

MICHIGAN



LABOR LAW POSTINGS

English and Spanish

Michigan Labor Law Postings (English and Spanish)

Thank you for using GovDocs! This file contains the following state postings:

Name of Posting	Posting Code	Posting Requirements	Agency Responsible
Unemployment Insurance	LMI01	All employers	Unemployment Agency
Unemployment Insurance (Spanish)	LMI29	Optional for all employers	Unemployment Agency
Youth Employment Standards Act	LMI03	All employers who employ youth under 18	Dept. of Education - Office of Career and Technical Education
Youth Employment Standards Act (Spanish*)	LMI16	All employers who employ youth under 18	Dept. of Education - Office of Career and Technical Education
Safety & Health Protection on the Job	LMI04	All employers	Dept. of Consumer & Industry Svcs, Bureau of Safety and Regulation
Safety & Health Protection on the Job (Spanish*)	LMI12	All employers	Dept. of Consumer & Industry Svcs, Bureau of Safety and Regulation
Michigan Law Prohibits Discrimination	LMI05	All employers	Dept. of Civil Rights
Michigan Law Prohibits Discrimination (Spanish*)	LMI13	All employers	Dept. of Civil Rights
Right To Know - SDS	LMI08	All employers	Dept. of Consumer & Industry Svcs, Bureau of Safety and Regulation
Right To Know - SDS (New or Revised)	LMI09	All employers	Dept. of Consumer & Industry Svcs, Bureau of Safety and Regulation
Whistleblowers' Protection Act	LMI11	All employers	Dept. of Consumer & Industry Svcs
Whistleblowers' Protection Act (Spanish*)	LMI23	All employers	Dept. of Consumer & Industry Svcs
Minimum Wage	LMI02	All employers	Dept. of Labor and Economic Growth, Wage and Hour Division
Minimum Wage (Spanish*)	LMI30	All employers	Dept. of Labor and Economic Growth, Wage and Hour Division
No Smoking	LMI17	All employers (To be posted at all building entrances)	Department of Community Health
Choking**	LMI18	All food service establishments (To be displayed in the kitchen area)	Department of Community Health
Employees Know Your Rights	LMI19	Strongly recommended for all employers	Licensing and Regulatory Affairs
Rights & Responsibilities	LMI20	Strongly recommended for all employers	Licensing and Regulatory Affairs
Freedom to Work (Private)	LMI21	Recommended	Licensing and Regulatory Affairs
Freedom to Work (Public)	LMI22	Recommended	Licensing and Regulatory Affairs
E-Verify	LMI25	Required for state agencies, contractors and subcontractors	Department of Homeland Security
E-Verify (Spanish)	LMI26	Required for state agencies, contractors and subcontractors	Department of Homeland Security
Right to Work	LMI27	Required for state agencies, contractors and subcontractors	Department of Justice
Right to Work (Spanish)	LMI28	Required for state agencies, contractors and subcontractors	Department of Justice
Human Trafficking	LMI35	Required for Welcome centers, Rest areas, Local bus and rail transportation services, Public airports, Adult entertainment establishments, and Entities that own property that has been found by a court to constitute a public nuisance due to acts of prostitution or human trafficking.	Licensing and Regulatory Affairs
Human Trafficking (Spanish)	LMI36	Required for Welcome centers, Rest areas, Local bus and rail transportation services, Public airports, Adult entertainment establishments, and Entities that own property that has been found by a court to constitute a public nuisance due to acts of prostitution or human trafficking.	Licensing and Regulatory Affairs
Food Allergy Awareness	LMI37	Required for all food establishments	Department of Agriculture
Food Allergy Awareness (Spanish)	LMI38	Optional for all food establishments	Department of Agriculture

*While they are not required, Spanish versions are recommended for employers of Spanish-speaking workers.

**GovDocs provides an informational memo describing the process for obtaining a poster to comply with this posting requirement.

To Print and Post:

This file is print ready, according to size requirements from the issuing agency. To ensure compliance, print all postings as provided. Postings requiring different paper size and/or color print are noted below as exceptions. Please note: In some cases, individual postings are set up to print on multiple pages.

- 1.) This file is formatted to print each of the postings listed above on 8.5"x11" paper.
- 2.) For multiple-page postings, we recommend taping the pages together before displaying.
- 3.) Review each posting and its requirements carefully to check for applicability to your business.
- 4.) Postings applicable to your business should be made accessible to all employees (common display locations include an employee lounge, a break room, or a cafeteria).

Rick Snyder
Governor



State of Michigan
Talent Investment Agency
Unemployment Insurance Agency
3024 W. Grand Blvd., Detroit, MI 48202
www.michigan.gov



Sharon Moffett-Massey
UIA Director

UNEMPLOYMENT COMPENSATION NOTICE TO EMPLOYEE

Keep This Form

Please ensure that you read both sides of this form prior to filing a claim for unemployment benefits. If you become unemployed, this information may help to determine your unemployment benefit entitlement.

When to file a claim for unemployment benefits:

A claim for unemployment benefits begins the week it is filed. Therefore, you should file your claim for benefits during your first week of unemployment.

To receive unemployment benefits, you must both be eligible and qualified. You must:

- File a claim, and report for benefits as directed by the Unemployment Insurance Agency (UIA).
- Register for work each time a new, additional or re-opened claim is filed as directed by the UIA.
- Have sufficient earnings in the past 18 months.
- Be able to work.
- Be available for work. You must immediately inform the UIA and all base period employers of any changes to your contact information (mailing address and telephone number) and respond to all UIA requests to update your contact information.
- If directed by the UIA, appear at a specified location provided in a mailed notice for an evaluation of your eligibility for unemployment benefits.
- If requested by the UIA, provide a statement of wages (wage affidavit) for purposes of calculating your unemployment benefits as state law requires that you produce evidence of those wages (pay stubs, W-2, employer payroll records, etc.).
- Be actively engaged in seeking work.
- Conduct a systematic and sustained work search effort and provide proof of those efforts by submitting your work search efforts as directed by the UIA.

To file a claim for benefits, you will need the following:

1. This form and any similar forms you received from any employer in the past 18 months, or pay stubs with employer name, employer payroll record, or W-2 Form.
2. Your Social Security number, complete mailing address (zip code), telephone number, and county of residence.
3. Your driver's license or state identification card.
4. Your Alien Registration Number and the expiration date of your work authorization if you are not a citizen or national of the United States.
5. Name(s) of employer(s), date(s) of employment, and reason for separation from each employer you worked for in the past 18 months.
6. Information from your financial institution if you choose to have your benefits directly deposited into your checking or savings account.

Filing Claims by Telephone

Day and Time to File Claims by Telephone

If the last two digits of your Social Security Number are:

00 through 15	Monday	8:00 a.m. - 12:30 p.m., ET
16 through 33	Monday	12:30 p.m. - 4:30 p.m., ET
34 through 48	Tuesday	8:00 a.m. - 12:30 p.m., ET
49 through 66	Tuesday	12:30 p.m. - 4:30 p.m., ET
67 through 81	Wednesday	8:00 a.m. - 12:30 p.m., ET
82 through 99	Wednesday	12:30 p.m. - 4:30 p.m., ET

If you miss your assigned day and time, claims are accepted on Thursday or Friday from 8:00 a.m. - 4:30 p.m. ET.

Filing Claims on the Internet

You may file your new, additional, or reopened claim on the UIA website at www.michigan.gov/uia. Select “Michigan Web Account Manager (MiWAM)” logo to sign up for a web account with UIA. You do not have to have a MiWAM account to file a claim. However, if you do have a MiWAM account, first login, click on the “Claimant Services” tab and select the “File a claim” link under the filing options. You may file your claim through the Internet if ALL of the following requirements are met:

- You have worked under only one Social Security number.
- You have not filed a claim for unemployment benefits against another state during the past 12 months.

Before filing online, ensure you have the information from Items 1 through 6 (listed above), a pen or pencil, and paper to make notes of information you will receive from the UIA. You can write the information you need on this form so that it is available when you file your claim.

The Internet Filed Claim system is available 24 hours a day, 7 days a week, regardless of the last two digits of your Social Security number.

If you have a problem or question about your claim, you can call the UIA at 1-866-500-0017 (TTY customers use 1-866-366-0004). UIA staff is available to assist you from 8:00 a.m. to 4:30 p.m., ET, Monday through Friday.

To Be Completed by the Employer

Rule R 421.204 of the Michigan Administrative Rules requires that a completed copy of this form, or an equivalent written notice, be given to each employee before, or when he/she is separated from your employ. A \$10.00 penalty for non-compliance with this rule may be imposed by the UIA. Please complete the following information in the spaces below.

Your 10-digit UIA Account Number: _____

Your 9-digit Federal Identification Number: _____

Employer's Name with Doing Business As (DBA), and complete mailing address where wage and separation information is available for the worker listed on this form.

Name

DBA

Address for Employment

City, State, Zip Code

Name of Contact Person

Telephone Number

Reason for Separation

Employers with questions may contact the Office of Employer Ombudsman (OEO) at 1-855-484-2636, or OEO@michigan.gov

TIA is an Equal Opportunity Employer/Program.

Rick Snyder
Governor



State of Michigan
Talent Investment Agency
Unemployment Insurance Agency
3024 W. Grand Blvd., Detroit, MI 48202
www.michigan.gov



Sharon Moffett-Massey
UIA Director

AVISO DE COMPENSACIÓN POR DESEMPLEO PARA EMPLEADOS

Guarde Este Formulario

Por favor asegure que usted lea ambos lados de este formulario antes de archivar un reclamo para beneficios de desempleo. Si usted queda desempleado, esta información puede ayudar a determinar su derecho para beneficios de desempleo.

Cuando archivar un reclamo para beneficios de desempleo:

Un reclamo para beneficios de desempleo empieza la semana en que es archivado. Por lo tanto, usted debe archivar su reclamo para beneficios durante su primera semana de desempleo.

