

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

Employers with 25 or Fewer Employees* Employers with 26 or More Employees

not less than the following:
Effective January 1, 2025, Minimum Wage: \$16.50 per hour "See Sec. 2 below
Effective January 1, 2024, Minimum Wage: \$16.00 per hour
Effective January 1, 2023, Minimum Wage: \$15.50 per hour

oyees treated as employed by a single qualified taxpayer pursuant to Revenue and Taxation Code section 23626 are treated as

TAKE NOTICE that on April 4, 2016, the Governor of California signed legislation passed by the California Legislature, raising the

EFFECTIVE DATE

nimum 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 (SB 525, Stats. 2023; SB 828, Stats. 2024; and SB 159, Stats. 2024). Pursuant to its authority under Labor Code section 1182.13, the nent of Industrial Relations amends and republishes Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2025. ction 1, Applicability, and Section 4, Separability, have not been changed. Consistent with these enactments, amendments ar nade to the minimum wage, and the meals and lodging credits sections of all of the IWC's industry and occupation orders. This summary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the amended rage orders may be obtained by downloading online at https://www.dir.ca.gov/iwc/WageOrderIndustries.htm or by contacting your local Division of Labor Standards Enforcement office.

risions 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 statute or in Section 1, Applicability, and in other sections of the IWC's industry and occupation orders may be used where any such

ployer 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 Héalthcare Facility employers under Labor Code section 1182.14, effective October 16, 2024. Note: Supplements to this orde aining minimum wage rates applicable for Fast Food Restaurant and Healthcare Facility employees, respectively, are available lline at the website address in the Summary of Actions above.

MEALS AND LODGING CREDITS - TABLE n credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited pursuant oluntary written agreement may not be more than the following:

JANUARY 1, 2023 | JANUARY 1, 2024 | JANUARY 1, 2025 FFFFCTIVE: All Employers regardless of number of number of For an employer who 26 or More Employees Employees Employees Employees \$75.23 \$77.58 /week Room occupied alone \$70.53/week \$65.83/week \$62.10 \$64.04 /week /week \$58.22/week \$54.34/week /week Room shared Apartment — two thirds (2/3) of the ordinary rental value \$903.60 \$931.88 \$875.33 and in no event more \$847.12/month \$790.67/month /month Where a couple are employer, two thirds \$1,336.65 \$1,378.49 /month \$1,253,10/month \$1,169,59/month event more than: \$5.60 \$5.78 \$7.47 \$6.97 \$7.72 \$7.97 \$8.22 \$10.35 \$10.02 \$9.35 \$10.68 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.

If 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 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-2024, 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, 2025.

Questions 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 Lab Commissioner's Office" on the internet or any other directory. The Labor Commissioner has offices in the following cities: Bakersfield El Centro, Fresno, Long Beach, Los Angeles, Óakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San

Department of Industrial Relations - Division of Workers' Compensation Notice to Employees - Injuries Caused by Work

ou may be entitled to workers' compensation benefits if you are injured or become ill because of your job. Workers' compensation overs most work-related physical or mental injuries and illnesses. An injury or illness can be caused by one event (such as hurting your back in a fall) or by repeated exposures (such as hurting your wrist from doing the same motion over and over).

Medical Care: Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, medical equipment and travel costs that are reasonably necessary to treat your injury. You should never see a bill. There are limits on chiropractic, physical therapy and

Temporary Disability (TD) Benefits: Payments if you lose wages while recovering. For most injuries, TD benefits may not be 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 costs and expenses up to limits set by the state.

Sunnlemental Job Displacement Benefit: A nontransferable youcher, if you are injured on or after 1/1/2004, your injury 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 physiciar medical group *before* you are injured. You must obtain their agreement to treat you for your work injury. For instructions, see the tten information about workers' compensation that your employer is required to give to new employees.

Get Medical Care. If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or artment. 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. There are

e limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide you with a claim form hin one working day after learning about your injury. Within one working day after you file a claim form, your employer or cla administrator must authorize the provision of all treatment, up to ten thousand dollars, consistent with the applicable treatment ee Your Primary Treating Physician (PTP). This is the doctor with overall responsibility for treating your injury or illness.

