

Since 1983



1961 Diamond Springs Road
Virginia Beach, VA 23455
Phone (757) 460-6308
Fax (757) 457-9345

MICHIGAN EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Unemployment Compensation Notice
2. Safety and Health Notice (English and Spanish)
3. Minimum Wage
4. Whistleblowers Protection
5. Right to Know
6. Discrimination

If you have any questions, please contact your supervisor.

Thanks,
Human Resources



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
TALENT INVESTMENT AGENCY
UNEMPLOYMENT INSURANCE

ROGER CURTIS
DIRECTOR
WANDA M. STOKES
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 Unemployment Insurance (UI).
- Register for work each time a new, additional or re-opened claim is filed as directed by UI.
- Have sufficient earnings in the past 18 months.
- Be able to work.
- Be available for work. You must immediately inform UI and all base period employers of any changes to your contact information (mailing address and telephone number) and respond to all UI requests to update your contact information.
- If directed by UI, appear at a specified location provided in a mailed notice for an evaluation of your eligibility for unemployment benefits.
- If requested by UI, 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 UI.

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 UI website at www.michigan.gov/uia. Select “Michigan Web Account Manager (MiWAM)” logo to sign up for a web account with UI. 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 “Michigan Web Account Manager for Claimants and Employers” link 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 UI. 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 UI at 1-866-500-0017 (TTY customers use 1-866-366-0004). UI 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 UI. Please complete the following information in the spaces below.

Your **10-digit UI 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.

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 MIOASH 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: MIOASHA 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 (4MIOASHA).
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 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 MIOASHA 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 MIOASHA standard.

EMPLOYEE REQUIREMENTS: MIOASHA 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.

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 (MIOASHA) 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 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.

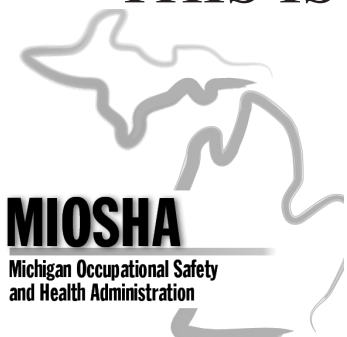
The Michigan Department of Licensing and Regulatory Affairs offers limited on-site consultation assistance to employers to assist them in achieving compliance with occupational safety and health standards. Training specialists are available and can give advice on the correction of hazardous conditions 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
530 W. Allegan Street, Box 30643
Lansing, Michigan 48909-8143
www.michigan.gov/miosha

THIS IS AN IMPORTANT DOCUMENT - DO NOT COVER!



MIOASHA Complaint Hotline..... 1-800-866-4674
Fatality Hotline 1-800-858-0397
MIOASHA 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. (10,000 copies printed at \$705.54 or \$0.07 per copy.)

PROTECCIÓN DE LA SEGURIDAD Y LA 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 QUEDO REFORMADA, EXIGE LA COLOCACIÓN DE ESTE DOCUMENTO EN UN SITIO CENTRAL Y VISIBLE. EL NO HACERLO PUEDE RESULTAR EN UNA SANCIÓN.

La Ley de Seguridad y Salud en el Trabajo del Estado de Michigan (Ley MIOSH por sus siglas en inglés) -Ley No. 154 de las Leyes Públicas de 1974, según quedo reformada, protege la seguridad en el trabajo para los empleados de Michigan a través del mantenimiento de condiciones de trabajo sanas y seguras. Bajo la ley MIOSHA y un plan estatal aprobado en septiembre de 1974 por el Departamento de Trabajo de EE.UU., el Departamento de Licencias y Regulación Asuntos de Michigan es responsable de administrar la Ley. Los representantes del departamento realizan inspecciones e investigaciones en el lugar de trabajo para garantizar el cumplimiento de la Ley y de las normas de seguridad y salud.

El contenido de este póster describe muchas disposiciones importantes de la Ley. Estas disposiciones aplican por igual a los empleadores y a los empleados tanto en la industria privada como en el sector público.

REQUISITOS PARA EL EMPLEADOR: MIOSHA requiere que cada empleador:

1. Brinde 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 bajo la Ley, incluyendo las disposiciones de las reglas y normas correspondientes.
4. Notifique al Departamento de Licencias y Regulación Asuntos de Michigan dentro de un plazo de ocho horas si ocurre cualquier fatalidad relacionada con el trabajo. La notificación puede realizarse llamando al 1-800-858-0397 o informe en línea en www.michigan.gov/recordkeeping.
5. Notifique al Departamento de Licencias y Regulación Asuntos de Michigan dentro de un plazo de 24 horas de todas las hospitalizaciones, amputaciones y pérdidas de un ojo que estén relacionadas con el trabajo. La notificación puede realizarse llamando al 1-844-464-6742 (4MIOSHA).
6. Ponga a disposición de los empleados, para su inspección y copia, todos los expedientes médicos y datos de salud que estén en posesión del empleador referentes a ese empleado.
7. Proporcione al empleado la oportunidad, con o sin compensación, de asistir a todas las reuniones entre el Departamento de Licencias y Regulación Asuntos de Michigan y el empleador referentes a cualquier apelación de una citación por el empleador.
8. Dele al representante de empleados la oportunidad de acompañar al Departamento durante la inspección o investigación de un lugar de empleo y prohíba la pérdida de salario o beneficios complementarios, o la discriminación contra el representante de los empleados por el tiempo dedicado a participar en la inspección, investigación o conferencias de apertura y cierre.
9. Proporcione equipo de protección personal, los gastos corren por cuenta del empleador, cuando una norma de MIOSHA lo requiera específicamente.
10. 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 tomar parte en un proceso que haya sido marcado por el Departamento y que sea el objeto de una orden emitida por el Departamento identificando que existe un peligro inminente.
11. Notifique lo antes posible a un empleado que fue expuesto o está siendo expuesto a sustancias tóxicas o agentes físicos dañinos en concentraciones o niveles que sobrepasan los prescritos por una norma MIOSHA.

