurance claim using one of the following methods:

Delay in filing an unemployment insurance claim can result in the loss of all or part of the benefits you may be entitled to receive. For complete information about your unemployment insurance rights and responsibilities,

workforce.iowa.gov/iowaworks.

against your employer in court. Scan the OR code to learn about our WHD complaint process.

## IT'S THE LAW!

- You have the right to notify your employer or lowa OSHA about workplace hazards. You may ask lowa OSHA to keep your
- health complaints or for exercising your rights under the OSH Act. You have a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of
- You must comply with all occupational safety and health standards issued under the OSH Act that apply to your own actions and conduct on the job.

Disabilities Act (ADA).

wages, you may be entitled to partial benefits.

conditions.

**EMPLOYERS:** 

You must furnish your employees a place of

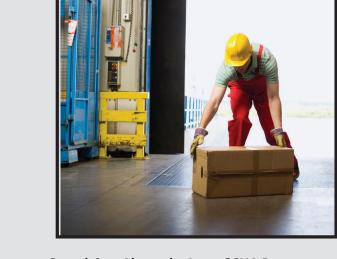
employment free from recognized hazards.

health standards issued under the OSH Act.

You must comply with the occupational safety and

• Iowa OSHA Consultation can help you identify and

amputation or the loss of an eye, 6200 Park Avenue



## www.iowaosha.gov

Des Moines, IA 5032

WHAT DOES EQUAL EMPLOYMENT OPPORTUNITY MEAN?

It guarantees the right of all persons to apply and be considered for job opportunities on the basis of the person's ability to do the job. While employed, you should not be treated unfairly because of any of the protected characteristics.

religion. TO WHOM DOES THE LAW APPLY?

Milwaukee, WI 53203-2292, 414-297-1111. EEOC enforces Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, sex or national origin; the Age Discrimination in Employment Act (ADEA) which protects persons age 40 or older; and the Americans with

WHAT SHOULD I DO IF I BELIEVE I HAVE BEEN DISCRIMINATED AGAINST? You should immediately contact: Iowa Civil Rights Commission, 400 E. 14th Street, Grimes Building, Des Moines, IA 50319, 515-281-4121, 800-457-4416, Fax 515-242-5840. https://icrc.iowa.gov

return call. Your complaint must be filed within 300 days of the discriminatory act. "Our liberties we prize and our right we will maintain."

1. Go online to workforce.iowa.gov, for information on when and how to file. 2. Connect with the nearest lowa WORKS Center (either in-person, over the phone, or virtually)

To register for work and learn more about available work in your area, go to iowaworks.gov. or visit your nearest IowaWORKS Center. To locate the center nearest you, call 866-239-0843 or visit

70-9630 (10/23)

70-8025 (01.23)

October 2023

## **Iowa Civil Rights Act**

• Persons who apply for employment with, or employees of, private employers, state and local governments, and public and private educational institutions with four or more employees.

review the Unemployment Handbook at workforce.iowa.gov/handbook.