If you predesignated your personal physician or a medical group, you may see your personal physician or the medical False claims and false denials. Any person who makes or causes to be made any knowingly false or fraudulent material statement If your employer is using a medical provider network (MPN) or a health care organization (HCO), in most cases you will be treated within the MPN or HCO unless you predesignated a personal physician or medical group. An MPN is a group of or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony nysicians and health care providers who provide treatment to workers injured on the job. You should receive information

rom your employer if you are covered by an HCO or a MPN. Contact your employer for more information. If your employer is not using an MPN or HCO, in most cases the claims administrator can choose the doctor who first treat ou when you are injured, unless you predesignated a personal physician or medical group. You may consult a licensed attorney to advise you of your rights under workers' compensation laws. In most instances, attorney

Medical Provider Networks. Your employer may be using an MPN, which is a group of health care providers designated to provide treatment to workers injured on the job. If you have predesignated a personal physician or medical group prior to your work injury, then you may go there to receive treatment from your predesignated doctor. If you are treating with a non-MPN doctor for an existing injury, you may be required to change to a doctor within the MPN. For more information, see the MPN contact information

Paid Sick Leave

occupational therapy visits.

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

HEALTHY WORKPLACES/HEALTHY FAMILIES ACT: CALIFORNIA PAID SICK LEAVE

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 arry over to the following year of employment and may be capped at 80 hours

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)

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website http://www.dir.ca.gov/dlse/DistrictOffices.htm using the and by telephone.

REV. 11/2023

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

Pregnancy Rights

Civil Rights Department

YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE

PLEASE READ THIS NOTICE IGATIONS OF EMPLOYERS WITH FIVE OR MORE EMPLOY Reasonably accommodate your medical needs related to pregnancy, childbirth, or related conditions (such as temporaril

modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks); Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of you Provide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in

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

ir same job when you are no longer disabled by your pregnar in certain instances, to a comparable job. Taking PDL does not protect you from non-leave related employment actions, such Provide a reasonable amount of break time and use of a room or other location close to the employee's work area to express breast milk in private as set forth in the Labor Code; and

Never discriminate, harass, or retaliate on the basis of pregnanc Employers with one or more employees must not harass employees on the basis of pregnancy

SNANCY DISABILITY I FAVE

Although PDL can last up to four months, you are entitled to take PDL only for the period of time during which you are disabled by pregnancy, a pregnancy-related medical condition, or childbirth. Your health care provider determines how much After you inform your employer that you need to take PDL, your employer must guarantee in writing that you can return to

work in your same or a comparable position if you request a written guarantee. Your employer may require you to submit written medical certification from your health care provider supporting the need for PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical

pointments, and doctor-ordered bed rest, and covers conditions such as severe morning sickness, gestational diabetes nancy-induced hyper-tension, preeclampsia, recovery from childbirth or loss or end of pregnancy and/or post-partum 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, luding intermittent leave or a reduced work schedule

Your leave will be paid or unpaid depending on your employer's policy for other types of medical leave. You may also be eligible for state disability insurance, administered by the California Employment Development Department You may choose to use any vacation or other paid time off during your PDL. Your employer may require or you may choose to use any available sick leave during your PDL. Your employer is required to continue your group health coverage during your PDL at the same level and under the same

Taking PDL may impact certain benefits and your seniority date; please contact your employer for details. OBLIGATIONS AS AN EMPLOYEE

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

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

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 give you at least 15 calendar days to submit the

certification. Ask if your employer has a copy of a medical certification form for your health care provider to complete. If you do not give your employer notice or written medical certification of your medical need (if required), either in advance or ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA

Under CFRA you may have a right to take family care or medical leave (CFRA leave) to bond with a new child. If you gave birth to the child you would generally take CFRA bonding leave after taking PDL. CFRA leave may be up to 12 workweeks in a 12-month period for the oirth, adoption, or foster care placement of your child*. You must take it within one year of these events. In addition to taking leave to bond with a new child, you can also take CRFA leave because of your own serious health condition (not related to pregnancy) or that of your child, parent**, spouse, domestic partner, grandparent, grandchild, sibling, or "designated person related by blood or with whom you have a family-like relationship. You are eligible for CFRA leave if you have more than 12 months of service with an employer, have worked at least 1,250 hours in the

