

# CALIFORNIA

Labor Laws

Minimum Wage

**Department of Industrial Relations** 

mends General Minimum Wage Order and IWC Industry and Occupation Order PLEASE POST NEXT TO YOUR IWC OR INDUSTRY OCCUPATION ORDER **OFFICIAL NOTICE** 

**California Minimum Wage** 

Every employer, regardless of the number of employees, shall pay to each employee wages not less than the followin

Effective January 1, 2024 Minimum Wage: \$16.00 per hour \*See Sec. 2 bel Effective January 1, 2023 Minimum Wage \$15.50 per hou

Employers with 25 or Fewer Employees\* | Employers with 26 or More Employee EFFECTIVE DATE \$15.00 \$14.00

ees treated as employed by a single qualified taxpayer pursuant to Revenue and Taxation Code section 23626 are treated as yees of that single taxpayer. To employers and representatives of persons working in industries and occupations in the State o

TAKE NOTICE that on April 4, 2016, the Governor of California signed legislation passed by the California Legislature, raising the mum wage for all industries. (SB 3, Stats of 2016, amending section 1182.12. of the California Labor Code.) and, in 2023, raised the minimum wage payable by certain Fast Food Restaurant employers (AB 1228, Stats. 2023) and Healthcare Facility employers (SI 525, Stats. 2023). Pursuant to its authority under Labor Code section 1182.13, the Department of Industrial Relations amends and

publishes Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2024. Section 1, Applicability, and Section 4, Separability, have not been changed. Consistent with these enactments, amendments are made to the minimum wage, and the meals and lodging credits sections of all of the IWC's industry and occupation orders. wage orders may be obtained by downloading online at https://www.dir.ca.gov/iwc/WageOrderIndustries.htm or by contacting your included herein.

he provisions of this Order shall not apply to outside salespersons and individuals who are the parent, spouse, or children of the employer previously contained in this Order and the IWC's industry and occupation orders. Exceptions and modifications provided by or in Section 1, Applicability, and in other sections of the IWC's industry and occupation orders may be used where any such rovisions are enforceable and applicable to the employer.

oloyer shall pay to each employee wages not less than those stated above, on each effective date, per hour for all hours worked, except the following who shall pay no less than the specified minimum wage to each employee: Fast Food Restaurant mployers under Part 4.5.5, of Division 2 of the Labor Code (commencing with Labor Code section 1474), effective April 1, 2024; Healthcare Facility employers under Labor Code section 1182.14, effective June 1, 2024. Note: A supplement to this order is

Pregnancy Rights

YOUR EMPLOYER\* HAS AN OBLIGATION TO

R PREGNANCY DISABILITY LEAVE

to express breast milk in private as set forth in the Labor Code; and

Never discriminate, harass, or retaliate on the basis of pregnancy.

cluding intermittent leave or a reduced work schedule.

medical condition. Your health care provider determines how much time you will need.

At your discretion, you can use any vacation or other paid time off during your PDL.

our employer may require or you may choose to use any available sick leave during your PDL

redit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited pursuant o a voluntary written agreement may not be more than the following:

F YOU ARE PREGNANT, HAVE A PREGNANCY-RELATED MEDICAL CONDITION, OR ARE RECOVERING FROM CHILDBIRTH,

Reasonably accommodate your medical needs related to pregnancy, childbirth, or related conditions (such as temporaril

Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of you

rovide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in a

third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in

rtain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment action

Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area

PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related

Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can

appointments, and doctor-ordered bed rest, and covers conditions such as severe morning sickness, gestational diabetes,

PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider,

Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for

state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department

Your employer is required to continue your group health coverage during your PDL at the same level and under the same

Give your employer reasonable notice. To receive reasonable accommodation, obtain a transfer, or take PDL, you must give

your employer sufficient notice for your employer to make appropriate plans. Sufficient notice means 30 days advance notice

Taking PDL may impact certain of your benefits and your seniority date; please contact your employer for details

conditions that coverage would have been provided if you had continued in employment continuously for the duration of your

regnancy-induced hyper-tension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum

ubmit written medical certification from your health care provider substantiating the need for your leave.

PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical

return to work in your same or a comparable position if you request a written quarantee. Your employer may require you to

modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks);

PLEASE READ THIS NOTICE

JANUARY 1, 2022 JANUARY 1, 2023 JANUARY 1, 2024 All Employers All Employers regardless of regardless of 26 or More Fewer 26 or More 25 or Fewer Employees Employees Employees Employees Employees Employees \$72.88 Room occupied alone week \$70.53/week \$65.83/week /week \$60.16 \$62.10 week | \$58.22/week | \$54.34/week | Apartment — two thirds (2/3) of the \$790.67/ \$734.21/ \$847.12/ \$790.67/ \$875.33 and in no event more /month Where a couple are employer, two thirds (2/3) of the ordinary

Meals or lodging may not be credited against the minimum wage without a voluntary written agreement between the employer and the employee. When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited may not be more than the amounts stated in the table above.

