

Since 1983



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## IOWA EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Unemployment Insurance
2. Job Safety and Health
3. Minimum Wage Law
4. Equal Employment Opportunity is the Law
5. No Smoking

If you have any questions, please contact your supervisor.

Thanks,  
Human Resources

# Unemployment Insurance

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

Unemployment insurance benefits are made possible by taxes paid by this employer. No deductions are made from your paycheck for unemployment insurance.

As soon as you become unemployed, you may file a new unemployment insurance claim using one of the following methods:

1. Go online at [www.iowaworkforce.org](http://www.iowaworkforce.org), click the Online Services pull-down menu, then click File an Unemployment Insurance Claim. This option is available 24 hours a day, seven days a week.
2. Visit the nearest IowaWORKS Center.
3. Visit an IowaWORKS Access Point.
4. Some employers participate in an Iowa Workforce program which enables employers to file an initial claim for a recently separated employee. Check with your employer to determine if they are participating in this program.

Delay in filing an unemployment insurance claim can result in the loss of all or part of the benefits you may be entitled to receive.

For complete information about your unemployment insurance rights and responsibilities, or to register for work and learn more about available work in your area, go to [www.iowaworkforce.org](http://www.iowaworkforce.org) or visit your nearest IowaWORKS Center or an IowaWORKS Access Point.

For the location of the IowaWORKS Center nearest you, call: (800) 562-4692 (Job-Iowa).

## IowaWORKS Center Locations:

Burlington  
Carroll  
Cedar Rapids  
Council Bluffs  
Creston  
Davenport  
Decorah  
Des Moines  
Dubuque  
Fort Dodge  
Fort Madison  
Iowa City  
Marshalltown  
Mason City  
Ottumwa  
Sioux City  
Spencer  
Waterloo  
Webster City

*\*IowaWORKS Centers  
as of May 2015.*

For location information regarding the IowaWORKS Center nearest you, call 866-239-0843.  
[www.iowaworkforce.org](http://www.iowaworkforce.org)

# Job Safety and Health

## IT'S THE LAW!

### EMPLOYEES:

- You have the right to notify your employer or Iowa OSHA about workplace hazards. You may ask Iowa OSHA to keep your name confidential.
- You have the right to request an Iowa OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with Iowa OSHA within 30 days of your employer exercising your rights
- You have a right to see Iowa OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation for at least 3 working days.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposure to hazardous substances or conditions.
- Your employer must post this notice in your workplace.
- You must comply with all occupational safety and health standards that apply to your job.



### EMPLOYERS:

- You must furnish your employees a place of employment free from recognized hazards.
- You must comply with the occupational safety and health standards.
- Iowa OSHA Consultation can help you identify and correct hazards without citation or penalty.



**To report a workplace fatality, hospitalization, amputation or the loss of an eye, visit [www.iowaosha.gov](http://www.iowaosha.gov) or call 877-242-6742.**

**For assistance and information contact:**

Iowa OSHA  
 1000 East Grand Avenue  
 Des Moines, Iowa 50319-0209  
 Phone: (515) 242-5870 or (800) JOB-IOWA

**Complaints About the Iowa OSHA Program**

You may file a complaint about Iowa OSHA by contacting:

OSHA Regional Office  
 2300 Main Street, Suite 1010  
 Kansas City, MO 64108-2447  
 Phone: (816) 283-8745

*Michael A. Mauro*  
 Michael A. Mauro, Labor Commissioner

# Your Rights Under The Iowa Minimum Wage Law

## Hourly Minimum Wage

# \$7.25

**T**he minimum wage applies to most hourly wage earners employed in Iowa. Most small retail and service establishments grossing less than \$300,000 annually are not required to pay the minimum wage. The majority of supervisory and administrative employees paid a salary are not covered by the law. Employers may pay an initial employment rate of \$6.35 for the first 90 calendar days of employment.

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

## Enforcement

The Iowa Division of Labor may bring action against employers who violate the state's minimum wage law. Courts may order payment of back wages. No employer can discriminate against or discharge an employee for filing a complaint or participating in a proceeding under this law.

## Contact Information

**Iowa Division of Labor**  
1000 East Grand Avenue  
Des Moines, IA 50319-0209  
515-281-3606 or 800-JOB-IOWA  
[www.iowaworkforce.org/labor](http://www.iowaworkforce.org/labor)

## Federal Minimum Wage and Overtime Pay

Applications of the minimum wage rates under federal law differ from those under Iowa law. Iowa employers must comply with the more stringent applicable law. Overtime is covered by the federal Fair Labor Standards Act. Questions concerning federal law should be directed to:

**U.S. Department of Labor**  
Wage & Hour Division  
210 Walnut Street  
Des Moines, IA 50309  
515-284-4625  
[www.dol.gov](http://www.dol.gov)

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

Iowa Workforce Development

Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities. For deaf and hard of hearing, use Relay 711.  
70-8035 (01-09)

# Equal Employment Opportunity is the **LAW**

## What Does Equal Employment Opportunity Mean?

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

## What Does the Law Cover?

Chapter 216 of the *Code of Iowa*, as amended, (The Iowa Civil Rights Act), prohibits discrimination in employment because of a person's:

<b>Race</b>	<b>Age (18 and older)</b>
<b>Creed</b>	<b>National Origin</b>
<b>Color</b>	<b>Gender Identity</b>
<b>Sex</b>	<b>Sexual Orientation</b>
<b>Pregnancy</b>	<b>Disability</b>
<b>Religion</b>	

## To Whom Does the Law Apply?

- Persons who apply for employment with, or employees of, private employers, state and local governments, and public and private educational institutions with four or more employees.
- Employment agencies, labor unions, contractors, and sub-contractors, and apprenticeship programs.

## What Other Resources Are Available to Help with a Discrimination Problem?

You may also contact the local human rights, civil rights or human relations agency in your area, or the U.S. Equal Employment Opportunity Commission (EEOC), a federal agency. The EEOC District Office is located at:

310 West Wisconsin Ave., Suite 800  
Milwaukee, WI 53203-2292  
414-297-1111

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

## What Action Will an Agency Take?

The Commission's staff can answer questions about your rights under the Act and help you take the necessary steps to file a complaint if you decide to pursue a claim. Once a complaint is filed, the Commission will take all appropriate actions to process the complaint. There is no charge to file a complaint and you do not need an attorney to file a complaint with the Commission.

## What Should I Do If I Believe I've Been Discriminated Against?

You should immediately contact:

**Iowa Civil Rights Commission**  
400 E. 14<sup>th</sup> Street, Grimes Building  
Des Moines, Iowa 50319  
515-281-4121, 1-800-457-4416  
515-242-5840 (FAX)

<http://www.state.ia.us/government/crc>

You may contact the Commission by telephone or mail for information, or assistance in filing a complaint. The Commission's office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. You may leave a message at 515-281-4121 after hours for a return call. **Your complaint must be filed within 300 days of the discriminatory act.**

**“Injustice anywhere is a threat to justice everywhere.” – Martin Luther King, Jr.**

# **NO SMOKING**

**Pursuant to the Iowa Smokefree Air Act**



**FOR MORE INFORMATION OR TO  
REGISTER A COMPLAINT CALL  
1-888-944-2247 OR VISIT  
[www.IowaSmokefreeAir.gov](http://www.IowaSmokefreeAir.gov)**