12-month period before the date you want to begin your leave, and your employer has five or more employee Your employer may, but is not required to, pay you while you are out on CFRA leave, but they must allow you to use any accrued paid time-off while on CFRA leave. You may also be eligible for benefits administered by the Employment Development Department, including state disability insurance (for your own health condition) or Paid Family Leave (for bonding with a new child or for caring for a family member with a serious health condition). For more information, visit edd.ca.gov/disability If you are improperly denied pregnancy or childbirth-related reasonable accommodations or protected leave under PDL or CFRA, file a

complaint with the Civil Rights Department (CRD) TO FILE A COMPLAINT Tot: 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 your complaint. For translations of this poster, visit: www.calcivilrights.ca.gov/posters/required

* "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic partner, or a person to whom the employee stands in loco parentis (in place of a parent).

** "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal quardian, or other person who stood in loco parentis to the employee when the employee was a child.

www.edd.ca.gov/UI_Online.

You may also file for Unemployment Insurance by calling toll-free from anywhere in the U.S. at:

-800-300-5616 Mandarin

1-800-326-8937 Vietnamese

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).

1-800-547-3506 TTY

REV. 01/2025

Employment Development Department NOTICE TO EMPLOYEES UNEMPLOYMENT INSURANCE BENEFIT:

DE 1857D Rev. 19 (7-18) (INTERNET)

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.

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 pyment Insurance benefits based on wages earned while employed by a public or nonprofit educational institutior may not be paid during a school recess period if the employee has reasonable assurance of returning to work at the end of the recess period (California Unemployment Insurance Code section 1253.3). Benefits based on other covered employment may be payable during recess periods if the unemployed individual is in all other respects eligible, and the wages earned in othe

vered employment are sufficient to establish an Unemployment Insurance claim after excluding wages earned from a publi or nonprofit educational institution(s). Note: Some employees may be exempt from Unemployment and Disability Insurance coverage.

The fastest way to file for Unemployment Insurance (UI) is with UI Online at

REV. 07/2018

1-866-303-0706

1-800-547-2058

1-800-815-9387

Department of Industrial Relations - CAL/OSHA **Emergency Contact Information**

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

Civil Rights Department

complies with this notice policy

FAMILY CARE & MEDICAL LEAVE & PREGNANCY DISABILITY LEAVI

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 ister care). California law also requires employers to provide job-protected eve 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 imilar job after their leave ends. This leave may be up to 12 work weeks in a 12-month The employee's own serious health condition The serious health condition of a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling, or someone else with a

employee takes leave for their own or a family member's 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 at least verbally, as soon as they learn of the need for the leave. Failing to provide notice

refore the date they want to begin their leave, and their employer must have five or

Pay and Benefits During Leave. While the law guarantees only unpaid leave, some employers pay their employees during CFRA leave. In addition, employees may choose r employers may require) use of accrued paid leave while taking CFRA leave in certain circumstances. Employees on CERA leave may also be eligible for benefits administered. by the Employment Development Department, including Paid Family Leave. For more information, visit bit.ly/EDD-PFL Taking CFRA leave may impact certain employee benefits and an employee's seniorit date. If employees want more information regarding eligibility for leave and/or the impact of the leave on seniority and benefits, they should contact their employer.

leave of up to four months, depending on their period(s) of actual disability. If the employee is also eligible for CFRA leave, they have the right to take both pregnancy disability leave and CFRA leave related to the birth of their child. blood or family-like relationship with the employee ("designated person") reinstatement to the same position or, in certain instances, a comparable position at the end of the leave, subject to any defense allowed under the law. **Notice.** When possible, employees must provide 30 days' advance notice before taking leave for foreseeable event, such as the expected the birth of a child or a planned medical procedure. For unforeseeable events, employees should notify their employers.

Certification. Employers may require certification from an employee's health care provider before allowing leave for pregnancy disability or for the employee's own seriou health condition. Employers may also require certification from the health care provide of the employee's family member, including a designated person, who has a serious health 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 **Pregnancy Disability Leave.** When an employee is disabled by pregnancy, childbirth. or a related medical condition, the employee is entitled to take a pregnancy disability TO FILE A COMPLAINT CIVIL RIGHTS DEPARTMENT

> CALCIVILRIGHTS.CA.GOV/COMPLAINTPROCES 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

www.calcivilrights.ca.gov/posters/require is grounds for, and may result in, deferral of the requested leave until the employee

CRD-100-21ENG

UI, DI, PFL

Employment Development Department **Notice to Employees**

Your employer is registered with and reporting wages to the Employment Development Department (EDD) as required by law. Wages are used for the following benefit programs, which are available to you

Unemployment Insurance

unded entirely by employer's taxes 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. Visit File for Unemployment (edd.ca.gov/unemployment) to learn how to apply for benefits.