\$1,294,83

\$5.60

\$7.72

\$10.35

\$1,336.65

\$1,169.59/ \$1,086.07/ \$1,253.10/ \$1,169.59/

\$5.06 \$4.70 \$5.42 \$5.06

\$6.97 \$6.47 \$7.47 \$6.97

\$9.35 \$8.68 \$10.02 \$9.35

f the application of any provision of this Order, or any section, subsection, subdivision, sentence, clause, phrase, word or portion of this Order should be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining provisions thereof shall not This summary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the amended be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or unconstitutional had not been

This Order amends the minimum wage and meals and lodging credits in MW-2023, as well as in the IWC's industry and occupation orders. (See Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other changes to the IWC's industry and

These Amendments to the Wage Orders shall be in effect as of January 1, 2024.

tions about enforcement should be directed to the Labor Commissioner's Office. For the address and telephone number of the

office nearest you, information can be found on the internet at www.dir.ca.gov/DLSE/dlse.html or under a search for "California Labo Commissioner's Office" on the internet or any other directory. The Labor Commissioner has offices in the following cities: Bakersfield tro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, and Van Nuys

if the need for the reasonable accommodation, transfer, or PDL is foreseeable, or as soon as practicable if the need is an

Provide a written medical certification from your health care provider. Except in a medical emergency where there is no tim

to obtain it, your employer may require you to supply a written medical certification from your health care provider of the

medical need for your reasonable accommodation, transfer or PDL. If the need is an emergency or unforeseeable, you must

provide this certification within the time frame your employer requests, unless it is not practicable for you to do so under

the circumstances despite your diligent, good faith efforts. Your employer must provide at least 15 calendar days for you to

Please note that if you fail to give your employer reasonable advance notice or, if your employer requires it, written medica

Under the California Family Rights Act (CFRA), if you have more than 12 months of service with an employer, and have worked at least

leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of you

child\*\*, or for your own serious health condition or that of your child, parent\*\*\*, spouse, domestic partner, grandparent, grandchild,

sibling, or someone else related by blood or in family-like relationship with the employee ("designated person"). Employers may pay their

employees while taking CFRA leave, but employers are not required to do so, unless the employee is taking accrued paid time-off while

\*PDL, CFRA leave, and anti-discrimination protections apply to employers of 5 or more employees; anti-harassment protections apply to

\*\* "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic

on CFRA leave. Employees taking CFRA leave may be eligible for benefits administered by Employment Development Department.

1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to a family care or medical

ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

For translations of this quidance, visit: www.calcivilrights.ca.gov/posters/required

ertification of your medical need, your employer may be justified in delaying your reasonable accommodation, transfer, o

submit the certification. See if your employer has a copy of a medical certification form to give to your health care provider to

Department of Industrial Relations - Division of Workers' Compensation

ou may be entitled to workers' compensation benefits if you are injured or become ill because of your job. Workers' compensation required to change to a doctor within the MPN. For more information, see the MPN contact information below ivers most work-related physical or mental injuries and illnesses. An injury or illness can be caused by one event (such as hurting our back in a fall) or by repeated exposures (such as hurting your wrist from doing the same motion over and over).

Benefits. Workers' compensation benefits include: Medical Care: Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, medical equipment and travel osts that are reasonably necessary to treat your injury. You should never see a bill. There are limits on chiropractic, physic therapy and occupational therapy visits.

Temporary Disability (TD) Benefits: Payments if you lose wages while recovering. For most injuries, TD benefits may not e paid for more than 104 weeks within five years from the date of injury. Permanent Disability (PD) Benefits: Payments if you do not recover completely and your injury causes a permanent loss

of physical or mental function that a doctor can measure. Supplemental Job Displacement Benefit: A nontransferable voucher, if you are injured on or after 1/1/2004, your njury causes permanent disability, and your employer does not offer you regular, modified, or alternative work.

Death Benefits: Paid to your dependents if you die from a work-related injury or illness aming Your Own Physician Before Injury or Illness (Predesignation). You may be able to choose the doctor who will treat ou for a job injury or illness. If eligible, you must tell your employer, in writing, the name and address of your personal physician.

medical group before you are injured. You must obtain their agreement to treat you for your work injury. For instructions, see the en information about workers' compensation that your employer is required to give to new employe

**Get Medical Care.** If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire nent or police department. If you need first aid, contact your employer Report Your Injury. Report the injury immediately to your supervisor or to an employer representative. Don't delay. Then are time limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide you with a claim form within one working day after learning about your injury. Within one working day after you file a claim form, you mployer or claims administrator must authorize the provision of all treatment, up to ten thousand dollars, consistent with

the applicable treatment guidelines, for your alleged injury until the claim is accepted or rejected.