Para recibir beneficios de desempleo, usted debe ser ambos elegible y calificado. Usted debe:

- Archivar un reclamo, y reportar para beneficios como dirigido por la Agencia de Seguro de Desempleo (UIA).
- Registro para el trabajo es requerido cada vez que usted archive un nuevo reclamo o un reclamo de un programa de beneficios diferente como Beneficios Extendidos. También es requerido en un reclamo Adicional o Re-abierto si el reclamante no se ha registrado después del BYB y una renuncia no existe.
- Tener suficientes ingresos en los últimos 18 meses.
- Ser hábil para trabajar.
- Estar disponible para trabajar. Usted debe informar inmediatamente a la UIA y todos los empleadores del período base de cualquier cambios en su información de contacto (dirección postal y número de teléfono) y responder a todas las peticiones de la UIA para actualizar su información de contacto.
- Si es dirigido por la UIA, presentarse en una ubicación especificada proporcionada en un aviso enviado por correo para una evaluación de su elegibilidad para beneficios de desempleo.
- Si es solicitado por la UIA, provee una declaración de salarios (declaración jurada de salario) para propósitos de calcular sus beneficios de desempleo como la ley estatal requiere que usted presente evidencia de esos ingresos (talones de pago, W-2, registros de nómina del empleador, etc.).
- Participar activamente en la búsqueda de trabajo.
- Conducir un esfuerzo de búsqueda de trabajo sistemático y sostenido y provee la prueba de esos esfuerzos presentando sus esfuerzos de búsqueda de trabajo como dirigido por la UIA.

Para archivar un reclamo de beneficios, usted necesitará lo siguiente:

1. Este formulario y cualquier formularios similares que usted recibió de cualquier empleador en los últimos 18 meses, o talones de pago con el nombre del empleador, registro nómina del empleador o Formulario W-2.
2. Su número de Seguro Social, dirección postal completa (código postal), número de teléfono y condado de residencia.
3. Su licencia de manejar o tarjeta de identificación estatal.
4. Su número de registro de extranjero y la fecha de expiración de su autorización de trabajo si usted no es un ciudadano o nacional de los Estados Unidos.
5. Nombre(s) del empleador(es), fecha(s) de trabajo, y la razón por separación de cada empleador con quien usted trabajó en los últimos 18 meses.
6. Información de su institución financiera si usted elige tener sus beneficios depositados directamente en su cuenta de cheques o cuenta de ahorros.

Archivando Reclamos por Teléfono

Día y Hora para Archivar Reclamos por Teléfono

Si los últimos dos dígitos de su Número de Seguridad Social son:

00 a 15 Lunes	8:00 a.m. - 12:30 p.m., ET
16 a 33 Lunes	12:30 p.m. - 4:30 p.m., ET
34 a 48 Martes	8:00 a.m. - 12:30 p.m., ET
49 a 66 Martes	12:30 p.m. - 4:30 p.m., ET
67 a 81 Miércoles	8:00 a.m. - 12:30 p.m., ET
82 a 99 Miércoles	12:30 p.m. - 4:30 p.m., ET

Si olvida su día y hora asignada, los reclamos se aceptan el jueves o el viernes de 8:00 a.m. - 4:30 p.m. ET.

Archivando Reclamos en el Internet

Usted puede archivar su reclamo nuevo, adicional o re-abierto en el sitio Web de la UIA en www.michigan.gov/uia. Seleccione "Michigan Web Account Manager (MiWAM)" logotipo para inscribirse para una cuenta de web con UIA. Usted no tiene que tener una cuenta de MiWAM para archivar un reclamo. Sin embargo, si usted tiene una cuenta de MiWAM, primero inicio sesión, haga clic en el indicador "Claimant Services" y seleccione el enlace "File a claim" bajo de las opciones de archivar. Usted puede archivar su reclamo por el Internet si TODOS los requisitos siguientes son cumplidos:

- Usted ha trabajado bajo sólo un Número de Seguridad Social.
- Usted no ha archivado un reclamo para beneficios de desempleo contra otro estado durante los últimos 12 meses.

Antes de archivar en línea, asegúrese de tener la información de los artículos 1 a 6 (mencionados arriba), una pluma o un lápiz, y papel para tomar notas de información que recibirá de la UIA. Puede escribir la información que necesita en este formulario para que esté disponible cuando archive su reclamo.

El sistema de Michigan Web Account Manager (MiWAM) está disponible 24 horas al día, 7 días a la semana, a pesar de todo de los últimos dos dígitos de su Número Seguridad Social.

Si usted tiene un problema o una pregunta sobre su reclamo, usted puede llamar a la UIA en 1-866-500-0017 (los clientes de TTY usan 1-866-366-0004). Representantes de la UIA están disponibles para asistirle de las 8:00 a.m. a las 4:30 p.m. ET, de lunes a viernes.

Debe Ser Completado por el Empleador

Regla R 421.204 de Reglas Administrativas de Michigan requiere una copia completada de este formulario, o un equivalente aviso escrito, ser dado a cada empleado antes, o cuando él/ella es separado de su empleo. Una multa de \$10.00 dólares para el incumplimiento con esta regla puede ser impuesta por la UIA. Por favor complete la información siguiente en los espacios abajo.

Su Número de Cuenta de la UIA 10-dígitos: _____

Su Número de Identificación Federal de 9-dígitos: _____

Employer's Name with Doing Business As (DBA), and complete mailing address where wage and separation information is available for the worker listed on this form.

Nombre _____ DBA _____

Dirección para Empleo _____ Ciudad, Estado, Código Postal _____

Nombre de la Person de Contacto _____ Número de Teléfono _____

Razón de Separación _____

Los empleadores con preguntas pueden contactar a la Oficina del Defensor del Empleador (OEO) at 1-855-484-2636, u OEO@michigan.gov



RICK SNYDER
GOVERNOR

Informational Sheet:
Youth Employment Standards Act 90 of 1978, as amended

POSTING REQUIREMENT

MCL 409.110 Minor under 16 years; days and hours of employment.

Sec. 10. A minor under 16 years shall not be employed in an occupation subject to this act for more than 6 days in 1 week, nor for a period longer than a weekly average of 8 hours per day or 48 hours in 1 week, nor more than 10 hours in 1 day. The minor shall not be employed between the hours of 9 p.m. and 7 a.m. A minor who is a student in school shall not be employed more than a combined school and work week of 48 hours during the period when school is in session.

MCL 409.111 Minor 16 years and over; days and hours of employment; employment in agricultural processing.

Sec. 11. (1). Except as provided in subsection (3), a person shall not employ a minor 16 years of age or older in an occupation subject to this act for more than any of the following periods:

- (a) Six days in 1 week.
- (b) An average of 8 hours per day in 1 week.
- (c) Ten hours in 1 day.
- (d) Subject to subdivision (e), 48 hours in 1 week.
- (e) If the minor is a student in school and school is in session, 24 hours in 1 week.

(2) Except as provided in subsection (3), a person shall not employ a minor 16 years of age or older between 10:30 p.m. and 6 a.m. However, except as provided in subsection (3), a person may employ a minor 16 years of age or older who is a student in school until 11:30 p.m. on any of the following days:

- (a) On Fridays and Saturdays.
- (b) During school vacation periods.
- (c) During periods when the minor is not regularly enrolled in school.

(3) A person may employ a minor 16 years of age or older in farming operations involved in the production of seed or in agricultural processing for a period greater than the periods described in subsections (1) and (2) if all of the following conditions are met: If a minor is a student in school, the period greater than the periods described in subsections (1) and (2) occurs when school is not in session.

- (a) The minor is employed for not more than 11 hours in 1 day.
- (b) The minor is employed for not more than 62 hours in any week. However, the employer shall not require the minor to work more than 48 hours during any week without the consent of the minor.
- (c) The minor is not employed between 2 a.m. and 5:30 a.m.
- (d) The agricultural processing employer maintains on file a written acknowledgment of the minor's parent or guardian consenting to the period of employment authorized under this subsection.

(4) As used in this section:

- (a) "Agriculture processing" means the cleaning, sorting or packaging of fruits or vegetables.
- (b) "Farming operations involved in the production of seed" means farming activities and research involved in the production of seed, including plant detasseling, hand-pollination, roguing, or hoeing, and any other similar farming activity required for commercial seed production.

History: Am. 1978, Act 90, Eff. June 1, 1978 ;-- Am. 1995, Act 251, Eff. Mar. 28, 1996 ;-- Am. 1996, Act 499, Imd. Eff. Jan. 9, 1997 ;-- Am. 2000, Act 418, Imd. Eff. Jan. 8, 2001 ;-- Am. 2011, Act 197, Imd. Eff. Oct. 18, 2011

MCL 409.112 Meal and rest period.

Sec. 12. A minor shall not be employed for more than 5 hours continuously without an interval of at least 30 minutes for a meal and rest period. An interval of less than 30 minutes shall not be considered to interrupt a continuous period of work.

MCL 409.112a Prohibition of minors working alone in occupation involving a cash transaction after sunset or 8 p.m. at fixed location.

Sec. 12a. A minor who would otherwise be permitted under this act to be employed in an occupation subject to this act shall not be employed in an occupation that involves a cash transaction subject to this act after sunset or 8 p.m., whichever is earlier, at a fixed location unless an employer or other employee 18 years of age or older is present at the fixed location during those hours.

History: Add. 1980, Act 436, Eff. Mar. 31, 1981.

IMPORTANT: Administrative Rule, R408.6207 REQUIRES A MINOR SUBJECT TO ACT 90 BE SUPERVISED BY THE EMPLOYER OR ANOTHER EMPLOYEE 18 YEARS OF AGE OR OLDER

It is the policy of the Michigan Department of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status, or disability shall be subjected to discrimination in any program, service, or activity for which it is responsible, or for which it receives financial assistance from the U. S. Department of Education. For further information, contact the Civil Rights Coordinator, Office of Career and Technical Education, P.O. Box 30712, Lansing, MI 48909. (517) 241-2091



RICK SNYDER
GOVERNOR

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Office of Career and Technical Education
PO Box 30712
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CARTEL REQUERIDO

MCL 409.110 Un joven menor de 16 años; los días y horas de empleo.