> Disability Insurance unded entirely by employees' contributions

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</u> (edd.ca.gov/<u>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 1-866-490-8879 (voice). TTY users, please call the California Relay Service at 711.

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

Payday

REGULAR PAYDAYS FOR EMPLOYEES OF

REV. 03/1990

Department of Industrial Relations - Division of Labor Standards Enforcement

PLEASE POST

THIS IS IN ACCORDANCE WITH SECTIONS 204, 204A, 204B, 205, AND 205.5

OF THE CALIFORNIA LABOR COD

Department of Industrial Relations - CAL/OSHA

SAFETY AND HEALTH PROTECTION ON THE JOB

hemicals safely.

naterials or harmful physical agents

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

standard (www.dir.ca.gov/title8/5194.html) must provide employees information on the hazardous

chemicals in their work areas, access to safety data sheets, and training on how to use hazardous

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

n concentration or levels 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

reasonable number of employees about safety and health conditions at the workplace.

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

(www.dir.ca.gov/title8/336.html). In addition, a willful violation that causes death or permanent

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

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

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

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

riolation or unsafe condition for three working days, or until the unsafe condition is corrected, whichever

s longer, to warn employees of danger that may exist there. Any employee may protest the time allowed

for correction of the violation to the Division of Occupational Safety and Health or the Occupational Safety

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

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

prefer, you may retain a competent private consultant, or ask your workers' compensation insurance carrier

including the enclosed multi-language employee notification, prominently at or near the place of the

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

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 authorized employee representative, the investigator will talk to a

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, which carries no monetary penalty, may be issued in lieu of a citation for certain

exposure to hazards conducted to comply with Cal/OSHA regulations.

company is obeying workplace safety and health laws.

/IOLATIONS, CITATIONS, AND PENALTIES:

non-serious violations.

the fine may be up to \$1.5 million.

for guidance in obtaining information.

Occupational Safety and Health Appeals Board

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

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

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

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

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

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

alifornia law provides workplace safety and health protections for workers through regulations. inforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic quirements and procedures to comply with the state's workplace safety and health standards and orders. title 8, section 339 (www.dir.ca.gov/title8/339.html), or is covered by the Hazard Communication he law requires that this poster be displayed. Failure to do so could result in a substantial penalty. Cal/ OSHA standards can be found at www.dir.ca.gov/samples/search/query.htm

WHAT AN EMPLOYER MUST DO:

All employers must provide work and workplaces that are safe and healthful. In other words, as an employer, you must follow state laws governing job safety and health. Failure to do so can result in a representative, or an employee's physician. threat to the life or health of workers, and substantial monetary penalties. ou must display this poster in a conspicuous place where notices to employees are customarily posted so veryone on the job can be aware of basic rights and responsibilities

You must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the equirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov/title8/3203.html) nd provide access to employees and their designated representative You must be aware of hazards your emplovees face on the iob and keep records showing that eacl

to report a serious injury or illness, or death, within 8 hours can result in a minimum civil penalty of

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

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

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

equest an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This i

done by contacting the local Cal/OSHA district office (see below). Your name is not revealed by Cal/OSHA

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

here such violation would create a real and apparent hazard to the employee or other employees.

onditions, or for otherwise exercising your rights to a safe and healthful workplace. If you feel that

ou have been fired or punished for exercising your rights, you may file a complaint about this type of

Division of Labor Standards Enforcement (Labor Commissioner's Office) or the San Francisco office of the

J.S. Department of Labor, Occupational Safety and Health Administration. (Employees of state or local

To keep the workplace and your coworkers safe, you should tell your employer about any hazard that could and Health Appeals Board.

overnment agencies may only file these complaints with the California Labor Commissioner's Office.)

result in an injury or illness to an employee. While working, you must always obey state workplace safety

scrimination by contacting the nearest office of the California Department of Industrial Relations.