See Your Primary Treating Physician (PTP). This is the doctor with overall responsibility for treating your injury or If you predesignated your personal physician or a medical group, you may see your personal physician or the If your employer is using a medical provider network (MPN) or a health care organization (HCO), in most cases you

vİll be treated within the MPN or HCO unless you predesignated a personal physician or medical group. An MPN is group of physicians and health care providers who provide treatment to workers injured on the job. You should eceive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more If your employer is not using an MPN or HCO, in most cases the claims administrator can choose the doctor who

first treats you when you are injured, unless you predesignated a personal physician or medical group. Medical Provider Networks. Your employer may be using an MPN, which is a group of health care providers designated If you have predesignated a personal physician or medical group prior to your work injury, then you may go there to receive

Notice to Employees - Injuries Caused by Work treatment from your predesignated doctor. If you are treating with a non-MPN doctor for an existing injury, you may be

ation & Assistance Officer can be found at location:

IF YOU NEED HELP LOCATING AN MPN PHYSICIAN, CALL YOUR MPN ACCESS ASSISTANT AT: IF YOU HAVE QUESTIONS ABOUT THE MPN OR WANT TO FILE A COMPLAINT AGAINST THE MPN, CALL THE MPI Discrimination. It is illegal for your employer to punish or fire you for having a work injury or illness, for filing a claim, or testifying

n another person's workers' compensation case. If proven, you may receive lost wages, job reinstatement, increased benefits, ar costs and expenses up to limits set by the state. **Questions?** Learn more about workers' compensation by reading the information that your employer is required to give you at time of hire. If you have questions, see your employer or the claims administrator (who handles workers' compensation claims for

Workers' compensation insurer You can also get free information from a State Division of Workers' Compensation Information (DWC) & Assistance Officer. The nearest

or by calling toll-free **(800) 736-7401**. Learn more information about workers' compensation online: www.dwc.ca.gov and access a False claims and false denials. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is quilty of a felony

our employer may not be liable for the payment of workers' compensation benefits for any injury that arises from your voluntary participation in any off-duty, recreational, social, or athletic activity that is not part of your work-related duties

REV. 01/01/2016

Paid Sick Leave

Division of Labor Standards Enforcement, Labor Commissioner's Office THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT

(Poster may be printed on 8 ½" x 11" letter size paper) HEALTHY WORKPLACES/HEALTHY FAMILIES ACT: CALIFORNIA PAID SICK LEAVE

also satisfy the requirements.

An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick

Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of nployment or July 1, 2015, whichever is later. Accrued paid sick leave shall carry over to the following year of employment and may be capped at 80 hour.

An employer can also provide 5 days or 40 hours, whichever is greater, of paid sick leave "up-front" at the beginning of a 12-month period. No accrual or carry

(as amended effective 1/1/2024) Other accrual plans that meet specified conditions, including PTO plans, may Retaliation or discrimination against an employee who requests paid sick days or

Labor Commissioner against an employer who retaliates or discriminates against the An employee may use paid sick days beginning on the 90th day of employment. For additional information you may contact your employer or the local office An employer shall provide paid sick days upon the oral or written request of the Labor Commissioner. Locate the office by looking at the list of offices of an employee for themselves or a family member for the diagnosis, care on our website http://www.dir.ca.gov/dlse/DistrictOffices.htm using the or treatment of an existing health condition or preventive care, or specified phabetical listing of cities, locations, and communities. Staff is available in persor purposes for anemployee who is a victim of domestic violence, sexual assault and by telephone.

DLSE Paid Sick Leave Posting

REV. 11/2023

uses paid sick days or both is prohibited. An employee can file a complaint with the

Inder California law, an employee may have the right to take job-protected eave to care for their own serious health condition or a family member with rious health condition, or to bond with a new child (via birth, adoption, c ster care). California law also requires employers to provide job-protected ve and accommodations to employees who are disabled by pregnancy

nder the California Family Rights Act of 1993 (CFRA), many employees have the right take job-protected leave, which is leave that will allow them to return to their job or a the employee's own serious health condition

eave may be taken on an intermittent or reduced work schedule when medically **ligibility.** To be eligible for CFRA leave, an employee must have more than 12 months service with their employer, have worked at least 1,250 hours in the 12-month period pefore the date they want to begin their leave, and their employer must have five or

Pay and Benefits During Leave. While the law provides only unpaid leave, some employers pay their employees during CFRA leave. In addition, employees may choose

administered by the Employment Development Department Taking CFRA leave may impact certain employee benefits and seniority date. If employees want more information regarding eligibility for a leave and/or the impact of the leave on seniority and benefits, they should contact their employer. Pregnancy Disability Leave. Even if an employee is not eligible for CFRA leave, it disabled by pregnancy, childbirth or a related medical condition, the employee is entitled to take a pregnancy disability leave of up to four months, depending on their period(s) of actual disability. If the employee is CFRA-eligible, they have certain rights to take both a

Certification. Employers may require certification from an employee's health care provider before allowing leave for pregnancy disability or for the employee's own serious health condition. Employers may also require certification from the health care provider of the employee's family member, including a designated person, who has a serious alth condition, before granting leave to take care of that family member. Want to learn more? Visit: calcivilrights.ca.gov/family-medical-pregnancy-leave

f you have been subjected to discrimination, harassment, or retaliation at TO FILE A COMPLAINT

calcivilrights.ca.gov/compl TOLL FREE: 800.884.1684 / TTY: 800.700.2320 CALIFORNIA RELAY SERVICE (711) Have a disability that requires a reasonable accommodation? CRD can assist you with

CRD-100-21ENG

UI, DI, PFL

**Notice to Employees** 

Your employer is registered with and reporting wages to the Employment Development Department (EDD) as required by law.