Sec. 10. No se permite emplear a un joven menor de 16 años en un trabajo sujeto a esta ley por más de 6 días en una semana, ni durante un plazo que excede un promedio semanal de 8 horas por un día o 48 horas en una sola semana, ni más de 10 horas en un día. No se permite emplear a un joven menor de 16 años entre las horas de 9 p.m. y 7 a.m. No se permite emplear a un menor de edad que es un estudiante en la escuela por más de un total de 48 horas semanales, cual total está compuesto de las horas escolares y laborales mientras la escuela está en sesión.

MCL 409.111 Los jóvenes de 16 años o mayor; los días y horas de empleo; empleo en los procesamiento agrícolas.

Sec. 11. (1). Con excepción hecha de lo dispuesto en la subdivisión (3), no se permite emplear a un menor de 16 años o mayor en un trabajo sujeto a esta ley por más que cualquiera de los períodos siguientes:

- (a) Seis días en una (1) semana.
- (b) Un período más largo de un promedio semanal de 8 horas por día o 48 horas en una semana.
- (c) Diez horas en 1 día.
- (d) Por un joven de 16 años o mayor que es un estudiante en la escuela, un máximo de 48 horas semanales, cual total está compuesto de las horas escolares y laborales mientras la escuela está en sesión.

(2) Con excepción hecha de lo dispuesto en la subdivisión (3), no se permite emplear a un menor de 16 años o mayor entre las horas de 10:30 p.m. y 6 a.m. Sin embargo, excepción hecha de lo dispuesto en la subdivisión (3), se puede ocupar a un menor de 16 años o mayor que es un estudiante en la escuela hasta las 11:30 p.m. en cualquiera de los días siguientes:

- (a) Los Viernes y los Sábados.
- (b) Durante períodos de las vacaciones de la escuela.
- (c) Durante períodos cuando el menor no está matriculado regularmente en la escuela.

(3) Se puede ocupar a un menor de 16 años o mayor en operaciones de agricultura que consisten en la producción de la semilla o en el procesamiento agrícola por un período que excede los períodos descritos en las subdivisiones (1) y (2) si es que existen todas las condiciones a continuación:

- (a) Si un menor es un estudiante en la escuela, el período que excede los períodos descritos en las subdivisiones (1) y (2) ocurre cuando la escuela no está en sesión.
- (b) Se emplea al menor por no más de 11 horas en un día.
- (c) Si el menor no trabaja más de 62 horas en cualquier semana. Sin embargo, el empleador no puede obligar al menor de edad a trabajar más de 48 horas en cualquier semana sin el consentimiento del menor.
- (d) El menor no trabaja entre las 2 a.m. y las 5:30 a.m.
- (e) El empleador de la procesadora agrícola mantiene en sus archivos un reconocimiento escrito del padre o guardián del menor dando consentimiento al período de empleo autorizado en esta subdivisión.

(4) Utilizado en esta sección:

- (a) "La procesadora agrícola" se refiere a la limpieza, o el clasificar o empacar de frutas o verduras.
- (b) "Las operaciones agrícolas que implican la producción de semillas" significa las actividades e investigaciones agrícolas relacionadas con la producción de semillas, inclusive el corte de las espigas, la polinización a mano, "roguing" (o sea, la eliminación de las plantas o frutos inferiores), limpieza con azadón y cualquier otra actividad semejante a la agricultura requerida para la producción comercial de semilla.

Historia: Am. 1977 PA 499, Jan 9, 1997, Imd. Eff., 1995, Act 251, Eff. Mar. 28, 1996, Imd. Eff. Jan 8, 2001.

MCL 409.112 Períodos de comida y descanso.

Sec. 12. No se permite emplear a un menor de edad por más de 5 horas continuas sin una interrupción de por lo menos 30 minutos para comer y descansar. Un descanso de menos de 30 minutos no será considerado suficiente descanso para interrumpir un período continuo del trabajo.

MCL 409.112a La prohibición de trabajo para los menores de edad trabajando solos en una ocupación que incluye transacciones de dinero en efectivo después del anochecer o 8 p.m. en una localización fija.

Sec. 12a. A un menor que normalmente sería permitido bajo esta ley ser empleado en una ocupación sujeta a esta ley se le prohíbe el empleo en una ocupación que implique una transacción de dinero en efectivo sujeta a esta ley después del anochecer o las 8 p.m., cualquiera suceda primero, en un sitio fijo a menos que el patrón u otro empleado de 18 años o mayor esté presente en el sitio fijo durante esas horas.

Historia: Add. 1980, Act 436, Eff. Mar. 31, 1981.

IMPORTANTE: Regla Administrativa, R408.6207 REQUIERE QUE UN MENOR DE EDAD SUJETO A LA LEY 90 SEA SUPERVISADO POR EL PATRÓN O POR OTRO EMPLEADO DE 18 AÑOS O MAYOR.

MICHIGAN SAFETY AND HEALTH PROTECTION ON THE JOB

THE MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ACT, 1974 P.A. 154,
AS AMENDED, REQUIRES POSTING OF THIS DOCUMENT IN A CENTRAL AND
CONSPICUOUS LOCATION. FAILURE TO DO SO MAY RESULT IN A PENALTY.

The Michigan Occupational Safety and Health Act (MIOSH Act), Act No. 154 of the Public Acts of 1974, as amended, provides job safety and health protection for Michigan employees through the maintenance of safe and healthful working conditions. Under the MIOSH Act and a state plan approved in September 1973 by the U.S. Department of Labor, the Michigan Department of Licensing and Regulatory Affairs is responsible for administering the Act. Department representatives conduct job site inspections and investigations to ensure compliance with the Act and with safety and health standards.

The contents of this poster describe many important provisions of the Act. These provisions apply equally to employers and employees in either private industry or the public sector.

EMPLOYER REQUIREMENTS: MIOSHA requires that each employer:

1. Furnish to each employee employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to the employee.
2. Comply with promulgated rules and standards and with orders issued pursuant to the Act.
3. Post this and other notices and use other appropriate measures to keep his or her employees informed of their protection and obligations under the Act, including the provisions of applicable rules and standards.
4. Notify the Michigan Department of Licensing and Regulatory Affairs within 8 hours of any work-related fatality. Notification may be accomplished by calling 1-800-858-0397.
5. Notify the Michigan Department of Licensing and Regulatory Affairs within 24 hours of all work-related inpatient hospitalizations, amputations and losses of an eye. Notification may be accomplished by calling 1-844-464-6742 (4MIOSHA).
6. Make available to employees, for inspection and copying, all medical records and health data in the employer's possession pertaining to that employee.
7. Afford an employee an opportunity with or without compensation to attend all meetings between the Department of Licensing and Regulatory Affairs and the employer relative to any appeal of a citation by the employer.
8. Give the representative of employees the opportunity to accompany

COMPLAINTS: Employees and employee representatives who believe that an unsafe or unhealthful condition exists in their workplace have the right to request an inspection by giving written notice to the Department of Licensing and Regulatory Affairs. If a condition exists which may present an immediate danger, the Department should be notified in the most expedient manner without regard to a written notice. The names of complainants will be kept confidential and not revealed upon the request of the employee. Employees also have the right to bring unsafe or unhealthful conditions to the attention of the department representative during the conduct of an inspection or investigation.

The Act provides that employees may not be discharged or in any manner discriminated against for filing a complaint or exercising any of their rights under the Act. An employee who believes he or she has been discriminated against may file a complaint with the Michigan Department of Licensing and Regulatory Affairs within 30 days of the alleged discrimination.

The U.S. Department of Labor is monitoring the operation of the Michigan Occupational Safety and Health Administration (MIOSHA) to assure the effective administration of the state act. Any person may make a written complaint regarding the state administration of the state act directly to the Regional Office of OSHA, 230 South Dearborn, Chicago, Illinois 60604.

CITATIONS: If upon inspection or investigation the Department of Licensing and Regulatory Affairs believes that a requirement of the Act has been violated, a citation alleging such violation and setting a time period for correction will be issued to the employer. The citation must be prominently posted at or near the place of the alleged violation for three days or until the violation is corrected, whichever is later.

The Act provides for first instance penalties of up to \$7,000 for a violation. Penalties of up to \$7,000 per day may be assessed for failure to correct a violation within a proposed abatement period. Any employer who willfully or repeatedly violates the Act may be assessed penalties of up to \$70,000 for each such violation. Employers may appeal the alleged citation, the proposed penalties or the abatement periods to the Department and to the Board of Health and Safety Compliance and Appeals. Employees may appeal the abatement period in a similar manner. Employees also may appeal to the Board of Health and Safety

the department during the inspection or investigation of a place of employment and to prohibit the suffering of any loss of wages or fringe benefits or discriminate against the representative of employees for time spent participating in the inspection, investigation, or opening and closing conferences.

9. Provide personal protective equipment, at the employer's expense, when it is specifically required by a MIOSHA standard.
10. Not permit an employee, other than an employee whose presence is necessary to avoid, correct or remove an imminent danger, to operate equipment or engage in a process which has been tagged by the Department and which is the subject of an order issued by the Department identifying that an imminent danger exists.
11. To promptly notify an employee who was or is being exposed to toxic materials or harmful physical agents in concentrations or at levels which exceed those prescribed by a MIOSHA standard.

EMPLOYEE REQUIREMENTS: MIOSHA requires that each employee:

1. Comply with promulgated rules and standards and with orders issued pursuant to the Act.
2. Not remove, displace, destroy, or carry off a safeguard furnished or provided for use in a place of employment, or interfere in any way with the use thereof by any other person.

INSPECTIONS/INVESTIGATIONS: Inspections and investigations are conducted by trained personnel. The Act requires that an employer representative and a representative of employees be given an opportunity to accompany the department representative for the purpose of aiding in the inspection or investigation.