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

ne right to refuse to perform work that would violate an occupational safety or health standard or order

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

mployee has been trained in the hazards unique to each job assignment. ou can also get free information from a State Division of Workers' Compensation Information (DWC) & Assistance Officer. The nearest ou must correct any hazardous condition that you know may result in iniury to employees. Failure to d nformation & Assistance Officer can be found at location: o could result in criminal charges, monetary penalties, and even incarceration. ou must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the or by calling toll-free (800) 736-7401. Learn more information about workers' compensation online: www.dwc.ca.gov and access a job. Be sure to do this immediately after calling for emergency help to assist the injured employee. Failure useful booklet "Workers' Compensation in California: A Guidebook for Injured Workers

WHAT AN EMPLOYER MUST NEVER DO:

unless vou request otherwise.

vestigator inspecting your workplace

Never allow an untrained employee to perform hazardous work.

Consult your local telephone directory for the office nearest you.

EMPLOYEES ALSO HAVE RESPONSIBILITIES:

MPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:

and may be fined and imprisoned

participation in any off-duty, recreational, social, or athletic activity that is not part of your work-related duties.

REV. 10/2024

(Enter "self-insured" if appropriate

(Poster may be printed on 8 ½" x 11" letter size paper)

DLSE Paid Sick Leave Posting

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 MPN

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

in another person's workers' compensation case. If proven, you may receive lost wages, job reinstatement, increased benefits, and

Ouestions? 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 your

Other accrual plans that meet specified conditions, including PTO plans, may also satisfy the requirements. An employee may use paid sick days beginning on the 90th day of employment. An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for anemployee who is a victim of domestic violence, sexual assault

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

Labor Commissioner against an employer who retaliates or discriminates against the habetical listing of cities, locations, and communities. Staff is available in person

Retaliation or discrimination against an employee who requests paid sick days o

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

Call the FREE Worker Information Helpline – (833) 579-0927 DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)

> **District Offices** 3419 Broadway St., Ste. H8, American Canyon 94503 (707) 649-3700 American Canyon Bakersfield 7718 Meany Ave., Bakersfield 93308 (661) 588-6400 (650) 573-3812 Foster City 1065 East Hillsdale Bl., Ste. 110, Foster City 94404 Fremont 39141 Civic Center Dr., Ste. 310, Fremont 94538 (510) 794-2521 2550 Mariposa St., Rm. 4000, Fresno 93721 (559) 445-5302 (424) 450-2630 Long Beach 1500 Hughes Way, Suite C-201, Long Beach 9081 (213) 576-7451 320 West Fourth St., Rm. 820, Los Angeles 90013 4206 Technology Dr., Ste. 3, Modesto 95356 (209) 545-7310 800 Royal Oaks Dr., Ste. 105, Monrovia 91016 **Oakland** 1515 Clay St., Ste. 1303, Box 41, Oakland 94612 (510) 622-2916 Redding 381 Hemsted Dr., Redding 96002 (530) 224-4743 (916) 263-2800 Sacramento 1750 Howe Ave., Ste. 430, Sacramento 95825 San Bernardino 464 West Fourth St., Ste. 332, San Bernardino 92401 (909) 383-4321 San Diego 7575 Metropolitan Dr., Ste. 207, San Diego 92108 (619) 767-2280 455 Golden Gate Ave., Rm. 9516, San Francisco 94102 San Francisco (415) 557-0100 Santa Ana 2 MacArthur Place, Ste. 720, Santa Ana 92707 (714) 558-4451 6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401 (818) 901-5403 Van Nuys **Regional Office** San Francisco 455 Golden Gate Ave., Rm 9516, San Francisco 94102 (415) 557-0300 Sacramento 1750 Howe Ave., Ste. 440, Sacramento 95825 (916) 263-2803 Santa Ana 2 MacArthur Place, Ste. 720, Santa Ana 92707 (714) 558-4300 Monrovia 800 Royal Oaks Dr., Ste. 105, Monrovia 91016 (626) 471-9122 **Cal/OSHA Consultation Services** Field / Area Offices