Unemployment Insurance

partner, or a person to whom the employee stands in loco parentis. \*\* "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in funded entirely by employer's taxes loco parentis to the employee when the employee was a child. Provides partial wage replacement when you are unemployed or your hours are reduced due to no fault of your own. You must meet all eligibility requirements to receive unemployment benefits.

REV. 01/2023 unded entirely by employees' contributions

NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department o

Civil Rights Department

YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEI

emergency or unforeseeable.

TO FILE A COMPLAINT

Civil Rights Department

alcivilrights.ca.gov/compla

CALIFORNIA RELAY SERVICE (711)

TOLL FREE: 800.884.1684 / TTY: 800.700.2320

CE OBLIGATIONS AS AN EMPLOYEE

**Employment Development Department** NOTICE TO EMPLOYEES UNEMPLOYMENT INSURANCE BENEFIT:

This employer is registered under the California Unemployment Insurance Code and is reporting wage credits to the Employment Development Department (EDD) that are being accumulated for you to be used as a basis for Unemployment Insurance benefits.

**Emergency Contact Information** 

ı may be eligible to receive Unemployment Insurance benefits if you are: Unemployed or working less than full-time.

Out of work due to no fault of your own and physically able to work, ready to accept work, and looking for work. Unemployment Insurance benefits based on wages earned while employed by a public or nonprofit educational institution

may not be paid during a school recess period if the employee has reasonable assurance of returning to work at the end of the

ess period (California Unemployment Insurance Code section 1253.3). Benefits based on other covered employment ma

be payable during recess periods if the unemployed individual is in all other respects eligible, and the wages earned in other

covered employment are sufficient to establish an Unemployment Insurance claim after excluding wages earned from a publi Note: Some employees may be exempt from Unemployment and Disability Insurance coverage.

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The fastest way to file for Unemployment Insurance (UI) is with UI Online at www.edd.ca.gov/UI\_Online.

You may also file for Unemployment Insurance by calling toll-free from anywhere in the U.S. at: 1-800-300-5616 Mandarin 1-866-303-0706 1-800-326-8937 Vietnamese 1-800-547-2058 1-800-547-3506 TTY 1-800-815-9387

Note: Waiting to file a claim could delay benefits. EDD representatives are available Monday through Friday between 8 a.m. and 12 noon (Pacific Time). DE 1857D Rev. 19 (7-18) (INTERNET)

Department of Industrial Relations - CAL/OSHA

**EMERGENCY** Posting is required by Title 8 Section 1512 (e), California Code of Regulation State of California Department of Industrial Relations Cal/OSHA Publications DOSHPublications@dir.ca.g

Payday

REV. 03/1990

REGULAR PAYDAYS FOR EMPLOYEES OF

the serious health condition of a child, spouse, domestic partner, parent

employee takes leave for their own or a family member's serious health condition,

**Reinstatement.** Both CFRA leave and pregnancy disability leave contain a guarantee of end of the leave, subject to any defense allowed under the law. **Notice.** For foreseeable events (such as the expected birth of a child or a planned medical treatment for the employee or of a family member), the employee must provide. if possible, at least 30 days' advance notice to their employer that they will be taking leave. For events that are unforeseeable, employees should notify their employers, at least verbally, as soon as they learn of the need for the leave. Failure to comply with

these notice rules is grounds for, and may result in, deferral of the requested leave until

Employment Development Department

the employee complies with this notice policy

Wages are used for the following benefit programs, which are available to you

Visit File for Unemployment (edd.ca.gov/unemployment) to learn how to apply for benefits.

Disability Insurance

Provides partial wage replacement when you are unable to work because of a non-work-related illness, injury, pregnancy, or disability. You must meet all eligibility requirements to receive disability benefits. Visit <u>Disability Insurance (edd.ca.gov/Disability/Disability\_Insurance.htm)</u> to learn how to apply for benefits.

Paid Family Leave unded entirely by employees' contributions

Provides partial wage replacement when you need to take time off work to: Care for a seriously ill family member.

Bond with a new child. Participate in a qualifying event because of a family member's military deployment to a foreign country.

Visit California Paid Family Leave (edd.ca.gov/PaidFamilyLeave) to learn how to apply for benefits

**lote:** Some employees may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to withhold facts to claim benefits. For additional information, visit the he EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling

Department of Industrial Relations - Division of Labor Standards Enforcement

THIS IS IN ACCORDANCE WITH SECTIONS 204, 204A, 204B, 205, AND 205.

OF THE CALIFORNIA LABOR COD

**PLEASE POST** 

This poster is in compliance with state posting requirements.

1-866-490-8879 (voice). TTY users, please call the California Relay Service at 711.

DE 1857A Rev. 45 (1-22) (Internet)

Civil Rights Department

An employer may limit the use of paid sick days to 40 hours or five days.