If a representative of employees does not participate, the department representative will consult with a number of employees concerning matters of safety or health in the place of employment.

Compliance and Appeals any decision issued by the Department in response to an employer appeal.

Criminal penalties also are provided for in the Act. A person who knowingly makes a false statement or report pursuant to the Act upon conviction is punishable by a fine of up to \$10,000 or may be imprisoned for not more than 6 months or both. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of up to \$10,000 or by imprisonment for not more than one year or both. A second conviction doubles the maximum monetary penalty and is punishable by imprisonment for up to three years.

VOLUNTARY ACTIVITY & COMPLIANCE ASSISTANCE: The act encourages employers and employees to reduce workplace hazards voluntarily.

The Michigan Department of Licensing and Regulatory Affairs offers limited on-site consultation assistance to employers to assist them in achieving compliance with occupational safety and health standards. Training specialists are available and can give advice on the correction of hazardous conditions and on the development of safety and health systems. Department staff are available to conduct seminars and training relative to occupational safety and health for both employer and employee groups. Requests for service should be addressed to the department at the address shown below.

The U.S. Department of Labor will continue to enforce federal standards governing maritime operations of long shoring, shipbuilding, ship breaking and ship repairing. These issues are not covered by the Michigan Plan for Occupational Safety and Health.

MORE INFORMATION:

Department of Licensing and Regulatory Affairs
Michigan Occupational Safety & Health Administration
525 W. Allegan Street, Box 30643
Lansing, Michigan 48909-8143
www.michigan.gov/miosha

THIS IS AN IMPORTANT DOCUMENT- DO NOT COVER!



MIOSHA Complaint Hotline..... 1-800-866-4674
Fatality Hotline 1-800-858-0397
MIOSHA Injuries/Illnesses Reporting..... 1-844-464-6742
Consultation and Training Assistance 1-517-284-7720



The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your need known to this agency.

PROTECCIÓN DE SEGURIDAD Y SALUD EN EL TRABAJO DEL ESTADO DE MICHIGAN

LA LEY DE SEGURIDAD Y SALUD EN EL TRABAJO DEL ESTADO DE MICHIGAN, 1974 P.A. 154, SEGÚN REFORMADA, EXIGE LA PUBLICACIÓN DE ESTE DOCUMENTO EN UN SITIO CENTRAL Y VISIBLE. EL NO HACERLO PUEDE DAR COMO RESULTADO UNA SANCIÓN.

La Ley de Seguridad y Salud en el Trabajo del Estado de Michigan (MIOSHA por sus siglas en inglés) -Ley No. 154 de las Leyes Públicas de 1974, según reformada ofrece protección de seguridad y salud para los empleados de Michigan a través del mantenimiento de condiciones de trabajo sanas y seguras. Bajo MIOSHA y el plan estatal aprobado en septiembre de 1974 por el Departamento de Trabajo de EE.UU., el Departamento del Trabajo y el Crecimiento Económico de Michigan es responsable de administrar la Ley. Los representantes del departamento realizan inspecciones e investigaciones en el lugar de trabajo para asegurar la conformidad con la Ley y con las normas de seguridad y salud.

El contenido de este póster describe muchas disposiciones importantes de la Ley. Estas disposiciones corresponden igualmente a los empleadores y a los empleados en la industria del sector público y privado.

REQUISITOS PARA EL EMPLEADOR: MIOSHA dispone que todo empleador:

1. Suministre a cada empleado un empleo y un lugar de empleo libre de peligros reconocidos que causen o puedan causar la muerte o lesiones físicas graves al empleado.
2. Cumpla con las reglas y normas promulgadas, así como con las órdenes emitidas de acuerdo a la Ley.
3. Publique éste y otros avisos, y haga uso de medidas adecuadas para mantener a sus empleados informados sobre su protección y obligaciones conforme a la Ley, incluyendo las disposiciones de las reglas y normas correspondientes.
4. Notifique al Departamento de Servicios a la Industria y al Consumidor de Michigan, dentro de las próximas ocho horas, sobre cualquier fatalidad, o la hospitalización de 3 o más empleados que hayan sufrido una lesión o enfermedad del mismo incidente. La notificación puede realizarse llamando al 1-800-858-0397.
5. Ponga a disposición de los empleados, para su inspección y copia todos los expedientes médicos y datos de salud en posesión del empleador referentes a ese empleado.
6. Proporcione al empleado la oportunidad, con sin compensación, de asistir a todas las reuniones entre el Departamento de Servicios a la Industria y al Consumidor y el empleador referentes a cualquier apelación de una citación por el empleador.

QUEJAS: Los empleados y los representantes de los empleados que piensen que existe una condición mediante el aviso por escrito al Departamento del Trabajo y el Crecimiento Económico. Si existe una condición que pueda presentar un peligro inmediato, se deberá notificar al Departamento de la manera más oportuna sin considerar un aviso por escrito. Los nombres de los querellantes se mantendrán confidenciales y no se revelarán si el empleado así lo solicita. Los empleados también tienen el derecho de informar al representante del departamento sobre condiciones inseguras o no sana durante la realización de una inspección o investigación.

La Ley estipula que los empleados no pueden ser despedidos ni discriminados de ninguna manera por presentar una queja o ejercer alguno de sus derechos que dicta la Ley. Un empleado que piensa que se le está discriminando puede presentar una queja al Departamento del Trabajo y el Crecimiento Económico de Michigan en los siguientes treinta días de la presunta discriminación.

El Departamento de Trabajo de EE.UU. supervisa la operación del programa de seguridad y salud en el trabajo de Michigan para asegurar la administración efectiva de la ley estatal. Cualquier persona puede presentar una queja por escrito referente a la administración del estado de la ley estatal directamente a la Regional Office of OSHA, 230 South Dearborn, Chicago. Illinois 60604.

CITACIONES: Si con la inspección del Departamento del Trabajo y el Crecimiento Económico se cree que se ha violado un requisito de la Ley, se emitirá al empleado una citación alegando dicha violación. La citación debe publicarse prominentemente en el lugar o cerca del lugar de la violación citada durante tres días o hasta que se corrija la violación, cualquiera que ocurra al último.

La Ley proporciona penas de primera instancia de un máximo de \$7,000 dólares por una violación. Las penas de un máximo de \$7,000 dólares al día se pueden enjuiciar por no corregir una violación dentro de un período de supresión propuesto. A cualquier empleador que viole la Ley deliberada o repetidamente se le podrán imponer penas hasta de \$70,000 dólares por cada violación. Los empleadores pueden apelar la presunta citación, las penas propuestas o los períodos de supresión al Departamento y al Consejo de Cumplimiento y Apelaciones de Salud y Seguridad. Los empleados pueden apelar la supresión al Consejo de Cumplimiento y Apelaciones de Salud y Seguridad de una manera similar. Los empleados también pueden apelar al Consejo de Cumplimiento y Apelaciones de Salud y Seguridad cualquier decisión emitida por el Departamento en respuesta a una apelación del empleador.

7. Dé a un representante de empleados la oportunidad de acompañar al departamento durante la inspección o investigación de un lugar de empleo y prohibir la pérdida de salario o beneficios complementarios, o discriminar contra el representante de los empleados por el tiempo dedicado a participar en la inspección, investigación o conferencias de apertura y cierre.
8. Proporcione equipo de protección personal, a cargo del empleador, cuando una norma de MIOSHA requiera específicamente que se suministre a cargo del empleador.
9. No permita a un empleado, siempre y cuando no sea un empleado cuya presencia sea necesaria para evitar, corregir o eliminar un peligro inminente, operar el equipo o realizar un proceso que el Departamento haya marcado y que sea el objeto de una orden emitida por el Departamento identificando que existe un peligro inminente.
10. Notifique lo más pronto posible a un empleado que se expuso o está expuesto a materiales tóxicos o agentes físicos dañinos en concentraciones o niveles que sobrepasan los prescritos por una norma de MIOSHA.

REQUISITOS PARA EL EMPLEADO: MIOSHA dispone que todo empleado:

1. Cumpla con las reglas y normas promulgadas, y con las órdenes emitidas referentes a la Ley.
2. No quite, retire, destruya o se lleve a otro lugar un resguardo de seguridad suministrado o provisto para el uso en un lugar de empleo, ni interferir de ninguna manera con el uso del mismo por otra persona.

INSPECCIONES / INVESTIGACIONES: Las inspecciones e investigaciones las realiza personal capacitado. La Ley dispone que se dé la oportunidad a un representante del empleador y a un representante de los empleados de acompañar al representante del departamento para el propósito de auxiliar en la inspección o investigación..

Si un representante de empleados no participa, el representante del departamento consultará con un número de empleados sobre asuntos de seguridad o salud en el lugar de empleo.

ACTIVIDAD VOLUNTARIA Y ASISTENCIA CON EL CUMPLIMIENTO:

La ley fomenta a los empleadores y empleados reducir voluntariamente los peligros del lugar de trabajo.

El Departamento del Trabajo y el Crecimiento Económico de Michigan ofrece asistencia limitada de consulta en el lugar de trabajo a los empleadores para ayudarlos a lograr el cumplimiento de las normas de seguridad y salud en el trabajo. Se tienen disponibles especialistas en capacitación y ellos pueden brindar consejo en lo referente a la corrección de condiciones peligrosas y al desarrollo de programas de seguridad y salud. El personal del departamento está disponible para condicionar seminarios y capacitación relativos a la seguridad y salud en el trabajo tanto para el empleador como para grupos de empleados. Las solicitudes del servicio se deben dirigir al departamento a la dirección citada más adelante.

El Departamento de Trabajo de EE.UU. continuará haciendo cumplir las normas federales que gobiernan las operaciones marítimas portuarias, construcción, descompostura y reparación de buques. Estos asuntos no los abarca el Plan para Seguridad y Salud en el Trabajo del Estado de Michigan.

