

Since 1983



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

FLORIDA EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Discrimination Poster
2. Minimum Wage Poster
3. Unemployment Poster
4. Workers' Comp Poster
5. Child Labor Poster

If you have any questions, please contact your MANCON Supervisor.

Thanks,
Human Resources

**FLORIDA LAW
PROHIBITS
DISCRIMINATION**

BASED ON:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN,
DISABILITY, AGE, PREGNANCY OR MARITAL STATUS.

WHAT IS COVERED UNDER THE LAW:

- EMPLOYMENT
- PUBLIC ACCOMMODATIONS
- RETALIATION AFTER FILING A CLAIM
- STATE EMPLOYEE WHISTLE-BLOWER RETALIATION

*If you feel that you have been discriminated against,
visit our web site or call us!*

**FLORIDA COMMISSION ON
HUMAN RELATIONS**

4075 Esplanade Way, Suite 110
Tallahassee, Florida 32399
<http://FCHR.state.fl.us>

Phone: (850) 488-7082
Voice Messaging 1-800-342-8170

**LA LEY DE LA FLORIDA
PROHIBE
DISCRIMINACIÓN**

BASADA EN:

RAZA, COLOR, RELIGIÓN, SEXO, ORIGEN NACIONAL,
INCAPACIDAD, EDAD, EMBARAZO, O ESTADO CIVIL.

LO QUE ESTÁ CUBIERTO BAJO LA LEY:

- EMPLEO
- LUGARES DE ACOMODO PÚBLICO
- ACCIÓN VENGATIVE DESPUES
DE PRESENTAR UNA QUEJA
- ACCIÓN VENGATIVA EN CONTRA DE PRESENTAR UNA QUEJA
BAJO LA LEY DE "SOPLAÓN" (WHISTLE-BLOWER)

*¡Si usted siente que ha sido discriminado,
visite nuestra página web o llámenos!*

**LA COMISIÓN DE RELACIONES
HUMANAS DE LA FLORIDA**

4075 Esplanade Way, Suite 110
Tallahassee, Florida 32399
<http://FCHR.state.fl.us>

Teléfono: (850) 488-7082
Correo de Voz: 1-800-342-8170

Effective September 30, 2024, the Florida minimum wage will be \$13.00 per hour.

On November 3, 2020, Florida voters approved a constitutional amendment to gradually increase the state's minimum wage each year until reaching \$15.00 per hour in September 2026. On September 30, 2024, Florida's minimum wage will increase to \$13.00 per hour. Each year thereafter, Florida's minimum wage will increase by \$1.00 until the minimum wage reaches \$15.00 per hour on September 30, 2026. Resuming in 2027, the minimum wage will be adjusted annually for inflation.

Employers must pay their employees the hourly state minimum wage for all hours worked in Florida. The definitions of *employer*, *employee*, and *wage*, for state purposes, are the same as those established under the federal Fair Labor Standards Act (FLSA) and its implementing regulations. Employers of *tipped employees*, who meet eligibility requirements for the tip credit under the FLSA, may credit toward satisfaction of the minimum wage tips up to the amount of the allowable FLSA tip credit of 2003. However, the employer must pay *tipped employees* a direct wage. The direct wage is calculated as equal to the minimum wage (\$13.00) minus the 2003 tip credit (\$3.02), or a direct hourly wage of \$9.98 as of September 30, 2024.

Employees who are not paid the minimum wage may bring a civil action against the employer or any person violating Florida's minimum wage law. The Attorney General, or other official designated by the State legislature, may also bring a civil action to enforce the State's minimum wage. FLSA information and compliance assistance can be found at: <https://www.dol.gov/agencies/whd/flsa>.

Section 448.109, Florida Statutes, requires employers who must pay their employees the Florida minimum wage to post a minimum wage notice in a conspicuous and accessible place in each establishment where these employees work. Florida's minimum wage notice is available for downloading in English, Spanish, and Creole from the Florida Department of Commerce's website at <https://www.floridajobs.org/business-growth-and-partnerships/for-employers/display-posters-and-required-notices>.