FAMILY CARE & MEDICAL LEAVE & PREGNANCY DISABILITY LEAVE

r employers may require) use of accrued paid leave while taking CFRA leave under certain circumstances. Employees on CFRA leave may also be eligible for benefits

milar job after their leave ends. This leave may be up to 12 work weeks in a 12-month parent-in-law, grandparent, grandchild, sibling, or someone else with a

blood or family-like relationship with the employee ("designated person"); or

pregnancy disability leave and a CFRA leave for reason of the birth of their child.

CIVIL RIGHTS DEPARTMENT

www.calcivilrights.ca.gov/posters/required

REV. 01/2022

 Oakland / Bay Area Sacramento / Northern CA San Bernardino • San Diego / Imperial County

Cal/OSHA Consultation Services

 San Fernando Valley **Consultation Region Office** 

epartment of Labor Tel: (415) 625-2547. OSHA monitors the operation of state plans to assure that continued approval is merited.

• La Palma / Los Angeles / Orange County 1 Centerpointe Dr., Ste. 150, La Palma 90623

7575 Metropolitan Dr., Ste. 204, San Diego 92108 6150 Van Nuys Blvd., Ste. 307, Van Nuys 91401 2550 Mariposa Mall, Rm. 3014, Fresno 93721

(559) 445-6800 inforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of Industrial Relations, which has primary

Department of Industrial Relations - CAL/OSHA

SAFETY AND HEALTH PROTECTION ON THE JOB

or harmful physical agents.

Employers who use any substance that is listed as a hazardous substance in California Code of Regulations,

(www.dir.ca.gov/title8/5194.html) must provide employees information on the hazardous chemicals in their work

Employers shall make available on a timely and reasonable basis a safety data sheet on each hazardous substance

in the workplace upon request of an employee, an employee's collective bargaining representative, or an employee's

mployees have the right to see and copy their medical records and records of exposure to potentially toxic materials

Employers must allow access by employees or their representatives to accurate records of employee exposures to

potentially toxic materials or harmful physical agents, and notify employees of any exposures in concentration or

Any employee or their representative has the right to observe monitoring or measuring of employee exposure to

A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to make sure your company is

The employer, or someone the employer chooses, will be given an opportunity to accompany the investigator during

the inspection. An authorized representative of the employees will be given the same opportunity. Where there is no

If the investigation shows that the employer has violated a safety and health standard or order, Cal/OSHA may issue a

citation. Each citation carries a monetary penalty and specifies a date by which the violation must be abated. A notice,

Penalty amounts depend in part on the classification of the violation as regulatory, general, serious, repeat, or willful;

and whether the employer failed to abate a previous violation involving the same hazardous condition. Base penalty

amounts, penalty adjustment factors, and minimum and maximum penalty amounts are set forth in California Code

of Regulations, title 8, section 336 (<a href="www.dir.ca.gov/title8/336.html">www.dir.ca.gov/title8/336.html</a>). In addition, a willful violation that causes death

mprisonment up to three years, or both, and if the employer is a corporation or limited liability company, the fine may

or permanent impairment of the body of any employee can result, upon conviction, in a fine of up to \$250,000 or

The law provides that employers may appeal citations within 15 working days of receipt to the Occupational Safety

An employer who receives a citation. Order to Take Special Action, or Special Order must post it or a copy, including th

enclosed multi-language employee notification, prominently at or near the place of the violation or unsafe condition

for three working days, or until the unsafe condition is corrected, whichever is longer, to warn employees of danger

hat may exist there. Any employee may protest the time allowed for correction of the violation to the Division of

To learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free information.

a competent private consultant, or ask your workers' compensation insurance carrier for guidance in obtaining

required forms, and publications. You can also contact a local district office of Cal/OSHA. If you prefer, you may retain

(707) 649-3700

(661) 588-6400

(650) 573-3812

(510) 794-2521

(559) 445-5302

(424) 450-2630

(213) 576-7451

(209) 545-7310

(626) 239-0369

(510) 622-2916

(530) 224-4743

(916) 263-2800

(909) 383-4321

(619) 767-2280

(415) 557-0100

(714) 558-4451

(818) 901-5403

(415) 557-0300

(916) 263-2803

(714) 558-4300

(626) 471-9122

(559) 445-6800

(714) 562-5525

(510) 622-2891

(916) 263-0704

(909) 383-4567

(619) 767-2060

(818) 901-5754

Occupational Safety and Health or the Occupational Safety and Health Appeals Board.

which carries no monetary penalty, may be issued in lieu of a citation for certain non-serious violations.

authorized employee representative, the investigator will talk to a reasonable number of employees about safety and

title 8. section 339 (www.dir.ca.gov/title8/339.html), or is covered by the Hazard Communication standard

areas, access to safety data sheets, and training on how to use hazardous chemicals safely.

evels exceeding the exposure limits allowed by Cal/OSHA standards

Inspections are also conducted when an employee files a valid complaint with Cal/OSHA.

When an inspection begins, the Cal/OSHA investigator will show official identification.

Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness, or fatality.

hazards conducted to comply with Cal/OSHA regulations.

obeying workplace safety and health laws.

health conditions at the workplace

Call the FREE Worker Information Helpline – (833) 579-0927

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)

HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 – Telephone (510) 286-7000

3419 Broadway St., Ste. H8, American Canyon 94503

1065 East Hillsdale Bl., Ste. 110, Foster City 94404

39141 Civic Center Dr., Ste. 310, Fremont 94538

1500 Hughes Way, Suite C-201, Long Beach 90810

320 West Fourth St., Rm. 820, Los Angeles 90013

4206 Technology Dr., Ste. 3, Modesto 95356

800 Royal Oaks Dr., Ste. 105, Monrovia 91016

1750 Howe Ave Ste 430 Sacramento 95825

464 West Fourth St., Ste. 332, San Bernardino 92401

455 Golden Gate Ave., Rm. 9516, San Francisco 94102

455 Golden Gate Ave., Rm 9516, San Francisco 94102

7575 Metropolitan Dr., Ste. 207, San Diego 92108

2 MacArthur Place, Ste. 720, Santa Ana 92707

6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401

1750 Howe Ave., Ste. 440, Sacramento 95825

2 MacArthur Place, Ste. 720, Santa Ana 92707

800 Royal Oaks Dr., Ste. 105, Monrovia 91016

2550 Mariposa Mall, Rm. 2005, Fresno 93721

1750 Howe Ave., Ste. 490, Sacramento 95825

464 West Fourth St., Ste. 339, San Bernardino 92401

1515 Clay St., Ste. 1103, Oakland 94612

381 Hemsted Dr., Redding 96002

1515 Clay St., Ste. 1303, Box 41, Oakland 94612

2550 Mariposa St., Rm. 4000, Fresno 93721

7718 Meany Ave., Bakersfield 93308

WHEN CAL/OSHA COMES TO THE WORKPLACE:

alifornia law provides workplace safety and health protections for workers through regulations enforced by

the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and

WHAT AN EMPLOYER MUST DO:

the job can be aware of basic rights and responsibilities

rained in the hazards unique to each job assignment.

NHAT AN EMPLOYER MUST NEVER DO:

nspecting vour workplace

sult in criminal charges, monetary penalties, and even incarceration

lever allow an untrained employee to perform hazardous work.

lness, or death, within 8 hours can result in a minimum civil penalty of \$5,000.

yould create a real and apparent hazard to the employee or other employees

District Offices

American Canyon

**Foster City** 

Fremont

Long Beach

Los Angeles

San Diego

Santa Ana

Van Nuys

**Regional Offices** 

Field / Area Offices

Fresno / Central Valley

San Francisco

Sacramento

Santa Ana

Monrovia

San Francisco

mployees and their designated representatives.

nd substantial monetary penalties.

rocedures to comply with the state's workplace safety and health standards and orders. The law requires that

his poster be displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at

All employers must provide work and workplaces that are safe and healthful. In other words, as an employer, you must

ollow state laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers,

You must display this poster in a conspicuous place where notices to employees are customarily posted so eyeryone or

ou must be aware of hazards your employees face on the job and keep records showing that each employee has bee

ou must correct any hazardous condition that you know may result in injury to employees. Failure to do so could

You must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the job. Be sure to

do this immediately after calling for emergency help to assist the injured employee. Failure to report a serious injury of

Never permit an employee to do work that violates Cal/OSHA workplace safety and health regulations.

Never permit an employee to be exposed to harmful substances without providing adequate protection.

As an employee, you (or someone acting for you) have the right to file a confidential complaint and request an

cal Cal/OSHA district office (see below). Your name is not revealed by Cal/OSHA, unless you request otherwise.

ou and your designated representative have the right to access the employer's IIPP. Any employee has the right to

refuse to perform work that would violate an occupational safety or health standard or order where such violation

ou may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working condition

r for otherwise exercising your rights to a safe and healthful workplace. If you feel that you have been fired or

ounished for exercising your rights, you may file a complaint about this type of discrimination by contacting the

Labor Commissioner's Office.) Consult your local telephone directory for the office nearest you.

earest office of the California Department of Industrial Relations. Division of Labor Standards Enforcement (Labo

mmissioner's Office) or the San Francisco office of the U.S. Department of Labor, Occupational Safety and Health

dministration. (Employees of state or local government agencies may only file these complaints with the California

o keep the workplace and your coworkers safe, you should tell your employer about any hazard that could result in an

njury or illness to an employee. While working, you must always obey state workplace safety and health laws.

You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/OSHA investigator

spection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the

MPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:

ou must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the requirements

of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov/title8/3203.html) and provide access to

REV. 11/2023

**Transgender Rights** 

Civil Rights Department THE RIGHTS OF EMPLOYEES WHO ARE TRANSGENDER OR GENDER NONCONFORMING

esponsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a complaint alleging

dequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S.