MÁS INFORMACIÓN:

Departamento del Trabajo y el Crecimiento Económico
 MIOSHA
 State Secondary Complex
 7150 Harris Drive • Box 30643
 Lansing, Michigan 48909-8143



Línea de queja de MIOSHA..... 1-800-866-4676
 Línea de Fatalidades..... 1-800-858-0397
 Línea de Ayuda de Consulta y Instrucción..... 1-517-322-1809

Información adicional está disponible en nuestro sitio web en
www.michigan.gov/miosha



ESTE ES UN DOCUMENTO IMPORTANTE - NO LO CUBRE!

MICHIGAN LAW PROHIBITS DISCRIMINATION

IN EMPLOYMENT, EDUCATION, HOUSING, PUBLIC
ACCOMMODATION, LAW ENFORCEMENT OR PUBLIC SERVICE

BASED ON

religion, race, color, national origin, sex,
disability, age¹, marital status¹, height², weight²,
arrest record², genetic information², and
familial status³

*¹Under the education article, age and marital status
are prohibited considerations for admissions only*

² in employment only

³ in housing only

If you think you have been
discriminated against, you
may file a complaint with
the Michigan Department
of Civil Rights.

Call 1-800-482-3604

Video Phone: 313-437-7035

www.michigan.gov/mdcr



Post in a conspicuous place.

LA LEY DE MICHIGAN PROHIBE LA DISCRIMINACION

EN EL EMPLEO, LA EDUCACION, LA VIVIENDA, LOS LUGARES
PUBLICOS, LA EJECUCION DE LA LEY O EL SERVICIO PUBLICO

POR MOTIVOS

de religión, raza, color de la piel, nacionalidad,
sexo, incapacidad física o mental, edad¹, estado
civil¹, estatura², peso², antecedentes penales²,
conformación genética², y número de hijos³

¹UDe acuerdo al artículo de educación, está prohibida la discriminación
basada en edad o estado civil sólo en la admisión a las instituciones educativas

² Se refiere sólo al empleo

³ Se refiere sólo a la vivienda

Si usted considera que ha sido
discriminado debido a dichas
razones, puede presentar su
queja a la Oficina de Derechos
Civiles del Estado de Michigan

Por favor contáctenos a:

1-800-482-3604

Vídeo llamada: 313-437-7035

www.michigan.gov/mdcr



Debe ser colocado en un lugar bien visible

This Workplace Covered by the Michigan Right To Know Law



Employers must make available for employees in a readily accessible manner, Safety Data Sheets (SDS) for those hazardous chemicals in their workplace.

Employees cannot be discharged or discriminated against for exercising their rights including the request for information on hazardous chemicals.

Employees must be notified and given direction (by employer posting) for locating Safety Data Sheets and the receipt of new or revised SDS(S).

When the employer has not provided a SDS, employees may request assistance in obtaining SDS from the:

Michigan Department of Licensing and Regulatory Affairs
Michigan Occupational Safety & Health Administration
General Industry Safety & Health Division
(517) 284-7750
Construction Safety & Health Division & Asbestos Licensing
(517) 284-7680
www.michigan.gov/miosha

MIOSHA/CET #2105 (Rev. 08/16)



SDS(s) For This Workplace Are Located At

Location(s)

Location(s)

Person(s) responsible for SDS(s)

Phone

LARA is an equal opportunity employer/program.

As Required by the Michigan Right To Know Law



TO BE POSTED THROUGHOUT THE WORKPLACE NEXT TO THE
SAFETY DATA SHEETS (SDS) LOCATION POSTERS

New or Revised SDS

New or Revised

Receipt Date

Posting Date

Location of New or
Revised SDS

_____	_____	_____	_____
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Michigan Department of Licensing and Regulatory Affairs
Michigan Occupational Safety & Health Administration
Consultation Education & Training Division
(517) 284-7720

Paid in part with
Federal OSHA funds.
MIOSHA/CET #2106 (Revised 08/15)
LARA is an equal opportunity employer/program.



For further information, visit our website at:
www.michigan.gov/miosha

ATTENTION EMPLOYEES

The Michigan Whistleblowers' Protection Act (469 P.A. 1980) creates certain protections and obligations for employees and employers under Michigan law.

PROTECTIONS:

It is illegal for employers in Michigan to discharge, threaten or otherwise discriminate against you regarding your compensation, terms, conditions, location or privileges of employment because you or a person acting on your behalf reports or is about to report a violation or a suspected violation of federal, state or local laws, rules or regulations to a public body.

It is illegal for employers in Michigan to discharge, threaten or otherwise discriminate against you regarding your compensation, terms, conditions, location or privileges of employment because you take part in a public hearing, investigation, inquiry or court action.

OBLIGATIONS:

The Act does not diminish or impair either your rights or the rights of your employer under any collective bargaining agreement.

The Act does not require your employer to compensate you for your participation in a public hearing, investigation, inquiry or court action.

The Act does not protect you from disciplinary action if you make a report to a public body that you know is false.

ENFORCEMENT:

If you believe that your employer has violated this Act you may bring civil action in circuit court within 90 days of the alleged violation of the Act.

PENALTIES:

Persons found in violation of this Act may be subject to a civil fine of up to \$500.00.

If your employer has violated this Act the court can order your reinstatement, the payment of back wages, full reinstatement of fringe benefits and seniority rights, actual damages, or any combination of these remedies. The court may also award all or a portion of the costs of litigation, including reasonable attorney fees and witness fees to the complainant if the court believes such an award is appropriate.

ATENCIÓN EMPLEADOS

EL “Michigan Whistleblowers’ Protection Act” (469 P.A. 1980) crea ciertas protecciones y obligaciones para empleados y empleadores bajo la Ley de Michigan.

PROTECCIONES:

Es ilegal para patrones en Michigan para despedir, amenazar o discriminar de otro modo, contra usted con respecto a su compensación, términos, condiciones, lugar o los privilegios del empleo porque usted o una persona que actuando de acuerdo a la ley está a punto de informar una infracción o una infracción sospechada de leyes federal, estado ó local, las reglas o las regulaciones al publico.

Es ilegal para patrones en Michigan para despedir, amenazar o discriminar de otro modo, contra usted con respecto a su compensación, terminos, condiciones, lugar o los privilegios del empleo porque usted toma la parte en audiencia pública, investigación, la interrogación ó participar en la corte ó tribunal.

OBLIGACIONES:

El Acto no disminuye ni daña ni sus derechos ni los derechos de su empleado bajo cualquier acuerdo de negociación colectiva.

El Acto no requiere a su patrón a compensarle para su participación en una audiencia pública, investigación, la interrogación ó participar en la corte ó tribunal.

El Acto no le protege de acción disciplinaria si usted hace un informe al público que usted sabe es falso.

APLICACIÓN:

Si usted cree que su patrón ha violado este Acto, usted puede traer la acción civil en el circuito dentro de 90 días de la infracción pretendida del Acto.

MULTAS:

Las personas encontradas que han violado este Acto puede ser susceptible a una multa civil de hasta \$500,00.

Si su patron ha violado este Acto, el tribunal puede ordenar su restablecimiento, el pago de sueldos, restablecimiento repleto de derechos de beneficios adicional y señoría del daño verdadero, o de cualquier combinación de estos remedios. El tribunal puede conceder también todo o la porción de los costos del pleito, incluyendo honorarios razonables de abogado y presenciar los honorarios al reclamante si el tribunal cree que tal y el recompensa es apropiada.



RICK SNYDER
GOVERNOR

Michigan Department of Licensing and Regulatory Affairs
Wage and Hour Division
PO Box 30476
Lansing, MI 48909-7976
REQUIRED POSTER
GENERAL REQUIREMENTS - MINIMUM WAGE and OVERTIME



SHELLY EDGERTON
DIRECTOR

Coverage

The Workforce Opportunity Wage Act, Public Act 138 of 2014, covers employers who employ 2 or more employees 16 years of age and older.

Minimum Hourly Wage Rate

Employees must be paid at least:

Effective Date	Minimum Hourly Wage Rate	Tipped Employee Minimum Hourly Rate	85% Rate
January 1, 2017	\$8.90	\$3.38	\$7.57
January 1, 2018	\$9.25	\$3.52	\$7.86

- Minors 16-17 years of age may be paid 85% of the minimum hourly wage rate.
- Beginning September 1, 2014, tipped employees may be paid a minimum hourly wage rate of 38% of the minimum hourly wage rate, provided tips are received, as documented through a signed, dated tip statement, which combined with the hourly wage paid, equals or exceeds the minimum hourly wage rate.

Training Wage

A training wage of \$4.25 an hour may be paid to employees 16 to 19 years of age for the first 90 days of employment.

Overtime

Employees covered by the Workforce Opportunity Wage Act must be paid 1-1/2 times their regular rate of pay for hours worked over 40 in a workweek. The following are exempt from overtime requirements: employees exempt from the minimum wage provisions of the Fair Labor Standards Act of 1938, 29 USC 201 to 219 (except certain domestic service employees), professional, administrative, or executive employees; elected officials and political appointees; employees of amusement and recreational establishments operating less than 7 months of the year; agricultural employees, and any employee not subject to the minimum wage provisions of the act.

Compensatory Time

If an employer meets certain conditions, employees may agree to receive compensatory time of 1-1/2 hours for each hour of overtime worked. The agreement must be voluntary, in writing, and obtained before the compensatory time is earned. All compensatory time earned must be paid to an employee. Accrued compensatory time may not exceed 240 hours. Employers must keep a record of compensatory time earned and paid. Contact the Wage and Hour Program for information on the conditions an employer must meet in order to offer compensatory time off in lieu of overtime compensation.

Equal Pay

An employer shall not discriminate on the basis of sex by paying employees a rate which is less than the rate paid to employees of the opposite sex for equal work on jobs requiring equal skill, effort, and responsibility performed under similar working conditions - except where payment is pursuant to a seniority system, merit system or system measuring earnings on the basis of quantity or quality of production or a differential other than sex.