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

 Fresno / Central Valley 2550 Mariposa Mall, Rm. 2005, Fresno 93721 La Palma / Los Angeles / Orange County Centerpointe Dr., Ste. 150, La Palma 90623 Oakland / Bay Area 1515 Clay St., Ste. 1103, Oakland 94612 Sacramento / Northern CA 1750 Howe Ave., Ste. 490, Sacramento 95825 464 West Fourth St., Ste. 339, San Bernardino 92401 San Diego / Imperial County 7575 Metropolitan Dr., Ste. 204, San Diego 92108

 San Fernando Valley 6150 Van Nuys Blvd., Ste. 307, Van Nuys 91401 **Consultation Region Office** 2550 Mariposa Mall, Rm. 3014, Fresno 93721

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

REV. 11/2023

(559) 445-6800

(714) 562-5525

(510) 622-2891

(916) 263-0704

(909) 383-4567

(619) 767-2060

(818) 901-5754

(559) 445-6800

Transgender Rights

HINGS YOU NEED TO KNOW

San Bernardino

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

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

ns of their employment because of their gender identity or gender expression.

Does California law protect transgender and gender nonconforming employees from employment discrimination Yes. All employees, job applicants, unpaid interns, volunteers, and contractors are protected from discrimination at work when based on protected characteristic, such as their gender identity, gender expression, sexual orientation, race, or national origin. This means that private loyers with five or more employees may not, for example, refuse to hire or promote someone because they identify as - or are perceived to identify as — transgender or non-binary, or because they express their gender in non-stereotypical ways. Employment discrimination can occur at any time during the hiring or employment process. In addition to refusing to hire or promo

oes California law protect transgender and gender nonconforming employees from harassment at work Yes. All employers are prohibited from harassing any employee, intern, volunteer, or contractor because of their gender identity or gender expression. For example, an employer can be liable if co-workers create a hostile work environment — whether in person or virtual — for in employee who is undergoing a gender transition. Similarly, an employer can be liable when customers or other third parties harass a nployee because of their gender identity or expression, such as intentionally referring to a gender-nonconforming employee by the wrong 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 larassment. 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 Yes. All employees have a right to safe and appropriate restroom and locker room facilities. This includes the right to use a restroom or I reson that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth. 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 choice. Employees should never be forced to use one, as a matter of policy or Does an employee have the right to be addressed by the name and pronouns that correspond to their gender identity o gender expression, even if different from their legal name and gender? Yes. Employees have the right to use and be addressed by the name and pronouns that correspond with their gender identity or gender expression. These are sometimes known as "chosen" or "preferred" names and pronouns. For example, 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/o pronouns that correspond with their gender identity or gender expression. An employer may be legally obligated to use an employee's leg-name in specific employment records, but when no legal obligation compels the use of a legal name, employers and co-workers must resp

an employee's chosen name and pronouns. For example, some businesses utilize software for payroll and other administrative purposes, su is creating work schedules or generating virtual profiles. While it may be appropriate for the business to use a transgender employee's l name for payroll purposes when legally required, refusing or failing to use that person's chosen name and pronouns, if different from thei legal name, on a shift schedule, nametag, instant messaging account, or work ID card could be harassing or discriminatory. CRD recommen hat employers take care to ensure that each employee's chosen name and pronouns are respected to the greatest extent allowed by lay Does an employee have the right to dress in a way that corresponds with their gender identity and gender expression? Yes. An employer who imposes a dress code must enforce it in a non-discriminatory manner. This means that each employee must be allow to dress in accordance with their gender identity and expression. While an employer may establish a dress code or grooming policy in accordance with business necessity, all employees must be held to the same standard, regardless of their gender identity or expression. Can an employer ask an applicant about their sex assigned at birth or gender identity in an interview?

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 questions about a person's body or whether they plan to Want to learn more?

CALIFORNIA RELAY SERVICE (711) CRD can assist you with your complaint.

Toll Free: 800.884.1684 / TTY: 800.700.2320

O FILE A COMPLAINT

CIVIL RIGHTS DEPARTMENT

CALCIVILRIGHTS.CA.GOV/COMPLAINTPRO

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

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CRD-E04P-ENG

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?

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

employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any

Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals. "Employee" means any person

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

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

An employee is also considered a whistleblower and protected when the employer believes the employee engaged in or will exercise protected activity. 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 statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

What protections are afforded to whistleblowers?