CALIFORNIA LAW PROTECTS TRANSGENDER AND GENDER NONCONFORMING PEOPLE FROM DISCRIMINATION. HARASSMENT, AND RETALIATION AT WORK. THESE PROTECTIONS ARE ENFORCED BY THE CIVIL RIGHTS

Does California law protect transgender and gender nonconforming employees from employment

es. All employees, job applicants, uppaid interns, volunteers, and contractors are protected from discrimination at wo

hen based on a protected characteristic, such as their gender identity, gender expression, sexual orientation, race, or

national origin. This means that private employers with five or more employees may not, for example, refuse to hire or

identity or gender expression. For example, an employer can be liable if co-workers create a hostile work environment

iable when customers or other third parties harass an employee because of their gender identity or expression, such a

whether in person or virtual — for an employee who is undergoing a gender transition. Similarly, an employer can be

promote someone because they identify as — or are perceived to identify as — transgender or non-binary, or because they cpress their gender in non-stereotypical way mployment discrimination can occur at any time during the hiring or employment process. In addition to refusing to nire or promote someone, unlawful discrimination includes discharging an employee, subjecting them to worse workin conditions, or unfairly modifying the terms of their employment because of their gender identity or gender expression. Ooes California law protect transgender and gender nonconforming employees from harassment at work? es. All employers are prohibited from harassing any employee, intern, volunteer, or contractor because of their gender

Does California law protect employees who complain about discrimination or harassment in the workplace? es. Employers are prohibited from retaliating against any employee who asserts their right under the law to be free from discrimination or harassment. For example, an employer commits unlawful retaliation when it responds to an employee making a discrimination complaint — to their supervisor, human resources staff, or CRD — by cutting their shifts. If bathrooms, showers, and locker rooms are sex-segregated, can employees choose the one that is most appropriate for them res. All employees have a right to safe and appropriate restroom and locker room facilities. This includes the right to use a room or locker room that corresponds to the employee's gender identity, regardless of the employee's sex assigned at

intentionally referring to a gender-nonconforming employee by the wrong pronouns or name.

Does an employee have the right to be addressed by the name and pronouns that correspond to their gender For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required es. Employees have the right to use and be addressed by the name and pronouns that correspond with their gender

ice. Employees should never be forced to use one, as a matter of policy or due to harassment

an employee does not need to have legally changed their name or birth certificate, nor have undergone any type of gender transition (such as surgery), to use a name and/or pronouns that correspond with their gender identity or gender expression. An employer may be legally obligated to use an employee's legal name in specific employment records, but when no legal obligation compels the use of a legal name, employers and co-workers must respect an employee's chosen name and pronouns. For example, some businesses utilize software for payroll and other administrative purposes, such as creating work schedules or generating virtual profiles. While it may be appropriate for the business to use a transgender byee's legal name for payroll purposes when legally required, refusing or failing to use that person's chosen name an pronouns, if different from their legal name, on a shift schedule, nametag, instant messaging account, or work ID card could

be harassing or discriminatory. CRD recommends that employers take care to ensure that each employee's chosen name and

identity or gender expression. These are sometimes known as "chosen" or "preferred" names and pronouns. For example,

Does an employee have the right to dress in a way that corresponds with their gender identity and gender Yes. An employer who imposes a dress code must enforce it in a non-discriminatory manner. This means that each employee must be allowed to dress in accordance with their gender identity and expression. While an employer may establish a dres code or grooming policy in accord with business necessity, all employees must be held to the same standard, regardless o Can an employer ask an applicant about their sex assigned at birth or gender identity in an interview?

questions about a person's body or whether they plan to have surgery.

CALIFORNIA RELAY SERVICE (711) Have a disability that requires a reasonable accommodation hirth In addition, where possible an employer should provide an easily accessible gender-neutral (or "all-gender"), single user facility for use by any employee. The use of single stall restrooms and other facilities should always be a matter of

TOLL FREE: 800.884.1684 / TTY: 800.700.2320

TO FILE A COMPLAINT

CIVIL RIGHTS DEPARTMENT

CALCIVILRIGHTS.CA.GOV/COMPLAINTPROCE

REV. 12/2023

## WHISTLEBLOWERS ARE PROTECTED

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or

### Who is protected?

Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. [California Labor Code Section 1106]

### What is a whistleblower?

A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to

- believe that the information discloses: A violation of a state or federal statute.
- A violation or noncompliance with a local, state or federal rule or regulation, or

statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal

What protections are afforded to whistleblowers? An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower

- An employer may not retaliate against an employee who is a whistleblower.
- An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
- An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate

the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

## How to report improper acts

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225. The Attorney General will refer your call to the appropriate government authority for review

CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT he California Civil Rights Department (CRD) enforces laws that protect you from illegal discrimination and rassment in employment based on your actual or perceived:

AGE (40 and above) **DISABILITY** (physical, developmental, mental health/psychiatric, HIV and AIDS

GENETIC INFORMATION GENDER EXPRESSION GENDER IDENTITY MARITAL STATUS

MILITARY OR VETERAN STATUS NATIONAL ORIGIN (includes language restrictions and possession of a driver's license issued to undocumented RACE (includes hair texture and hairstyles)