Enforcement

An employee may either file civil action for recovery of unpaid minimum wages or overtime, or they may file a complaint with the Department of Licensing and Regulatory Affairs. The department may investigate a complaint and file civil action to collect unpaid wages or overtime due the employee and all employees of an establishment. Recovery under this act can include unpaid minimum wages or overtime, plus an equal additional amount as liquidated damages, costs, and reasonable attorney fees. A civil fine of \$1,000 can be assessed to an employer who does not pay minimum wage or overtime.

LARA is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

www.michigan.gov/wagehour • Toll Free 1-855-4MI-WAGE (1-855-464-9243)

WHD 9904 (Revised • 9/2016)



Michigan Department of Licensing and Regulatory Affairs

División de Salarios y Horas

Poster Requerido

Requisitos Generales – Salario Mínimo



Cobertura

La Ley Salarial de Oportunidad Laboral (The Workforce Opportunity Wage Act), Ley Pública 138 de 2014, cubre a empleadores que emplean a 2 o más empleados de 16 años o más de edad.

Salario mínimo por hora

Los empleados deben percibir un mínimo de:

Fecha de vigencia	Salario mínimo por hora	Salario mínimo por hora para empleados que reciban propinas	85% de la Tasa
1 de Enero, 2017	\$8.90	\$3.38	\$7.57
1 de Enero, 2018	\$9.25	\$3.52	\$7.86

- Menores de edad de 16-17 años de edad podrán percibir el 85% del salario mínimo por hora.
- Comenzando el 1 de septiembre de 2014, los empleados que reciban propinas deberán percibir un salario mínimo por hora del 38% del salario mínimo por hora, siempre y cuando las propinas se reciban, se documenten con una declaración fechada y firmada, y que al combinarse con el salario por hora pagado, el total sea igual o exceda el salario mínimo por hora.

Salario de Formación

Un salario de entrenamiento de \$4.25 por hora podrá pagarse a empleados de 16 a 19 años de edad durante los primeros 90 días de empleo.

Horas Extra

Los empleados cubiertos por la Ley Salarial de Oportunidad Laboral deberán percibir 1½ veces su salario normal por hora por las horas que excedan 40 en una semana laboral. Las siguientes personas están exentas de las disposiciones de salario mínimo de la Ley de Normas Justas de Trabajo de 1938, 29 USC 201 a 219 (exceptuando ciertos empleados del servicio doméstico), empleados profesionales, administrativos o ejecutivos; funcionarios electos y funcionarios de libre designación; empleados en salas de recreo y diversión que operen durante menos de 7 meses al año; trabajadores agrícolas, y cualquier empleado que no esté sujeto a las disposiciones de salario mínimo de la ley.

Tiempo Compensatorio

Si un empleador cumple ciertas condiciones, los empleados pueden aceptar recibir tiempo compensatorio de 1½ horas por cada hora extra trabajada. El acuerdo deberá ser voluntario, por escrito, y obtenido antes de que las horas pagadas en tiempo compensatorio se hayan trabajado. Todo el tiempo compensatorio percibido debe ser pagado a un empleado. El tiempo compensatorio acumulado no podrá exceder 240 horas. Los empleadores deberán mantener un registro del tiempo compensatorio percibido y pagado. Póngase en contacto con el Programa de Salario y Horas para obtener información sobre las condiciones que un empleador debe cumplir para poder ofrecer tiempo compensatorio en lugar de compensación económica por horas extras.

Salario Equitativo

Un empleador no discriminará en función del sexo mediante el pago de una tasa que sea menor que la tasa pagada a empleados del sexo opuesto por el mismo trabajo en actividades que requieran la misma habilidad, esfuerzo, y responsabilidad bajo condiciones de trabajo similares – excepto cuando el pago se determine con un sistema de antigüedad, un sistema de méritos o un sistema que mida la paga en base a la cantidad o calidad de producción u otro diferencial que no sea el género.

Aplicación

Un empleado puede presentar una acción civil para recuperar salarios mínimos u horas extras no pagadas, o puede interponer una queja con el Departamento de Licencias y Asuntos Regulatorios. El departamento puede investigar la queja y presentar una acción civil para cobrar salarios no pagados o las horas extras que se le deban al empleado y a todos los empleados de un establecimiento. Bajo esta ley, la recuperación puede incluir salarios u horas extras no pagadas, además de una cantidad igual adicional como daños líquidos, gastos, y honorarios razonables de abogado. Una multa civil de \$1,000 puede ser impuesta a un empleador que no pague el salario mínimo u horas extras.

LARA es un empleador/programa con igualdad de oportunidades

Hay artículos y servicios auxiliares y otras adaptaciones razonables disponibles para las personas con discapacidades que lo soliciten.

P.O. BOX 30476 • LANSING, MICHIGAN 48909-7976

www.michigan.gov/wagehour • Línea Gratuita 1-855-4MI-WAGE (1-855-464-9243)

WHD 9904 (Revisado • 9/2016)



**NO
SMOKING**

Attention Employer:

In addition to the enclosed labor law posters, Michigan law requires food service establishments to display a choking poster.

To comply with this requirement, GovDocs offers the official **American Red Cross “*Conscious Choking*”** poster.

This poster is available for purchase at www.laborlawposter.com, under our Workplace Posters section. To order by phone, you may contact our Customer Service Department at 888-273-3274.

Thanks for ordering,

Your GovDocs Team

Employees -- Know Your Rights!

- **Remember - It is important to report your injury to your employer.**

- **Medical Care**

You are entitled to reasonable and necessary medical care for work-related injuries or diseases. Employers or their insurance carriers are required by law to provide these services. During the first 28 days of treatment, your employer has the right to choose the physician. After 28 days you are free to change physicians, but you must notify your employer of the change. If you receive treatment from a physician of your choice, you shall obtain and promptly furnish a report to your employer.

If your employer refuses to provide medical care, you should contact Michigan's Workers' Compensation Agency at its toll-free telephone number: **1-888-396-5041**.

You should not receive a bill from a health care provider for treatment of a covered work-related injury or illness. If you do receive such a bill, you should contact your employer or the employer's insurance carrier.

- **Wage Loss Benefits**

You are entitled to weekly workers' compensation benefits if you suffer a wage loss for more than seven consecutive days. These benefits may be claimed as long as a disability and wage loss continue. Generally, the benefit rate is 80% of your after-tax average weekly wage, subject to a maximum rate.

- **Vocational Rehabilitation**

If you are unable to perform the work that you have done previously, you are entitled to vocational rehabilitation. The number one goal is your return to work with your employer. If you cannot do this or require assistance in finding a new job, vocational rehabilitation services can help.

To be completed by the employer

Employer Name

Employer Contact Person and Telephone Number

Workers' Compensation Insurance Carrier Name

If you have questions, please call the
State of Michigan Workers' Compensation Agency
Toll-free 1-888-396-5041

Additional information is on the agency's website at www.michigan.gov/wca.

EMPLOYER: PLEASE POST THIS NOTICE FOR YOUR EMPLOYEES TO SEE!

Workers' Compensation Agency Rights & Responsibilities

Michigan's workers' compensation system provides wage replacement, medical treatment, and vocational rehabilitation benefits to individuals who are injured while at work. Each party in this system has rights and responsibilities that ensure the successful operation of the process.

EMPLOYEES

- Most workers are covered under workers' compensation from the date of employment.
- **Report all injuries to your supervisor immediately.**
- When injured, you can receive wage loss benefits, medical care, and rehabilitation services.
- A compensable injury is one that has arisen "out of and in the course of employment." The work must cause the disability.
- Workers' compensation is the "exclusive remedy" for work injuries, meaning that in most cases you cannot sue for other damages.
- **There is a 7-day waiting period for benefit payments.** You will not receive a workers' compensation check for disability lasting less than 7 days. However, medical benefits should be provided from the day of injury. If your wage loss lasts longer than 7 consecutive days, you are entitled to benefits as of the 8th day. If your wage loss continues for 14 days or longer, you are entitled to receive payment for that first week of disability.
- In most cases, wage loss benefits are calculated by taking the average of the highest 39 weeks of the last 52 weeks of gross wages prior to injury. This is your Average Weekly Wage (AWW). Generally you should receive 80% of the after-tax value of your AWW.
- In certain circumstances, the value of discontinued "fringe benefits" such as the cost of health insurance, employer contributions to a pension plan, and vacation and holiday pay may be included in determining the AWW.
- You should be paid your benefit on a weekly basis, and payments should continue as long as you are disabled and are suffering a wage loss.
- Your first check is due and payable on the 14th day of disability. However, a benefit check is not considered "late" until 30 days after the due date.
- If you have **more than one job** covered under the Act, the earnings from

EMPLOYERS

- All public and most private employers in Michigan are covered by workers' compensation. Every employer subject to the Act must provide proof of insurance or be approved for selfinsurance to ensure benefits can be paid to its workers should they become injured.
- Eligible employees are covered under workers' compensation from the date of employment.
- There are severe penalties if an employer fails to provide workers' compensation coverage.
- **Minors:** The Act provides that an illegally employed minor is entitled to double compensation if injured.

INSURANCE COMPANIES

- Prompt and regular payment of benefits is required by law.
 - Form WC-701: must be filed with the Workers' Compensation Agency (WCA) when wage loss benefits begin, change or stop.
 - Form WC-110: must be filed with the WCA 3 months postinjury, and every 4 months after, to report on vocational rehabilitation activity.

Michigan employers are added together to calculate the AWW.