REQUISITOS PARA EL EMPLEADO: MIOSHA requiere que cada 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 trabajo, o que interfiera de cualquier manera con el uso del mismo por otra persona.

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

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

QUEJAS: Los empleados y los representantes de los empleados que piensen que existe una condición insegura o insalubre en el lugar de trabajo tienen el derecho de solicitar una inspección mediante una notificación por escrito al Departamento de Licencias y Regulación Asuntos de Michigan. Si existe una condición que pueda representar un peligro inmediato, el Departamento deberá ser notificado lo antes posible sin que sea necesario una notificación por escrito. Los nombres de los reclamantes serán tratados de manera confidencial y no serán revelados si el empleado así lo solicita. Los empleados también tienen el derecho de informar al representante del departamento sobre condiciones inseguras o insalubres durante la realización de una inspección o investigación.

La Ley estipula que los empleados no pueden ser despedidos o discriminados de ninguna manera por presentar una queja o ejercer cualquiera de sus derechos bajo la Ley. Un empleado que piense que ha sido discriminado puede presentar una queja al Departamento de Licencias y Regulación Asuntos de Michigan dentro de un plazo de 30 días de la presunta discriminación.

El Departamento de Trabajo de EE.UU. está supervisando la operación de la Administración de Seguridad y Salud Ocupacional de Michigan para asegurar la administración efectiva de la ley estatal. Cualquier persona puede presentar una queja referente a la administración del estado de la ley estatal por escrito directamente a la Oficina Regional de OSHA a la siguiente dirección: Regional Office of OSHA, 230 South Dearborn, Chicago, Illinois 60604.

CITACIONES: Si tras la inspección o investigación el Departamento de Licencias y Regulación de Michigan cree que un requisito de la Ley ha sido infringido, se emitirá al empleado una citación alegando dicha infracción. La citación debe colocarse en lugar visible en el lugar o cerca del lugar de la supuesta infracción durante tres días o hasta que se corrija la infracción, lo que ocurra último.

La Ley proporciona sanciones de primera instancia de un máximo de \$7,000 dólares por infracción. Se podrán imponer sanciones de hasta \$7,000 dólares al día por no corregir una infracción dentro del plazo de corrección propuesto. Se le podrán imponer sanciones de hasta \$70,000 por cada infracción a cualquier empleador que infrinja la Ley de manera deliberada o repetidamente. Los empleadores pueden apelar la presunta citación, las penas propuestas o los períodos de corrección al Departamento y al Consejo de Cumplimiento y Apelaciones de Salud y Seguridad. Los empleados también pueden apelar el periodo de corrección de 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.

También hay sanciones criminales provistas en la Ley. Una persona que deliberadamente realiza una declaración falsa o informe referente a la Ley podrá ser castigado en caso de condena con una multa de hasta \$10,000 o puede ser encarcelado por un periodo no mayor a 6 meses o ambas sanciones. Cualquier infracción deliberada que resulte en la muerte de un empleado, en caso de condena, se podrá castigar con una multa de \$10,000 o con un periodo de encarcelación no mayor a un año, o ambas sanciones. Una segunda condena conlleva sanciones monetarias dobles y se podrá castigar con un periodo de encarcelación de hasta tres años.

ACTIVIDAD VOLUNTARIA Y ASISTENCIA CON EL CUMPLIMIENTO: La ley anima a los empleadores y empleados a reducir voluntariamente los peligros en el lugar de trabajo.

El Departamento de Licencias y Regulación Asuntos de Michigan ofrece un servicio de consultoría limitado en el lugar de trabajo limitadas para ayudar a los empleadores a lograr el cumplimiento de las normas de seguridad y salud en el trabajo. Hay especialistas en capacitación disponibles y pueden ofrecer consejo en lo referente a la corrección de condiciones peligrosas y al desarrollo de sistemas de seguridad y salud. El personal del departamento está disponible para conducir seminarios y capacitación con relación a la seguridad y salud en el trabajo tanto para el empleador como para grupos de empleados. Las solicitudes para este servicio se deben enviar al departamento a la dirección mencionada abajo.

El Departamento de Trabajo de EE.UU. continuará haciendo cumplir las normas federales que regulan las operaciones marítimas portuarias, construcción naval, desguace de barcos y reparación de barcos. Estos asuntos no están incluidos en el Plan de Seguridad y Salud Ocupacional del Estado de Michigan.

MÁS INFORMACIÓN:

Departamento de Licencias y Regulación Asuntos de Michigan
Administración de Seguridad y Salud Ocupacional de Michigan
530 W. Allegan Street, Box 30643
Lansing, Michigan 48909-8143
www.michigan.gov/miosha

ESTE ES UN DOCUMENTO IMPORTANTE — ¡NO LO CUBRA!



Línea directa MIOSHA para quejas.....1-800-866-4674
Línea directa de Fatalidades.....1-800-858-0397
Informe de Lesiones/Enfermedades MIOSHA.....1-844-464-6742
Servicio de Consultoría y Capacitación.....1-517-284-7720

El Departamento de Licencias y Regulación Asuntos de Michigan es un empleador/programa con igualdad de oportunidades.





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 per 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)

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.

This poster is provided as a courtesy of the Michigan Occupational Safety and Health Administration (MIOSHA). Visit our website at www.michigan.gov/miosha.

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.

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

Persons with disabilities needing accommodations for employment
must notify their employers in writing within 182 days.

*¹ Under 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.