RELIGION (includes religious dress and grooming practices)

REPRODUCTIVE HEALTH DECISIONMAKIN SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions SEXUAL ORIENTATION

THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT AND ITS IMPLEMENTING REGULATIONS PROTECT CIVIL RIGHTS

All employers are required to take reasonable steps to prevent all forms of harassment, as well as provide information to

protected characteristic listed above when making decisions about hiring, promotion, pay, benefits, terms of employment,

hree working days before the election you think you will need time off to vote, you must notify your employer at least two working days prior to the election

MEDICAL CONDITION (genetic characteristics, cancer, or a record or history of cancer)

The law prohibits harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by an person. This includes a prohibition against harassment based on any characteristic listed above, such as sexual harassment, ender harassment, and harassment based on pregnancy, childbirth, breastfeeding, and/or related medical conditions.

ach of their employees on the nature, illegality, and legal remedies that apply to sexual harassment. Employers with five or more employees and public employers must train their employees regarding the prevention of sexual Civil Rights Department rassment, including harassment based on gender identity, gender expression, and sexual orientation. ISCRIMINATION/REASONABLE ACCOMODATIONS California law prohibits employers with five or more employees and public employers from discriminating based on any

woffs, and other aspects of employment Employers cannot limit or prohibit the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation. Employers cannot discriminate against an applicant or employee because they possess a California driver's license or ID

Employers must reasonably accommodate the religious beliefs and practices of an employee, unpaid intern, or job applicant, including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs

Employers must reasonably accommodate an employee or job applicant with a disability to enable them to perform the essential functions of a iob.

OLLS ARE OPEN FROM 7:00 A.M. TO 8:00 P.M. EACH ELECTION DAY.

ou may take as much time as you need to vote, but only two hours of that time will be paid.

No. Employers may ask non-discriminatory questions, such as inquiring about an applicant's employment history or asking for professional references. But an interviewer should not ask questions designed to detect a person's gender identity or gender transition history such as asking about why the person changed their name. Employers should also not ask Visit: https://bit.lv/3hTG1EC

pronouns are respected to the greatest extent allowed by law.

Civil Rights Department

California law offers additional protections to those who work for employers with five or more employees. Some exceptions may apply. These additional protections include: 1. Specific protections and hiring procedures for people with criminal histories who are looking for employment Protections against discrimination based on an employee or job applicant's use of cannabis off the job and away from the

Up to 12 weeks of job-protected leave to eligible employees to care for themselves, a family member (child of any age, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling) or a designated person (with blood or family-like relationship to employee): to bond with a new child; or for certain military exigencies

Up to five days of job-protected bereavement leave within three months of the death of a family member (child, spouse, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law) Up to four months of job-protected leave to employees disabled because of pregnancy, childbirth, or a related medical condition, as well as the right to reasonable accommodations, on the advice of their health care provider, related to their

pregnancy, childbirth, or a related medical condition Up to five days of job-protected leave following a reproductive loss event (failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction) Protections against retaliation when a person opposes, reports, or assists another person to oppose unlawful discrimination,

including filing an internal complaint or a complaint with CRD

REMEDIES/FILING A COMPLAIN

TO FILE A COMPLAINT

Toll Free: 800.884.1684 / TTY: 800.700.2320

The law provides remedies for individuals who experience prohibited discrimination, harassment, or retaliation in the workplace. These remedies can include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages. If you believe you have experienced discrimination, harassment, or retaliation, you may file a complaint with CRD. Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with CRD.

Complaints must be filed within three years of the last act of discrimination/harassment/retaliation. For those who are under the age of 18. complaints must be filed within three years after the last act of discrimination/harassment/retaliation or one year after their eighteenth birthday, whichever is later. If you have been subjected to discrimination, harassment, or retaliation at work, file a complaint with the Civil

California Relay Service (711) Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint. The Fair Employment and Housing Act is codified at Government Code sections 12900 - 12999. The regulations implementing the Act are at Code of Regulations, title 2, division 4.1

Government Code section 12950 and California Code of Regulations, title 2, section 11023, reguire all employers to post this

document. It must be conspicuously posted in hiring offices, on employee bulletin boards, in employment agency waiting rooms,

union halls, and other places employees gather. Any employer whose workforce at any facility or establishment consists of more than

10% of non-English speaking persons must also post this notice in the appropriate language or languages.

For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

CRD-E07P-ENG

REV. 1/2024

Secretary of State

Time Off to Vote you are scheduled to be at work during that time and you do not have sufficient time outside of working hours to vote at a statewide election, California law allows you to take up to two hours off to vote, without losing any pay.

our time off for voting can be only at the beginning or end of your regular work shift, whichever allows the most free time for voting and the least time off from your regular working shift, unless you make another arrangement with your employer.

CALIFORNIA ELECTIONS CODE SECTION 14000

To update your labor law posters contact TWO ways to verify poster compliance! J. J. Keller & Associates, Inc. JJKeller.com/laborlaw **QR CODE** Scan with phone camera: 800-327-6868 Go to: JJKeller.com/LLPverify