- You may also be eligible for Family Medical Leave Act (FMLA) benefits. If you have questions, you should contact the U.S. Department of Labor.
- **Medical Benefits:** You are entitled to all reasonable and necessary medical care including surgical, hospital, and dental services, as well as crutches, hearing apparatus, chiropractic treatment, and nursing care. These services are provided indefinitely as long as there is a need.
- **Choosing A Doctor:** During the first 28 days of treatment, the employer has the right to choose the doctor. After that, you are free to change doctors providing that you notify the employer and insurance company, preferably in writing. You do not need authorization from the insurance company or the employer to be medically treated, as long as the treatment is reasonable and necessary, and your claim is not in dispute.
- **Maintaining Contact:** It is extremely important that you maintain regular contact with your employer throughout the treatment and recovery period so that they are aware of your progress. Provide your employer with updated work status reports and discuss early return to work options.
- **Vocational Rehabilitation:** If you have a work-related injury or illness which prevents you from returning to your job and you are currently receiving workers' compensation benefits, you are entitled to a maximum of 104 weeks of vocational assistance in returning to work. Vocational rehabilitation can help you return to your current job or a new one by identifying interests, skills and abilities, evaluating accommodations, providing job readiness assistance, outlining career objectives, and arranging retraining opportunities. Vocational rehabilitation services create a "win-win" scenario for employers, carriers, and injured employees, especially when utilized as an early intervention tool.

Reporting:

- All claims must be reported to your insurance carrier.
- Form WC-100: must be filed with the Workers' Compensation Agency and your insurance carrier immediately upon the disability exceeding 7 consecutive days, death or specific loss. A copy of this form must also be given to the employee.
- You must ensure that reasonable and necessary medical treatment is provided promptly.
- You will need to provide a wage history report to the insurance carrier in order to calculate the correct benefit amount.
- You are encouraged to maintain contact with your employees while they are off work, and provide appropriate light-duty work options and accommodations when possible.

- Form WC-107: must be filed with the WCA if a claim is disputed.
- Medical services rendered are subject to the State of Michigan Health Care Rules and Fee Schedules. Injured employees are not to be "balance billed" for charges over and above the fee schedule.
- Benefits are not to be stopped for non-cooperation with vocational rehabilitation, but a hearing can be requested.

For more information contact: State of Michigan - Workers' Compensation Agency
Toll free: 1-888-396-5041 **www.michigan.gov/wca**

MICHIGAN FREEDOM TO WORK IN THE PRIVATE SECTOR

Effective **March 28, 2013**, pursuant to the Labor Relations and Mediation Act (**LMA**), Act No. 176 of 1939 (**Act**), as amended by Act No. 348 of 2012, and consistent with Section 14(b) of the National Labor Relations Act, employees, as that term is defined in Section 2(e) of the Act, shall have the right to **do** or **not to do** any of the following activities:

- **Organize together or form, join, or assist in labor organization;**
- **Engage in lawful concerted activities for the purpose of collective negotiation or bargaining or other mutual aid and protection;**
- **Negotiate or bargain collectively with their employers through representatives of their own free choice.**

The information contained herein applies to all employees as that term is defined by Section 2(e) of the Act.

PROHIBITED CONDUCT: Effective March 28, 2013, an individual shall not be required as a condition of obtaining or continuing employment to do any of the following:

- (1) Refrain or resign from membership in, voluntary affiliation with, or voluntary financial support of a labor organization.
- (2) Become or remain a member of a labor organization.
- (3) Pay any dues, fees, assessments, or other charges or expenses of any kind or amount or provide anything of value to a labor organization.
- (4) Pay to any charitable organization or third party an amount that is in lieu of, equivalent to, or any portion of dues, fees, assessments, or other charges or expenses required of members of or employees represented by a labor organization.

Any person, employer, or labor organization that violates this prohibition shall be liable for a civil fine of not more than \$500.00. Any person who suffers an injury as a result of a violation or threatened violation of this prohibition may bring a civil action for damages, injunctive relief, or both. In addition, a court shall award court costs and reasonable attorney fees to a plaintiff who prevails in such a civil action.

The above prohibited conduct shall only apply to an agreement, contract, understanding or practice that takes effect or is renewed or extended after March 28, 2013.

PROHIBITED CONDUCT: Effective March 28, 2013, an employee or any other person shall not by force, intimidation or unlawful threats compel or attempt to compel any person to do any of the following:

- (1) Become or remain a member of a labor organization or otherwise affiliate with or financially support a labor organization.
- (2) Refrain from engaging in employment or refrain from joining a labor organization or otherwise affiliating with or financially supporting a labor organization.
- (3) Pay to any charitable organization or third party an amount that is in lieu of, equivalent to, or any portion of dues, fees, assessments, or other charges or expenses required of members of or employees represented by a labor organization.

Any person who engages in this prohibited conduct shall be liable for a civil fine of not more than \$500.00.

Additional information is available on our website at www.michigan.gov/merc. Interested parties may also contact:

Department of Licensing and Regulatory Affairs
Bureau of Employment Relations
Cadillac Place
3026 W. Grand Boulevard, Suite 2-750
PO Box 02988
Detroit, MI 48202-2988
Tel: 313-456-3510
Fax: 313-456-3511
Email: ftwinfo@michigan.gov

National Labor Relations Board
Detroit Regional Office
477 Michigan Avenue, Room 300
Detroit, MI 48226-2569
Tel: 866-667-NLRB/313-226-3200
Fax: 313-226-2090
Web site: www.nlr.gov

National Labor Relations Board
Grand Rapids Regional Office
Gerald R. Ford Federal Building
110 Michigan St. NW Room 299
Grand Rapids, MI 49503-2363
Tel: 866-667-NLRB/616-456-2679
Fax: 616-456-2596
Web site: www.nlr.gov

**BUREAU OF
EMPLOYMENT RELATIONS**

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities. BER# 2013-03, 03-13

LARA
LICENSING AND REGULATORY AFFAIRS
CUSTOMER DRIVEN. BUSINESS MINDED.

GovDocs
Print Date: 4/13

MICHIGAN FREEDOM TO WORK IN THE PUBLIC SECTOR

Effective **March 28, 2013**, pursuant to the Public Employment Relations Act (**PERA**), Act No. 379 of 1965 (**Act**), as amended by Act No. 349 of 2012, a “public employee,” as that term is defined by Section 1(e) of the Act shall have the right to **do** or **not do** any of the following activities:

- **Organize together or form, join, or assist in labor organizations;**
- **Engage in lawful concerted activities for the purpose of collective negotiation or bargaining or other mutual aid and protection;**
- **Negotiate or bargain collectively with their public employers through representatives of their own free choice.**

The information contained herein shall apply to any “public employee” as that term is defined in Section 1(e) of the Act to the maximum extent permitted under Section 4a of the Act.

PROHIBITED CONDUCT: Effective March 28, 2013, an individual shall not be required as a condition of obtaining or continuing public employment to do any of the following:

- (1) Refrain or resign from membership in, voluntary affiliation with, or voluntary financial support of a labor organization or bargaining representative.
- (2) Become or remain a member of a labor organization or bargaining representative.
- (3) Pay any dues, fees, assessments, or other charges or expenses of any kind or amount, or provide anything of value to a labor organization or bargaining representative.
- (4) Pay to any charitable organization or third party any amount that is in lieu of, equivalent to, or any portion of dues, fees, assessments, or other charges or expenses required of members of or public employees represented by a labor organization or bargaining representative.

Any person, public employer, or labor organization that violates this prohibition shall be liable for a civil fine of not more than \$500.00. Any person who suffers an injury as a result of a violation or threatened violation of this prohibition may bring a civil action for damages, injunctive relief, or both. In addition, a court shall award court costs and reasonable attorney fees to a plaintiff who prevails in such a civil action.

The above prohibited conduct shall only apply to an agreement, contract, understanding or practice that takes effect or is renewed or extended after March 28, 2013.

The above prohibited conduct does not apply to a public police or fire department employee or any person who seeks to become employed as a public police or fire department employee as that term is defined under Section 2 of Act 312 of 1969, or to a state police trooper or sergeant who is granted rights under Article XI, Section 5 of the Michigan Constitution of 1963, or any individual who seeks to become employed as a state police trooper or sergeant.

PROHIBITED CONDUCT: Effective March 28, 2013, no person shall by force, intimidation or unlawful threats compel or attempt to compel any public employee to do any of the following:

- (1) Become or remain a member of a labor organization or bargaining representative or otherwise affiliate with or financially support a labor organization or bargaining representative.
- (2) Refrain from engaging in employment or refrain from joining a labor organization or bargaining representative or otherwise affiliating with or financially supporting a labor organization or bargaining representative.
- (3) Pay to any charitable organization or third party an amount that is in lieu of, equivalent to, or any portion of dues, fees, assessments, or other charges or expenses required of members of or public employees represented by a labor organization or bargaining representative.

Any person who engages in this prohibited conduct shall be liable for a civil fine of not more than \$500.00.

Additional information is available on our website at www.michigan.gov/merc. Interested parties may also contact:

Department of Licensing and Regulatory Affairs
Bureau of Employment Relations
Cadillac Place
3026 W. Grand Boulevard, Suite 2-750
PO Box 02988
Detroit, MI 48202-2988
Tel: 313-456-3510 • Fax: 313-456-3511 • Email:
ftwinfo@michigan.gov

**BUREAU OF
EMPLOYMENT RELATIONS**

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities. BER# 2013-02, 03-13

LARA
LICENSING AND REGULATORY AFFAIRS
CUSTOMER DRIVEN. BUSINESS MINDED.

GovDocs
Print Date: 4/13

This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

888-897-7781

www.dhs.gov/E-Verify

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



E-VERIFY IS A SERVICE OF DHS AND SSA

The E-Verify logo and mark are registered trademarks of Department of Homeland Security. Commercial sale of this poster is strictly prohibited.

Esta organización participa en E-Verify



Este empleador proporcionará a la Administración del Seguro Social (SSA, por sus siglas en inglés) y, de ser necesario, al Departamento de Seguridad Nacional (DHS, por sus siglas en inglés) la información incluida en el Formulario I-9 de todo empleado nuevo con el propósito de confirmar su autorización de trabajo.

IMPORTANTE: Si el gobierno no puede confirmar que usted tiene autorización para trabajar, el empleador debe suministrarle las instrucciones por escrito y darle la oportunidad de ponerse en contacto con DHS o SSA antes de sancionarlo de cualquier forma o finalizar la relación laboral.