1. 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 or is perceived to be 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 their rights as a whistleblower in any former employment. 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 civil monetary penalties, and take other steps necessary to comply with

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

Civil Rights Department CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION & HARASSMENT

he California Civil Rights Department (CRD) enforces laws that protect you from illegal scrimination and harassment in employment based on your actual or perceived:

AGE (40 and above)

DISABILITY (physical, developmental, mental health/psychiatric, and HIV/AIDS) GENDER EXPRESSION

GENDER IDENTITY MARITAL STATUS **MEDICAL CONDITION** (genetic characteristics, cancer, or a record or history of cancer)

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

RACE (includes traits associated with race, such as hair texture and hairstyle **RELIGION** (includes religious dress and grooming practices) REPRODUCTIVE HEALTH DECISIONMAKIN

SEXUAL ORIENTATION THE FAIR EMPLOYMENT AND HOUSING ACT PROTECTS YOUR CIVIL RIGHTS AT WORK.

any person. This includes a prohibition against harassment based on any characteristic in this poster, including sexual arassment. The law prohibits harassment based on a single protected characteristic or a combination of two or more All employers must take reasonable steps to prevent all forms of harassment, and they must provide each employee with nformation about the illegal nature of sexual harassment and available legal remedies.

The law prohibits harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by

Employers with five or more employees and public employers must train their employees regarding the prevention of sexual

SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions

harassment, including harassment based on gender identity, gender expression, and sexual orientation. California law prohibits employers with five or more employees and public employers from discriminating based on any rotected characteristic listed in this poster when making decisions about hiring, promotion, pay, benefits, terms of

Employers cannot discriminate against an applicant or employee because they possess a California driver's license or ID

Employers cannot limit or prohibit the use of any language in any workplace unless justified by business necessity. The nployer must notify employees of the language restriction and consequences for violatior

characteristic or a combination of two or more protected characteristics.

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

essential functions of a job.

Employers must reasonably accommodate an employee or job applicant with a disability to enable them to perform the translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

ployment, layoffs, and other aspects of employment. The law prohibits discrimination based on a single protected

TO FILE A COMPLAINT Civil Rights Departmen

Rights Department (CRD).

REMEDIES/FILING A COMPLAINT

ADDITIONAL PROTECTIONS

may apply. These additional protections include:

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 your complaint.

he Fair Employment and Housing Act is codified at Government Code sections 12900 - 12999. The regulations implementing the Act are at overnment Code section 12950 and California Code of Regulations, title 2, section 11023, require all employers to post this document. It must e 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.

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Employers cannot discriminate or retaliate against an employee because of their status, or because of their family member's

status, as a victim of domestic violence, sexual assault, stalking, and certain other types of violence — as long as the

employer knows of this status. Employers must also provide such employees safety-related reasonable accommodation

California law offers additional protections to those who work for employers with five or more employees. Some exceptions

Specific protections and hiring procedures for people with criminal histories who are looking for employment protections

Up to 12 weeks of job-protected leave to eligible employees to care for themselves, a family member (child of any age.

Up to five days of job-protected bereavement leave within three months of the death of a family member (child, spouse,

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

Up to five days of job-protected leave following a reproductive loss event (failed adoption, failed surrogacy, miscarriage,

Protections for an employee who takes time off work to go to court or seek legal relief (such as a restraining order) after

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.

If you have been subjected to discrimination, harassment, or retaliation at work, file a complaint with the Civil

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/retaliatio

Protections against retaliation when a person opposes, reports, or assists another person to oppose unlawful discrimination,

Protections for an employee who takes time off work to serve on a jury, if they have given reasonable notice to the

family-like relationship to employee); to bond with a new child; or for certain urgent military needs

parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law)

pregnancy, childbirth, or a related medical condition

they are the victim of a crime or certain types of violence

including filing an internal complaint or a complaint with CRD

or one year after their eighteenth birthday, whichever is later.

stillbirth, or unsuccessful assisted reproduction)

against discrimination based on an employee or job applicant's use of cannabis off the job and away from the workplace

spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling) or a designated person (with blood or

Secretary of State Time Off to Vote

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

You may take as much time as you need to vote, but only two hours of that time will be paid. 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. three 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. CALIFORNIA ELECTIONS CODE SECTION 14000

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J. J. Keller & Associates, Inc. JJKeller.com/laborlaw 800-327-6868

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REV. 01/2022