Los empleadores no pueden utilizar E-Verify para realizar preselecciones de solicitantes y no pueden limitar ni influenciar la selección de los documentos que usted presente para su inclusión en el Formulario I-9.

Para determinar si los documentos incluidos en el Formulario I-9 son válidos, este empleador utiliza la técnica de comparación fotográfica para comparar la fotografía que aparece en las Tarjetas de Residente Permanente, Tarjetas de Autorización de Empleo y pasaportes de los EE. UU. con la fotografía oficial del gobierno de los EE. UU. Asimismo, E-Verify verifica los datos incluidos en licencias de conducir y tarjetas de identificación emitidas por algunos estados.

Si considera que su empleador ha infringido sus responsabilidades en virtud de este programa o lo ha discriminado durante el proceso de verificación de la elegibilidad de empleo por su origen nacional o estatus de ciudadanía, comuníquese con la Oficina del Consejero Especial llamando al 800-255-7688, 800-237-2515 (para personas con impedimentos auditivos) o visitando www.justice.gov/crt/osc.

E-Verify funciona para todos

Para obtener más información sobre E-Verify, comuníquese con DHS al:

888-897-7781

www.dhs.gov/E-Verify

AVISO:

La ley federal exige a todos los empleadores que **verifiquen la identidad y la elegibilidad de empleo** de todas las personas contratadas en los Estados Unidos.



E-VERIFY IS A SERVICE OF DHS AND SSA

El logotipo y la marca de E-Verify son marcas registradas del Departamento de Seguridad Nacional. Queda estrictamente prohibida la venta comercial de este afiche.

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have the legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

- In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.
- Employers cannot reject documents because they have a future expiration date.

- Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.
- In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

If any of these things have happened to you, contact the Office of Special Counsel (OSC).

For assistance in your own language:
Phone: 1-800-255-7688 or (202) 616-5594
For the hearing impaired:
TTY 1-800-237-2515 or (202) 616-5525

E-mail: oscrcrt@usdoj.gov

Or write to:
U.S. Department of Justice – CRT
Office of Special Counsel – NYA
950 Pennsylvania Ave., NW
Washington, DC 20530

U.S. Department of Justice Civil Rights Division

**Office of Special Counsel for
Immigration-Related Unfair
Employment Practices**



www.justice.gov/crt/about/osc

SI USTED TIENE DERECHO A TRABAJAR, no deje que nadie se lo quite.



Si usted tiene el derecho a trabajar legalmente en los Estados Unidos, existen leyes que lo protege contra la discriminación en el trabajo.

Usted debe saber que:

- En la mayoría de los casos, los empleadores no pueden negarle un empleo o despedirlo debido a su origen nacional o estatus migratorio o negarse a aceptar sus documentos válidos y legales.
- Los empleadores no pueden rechazar documentos porque tienen una fecha de vencimiento futura.

- Los empleadores no pueden despedirlo debido a E-Verify, sin darle una oportunidad de resolver el problema.
- En la mayoría de los casos, los empleadores no pueden exigir que usted sea ciudadano estadounidense o residente legal permanente.

Si alguna de estas cosas le ha sucedido, contacte a la Oficina del Consejero Especial (OSC, por sus siglas en inglés).

Para ayuda en su propio idioma:
Teléfono:
1-800-255-7688 o
202-616-5594

Para las personas con discapacidad auditiva:
TTY 1-800-237-2515 o
202-616-5525

E-mail: osccrt@usdoj.gov

O escriba a:

U.S. Department of Justice - CRT
Office of Special Counsel - NYA
950 Pennsylvania Avenue, NW
Washington, DC 20530

**Departamento de Justicia de EE.UU.
División de Derechos Civiles**

**Oficina del Consejero Especial Para
Prácticas Injustas en el Empleo
Relacionadas a Inmigración**



www.justice.gov/crt/about/osc

Human Trafficking Notification

If you or someone you know is being forced to engage in any activity and cannot leave, whether the activity is commercial sex, housework, farm work, or any other activity, please contact the National Human Trafficking Resource Center hotline at 888-373-7888 or text 233733 to access help and services. The victims of human trafficking are protected under U.S. laws and the laws of this state.

Posting required by Public Act 62 of 2016 - Human Trafficking Notification Act

Recognize the potential red flags and signs of human trafficking:

Common Work and Living Conditions:

- He or she is in the commercial sex industry and has a pimp/manager.
- He or she is unpaid, paid very little, or paid only through tips.
- He or she owes a large debt and is unable to pay it off.
- He or she was recruited through false promises concerning the nature and conditions of his/her work.

Poor Mental Health or Abnormal Behavior:

- He or she is fearful, anxious, depressed, submissive, tense, or nervous/paranoid.
- He or she exhibits unusually fearful or anxious behavior when law enforcement is discussed.

Poor Physical Health:

- He or she appears malnourished or shows signs of repeated exposure to harmful chemicals.
- He or she shows signs of physical and/or sexual abuse, physical restraint, confinement, or torture.

Lack of Control:

- He or she has few or no personal possessions.
- He or she is not in control of his/her own money, has no financial records or bank accounts.
- He or she is not in control of his/her own identification documents (ID or passport).

For more information, please visit www.traffickingresourcecenter.org



Notificación de la Trata de Personas

Si usted o alguien que usted conoce está siendo forzado a participar en cualquier actividad y no puede marcharse, ya sean actos sexuales con fines comerciales, servicio doméstico, trabajo agrícola, o cualquier otra actividad, por favor póngase en contacto con el Centro Nacional de Recursos sobre la Trata de Personas llamando al 888-373-7888 o mandando un mensaje de texto al 233733 para recibir ayuda y servicios. Las víctimas de la trata de personas están protegidas por leyes de los Estados Unidos y las leyes de este estado.

Colocación requerida por La Ley Pública 62 de 2016 – Ley sobre la Notificación de la Trata de Personas

Reconozca las posibles señales de alerta e indicadores de la trata de personas:

Condiciones de Trabajo y Vida Comunes:

- Él o ella trabaja en la industria del comercio sexual y tiene un proxeneta/encargado
- No se le paga, se le paga muy poco, o solamente se le paga con propinas
- Él o ella tiene una gran deuda y es incapaz de pagarla
- Él o ella ha sido reclutada por medio de falsas promesas sobre el tipo y las condiciones de trabajo

Salud Mental Precaria o Comportamiento Anormal:

- Él o ella muestra miedo, ansiedad, depresión, sumisión, tensión, o nerviosismo/paranoia
- Él o ella presenta un miedo inusual o un comportamiento ansioso cuando se habla sobre las autoridades policiales

Salud Física Precaria:

- Él o ella parece malnutrido o presenta señales de exposición repetida a productos químicos nocivos
- Él o ella presenta señales de abuso físico y/o sexual, restricción física, confinamiento, o tortura

Falta de Control:

- Él o ella tiene pocas o ninguna posesión personal
- Él o ella no controla su propio dinero, no tiene registros financieros o cuentas bancarias
- Él o ella no tiene control sobre sus propios documentos de identidad (tarjeta de identidad o pasaporte)

Para más información, por favor visite
www.traffickingresourcecenter.org

Food Allergy Awareness



The Eight Major Food Allergens

Milk
Eggs
Fish
Crustacean
Shellfish
Wheat
Soybeans
Peanuts
Tree Nuts

Symptoms of an Allergic Reaction

- Loss of consciousness
- Shortness of breath
- Itching or tingling in or around the mouth, face, scalp, hands, and feet
- Hives (welts)
- Wheezing or difficulty breathing
- Swelling of the face, eyelids, tongue, lips, hands, or feet
- Tightening of the throat (difficulty swallowing)
- Sudden onset of vomiting, cramps, or diarrhea

If a customer informs you of a food allergy:

- Refer the food allergy concern to the Person in Charge (PIC).
- Review the food allergy with the customer and check the ingredient labels.
- Respond to the guest's request and inform them of your findings.
- Remember to check the food preparation procedures for **ANY** possible cross contamination, which could include frying the item in question in the same grease as an item that contains an allergen.
- If a food item is returned to the kitchen due to an allergen, **DO NOT** attempt to remove the allergen and send the food back. *Trace amounts of allergens can trigger an allergic reaction.*

**Notify the Person in Charge immediately
if a customer has an allergic reaction!**

www.michigan.gov/mda

Funded by Act No. 92, of P.A. 2000, Industry Food Safety Education Fund



GovDocs
Print Date: 10/16

Concientización sobre alimentos alergénicos



Los ocho alimentos alergénicos principales:

leche
huevos
pescado
crustáceos
mariscos
trigo
soya
cacahuete/maní
frutos secos

Síntomas de una reacción alérgica:

- pérdida del conocimiento;
- falta de aire;
- comezón o irritación en la boca, alrededor de la boca, cara, cabeza, manos y pies;
- urticaria (ronchas);
- jadeos o dificultad para respirar; hinchazón de la cara, párpados, lengua, labios, manos o pies;
- garganta cerrada (dificultad para tragar);
- vómito, calambres o diarrea repentinos.

Si un cliente le informa de una alergia alimentaria:

- Remita la preocupación de la alergia alimentaria a la persona a cargo.
- Evalúe la reacción alérgica con el cliente y revise la etiqueta de ingredientes.
- Responda a la solicitud del cliente e infórmele lo que encontró.
- Recuerde revisar los procedimientos de preparación para identificar **CUALQUIER** posible contaminación cruzada, que podría incluir haber freído el alimento en el mismo aceite que algún alimento alergénico.
- Si devuelven algún alimento a la cocina por la presencia de algún alergénico, **NO** intente quitar el alergénico y regresar el alimento al cliente. *Pequeñas trazas de alergénicos pueden desencadenar una reacción alérgica.*

¡Notifique inmediatamente a la persona a cargo si un cliente presenta una reacción alérgica!

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