In addition to the Florida minimum wage notice, federal law requires employers to post a notice of the federal minimum wage. The federal poster can be downloaded from the U.S. Department of Labor's website at <https://www.dol.gov/agencies/whd/posters/flsa>.

For additional information, visit the Florida Department of Commerce, Bureau of Workforce Statistics and Economic Research webpage at <https://www.floridajobs.org/workforce-statistics>.

Desde el 30 de septiembre de 2023, el salario mínimo de Florida será de \$12.00 por hora, con un mínimo de, al menos, \$8.98 por hora adicionales a las propinas para los empleados que reciben propinas, hasta el 29 de septiembre de 2024.

El 3 de noviembre de 2020, los votantes de Florida aprobaron una enmienda constitucional estatal para que el salario mínimo del estado se incremente gradualmente cada año hasta que alcance los \$15.00 por hora el 30 de septiembre de 2026. El 30 de septiembre de 2023, el salario mínimo de Florida incrementará a \$12.00 por hora. En lo sucesivo, el salario mínimo de Florida incrementará \$1.00 cada año hasta que alcance los \$15.00 por hora el 30 de septiembre de 2026. Comenzando en 2027, el salario mínimo se ajustará anualmente de acuerdo con la inflación.

Los empleadores no podrán tomar represalias contra los empleados que ejerzan su derecho de recibir el salario mínimo. Los derechos protegidos conforme a la Constitución Estatal de Florida incluyen el derecho de:

- presentar una querrela por el presunto incumplimiento de los requisitos respecto al salario mínimo legal de parte de algún empleador;
- informarle a cualquier persona el presunto incumplimiento de los requisitos legales respecto al salario mínimo de parte de algún empleador;
- informarle a cualquier persona acerca de los derechos que pueda tener conforme a la Sección 24, Artículo X de la Constitución Estatal y ayudar a la persona a ejercer dichos derechos.

Un empleado que no haya recibido el salario mínimo legal después de haberle notificado a su empleador y haberle dado un plazo de quince (15) días para resolver toda reclamación de salarios no pagados tiene derecho a interponer una acción civil contra algún empleador en un tribunal de ley para recuperar los salarios atrasados, así como daños y perjuicios y honorarios de abogados.

Un empleador que sea hallado culpable de violar intencionalmente los requisitos del salario mínimo está sujeto a que se le imponga una multa de \$1,000 que deberá pagarle al estado por cada violación. El procurador general u otro funcionario designado por la Legislatura puede interponer una acción civil para hacer cumplir los requisitos respecto al salario mínimo.

Para conocer más detalles, véase la Sección 24, Artículo X de la Constitución Estatal de Florida y el artículo 448.110, Leyes de Florida.



To Employees:

- **Your Employer** is registered with the Florida Department of Revenue as an employer who is liable under the Florida Reemployment Assistance Law. This means that **You**, as employees, are covered by the Reemployment Assistance Program, formerly known as Unemployment Compensation Program.
- **Reemployment assistance taxes** finance the benefits paid to eligible unemployed workers. **Those taxes are paid by your employer and, by law, cannot be deducted from employee's wages.**
- You may be eligible to receive reemployment assistance benefits if you meet the following requirements:
 1. You must be totally or partially unemployed through no fault of your own.
 2. You must apply for benefits at **<https://connect.myflorida.com>**.
 3. You must register for work at **www.employflorida.com**.
 4. You must have a history of sufficient employment and wages.
 5. You must be **Able** to work and **Available** for work.
- You may file a claim for partial unemployment for any week you work less than full time due to lack of work if your wages during that week are less than your weekly benefit amount.
- You must report all earnings while claiming benefits. Failure to do so is a third-degree felony with a maximum penalty of 5 years imprisonment and a \$5,000 fine.
- Discharges related to misconduct connected with work may result in disqualification with a penalty period **AND** remain in effect until a set amount of wages have been earned with new employment.
- Voluntarily quitting a job without good cause attributable to the employer may result in disqualification until a set amount of wages have been earned with new employment.
- If you have any questions regarding reemployment assistance benefits, contact the Department of Economic Opportunity, Reemployment Assistance Program at:

**Department of Economic Opportunity
Division of Workforce Services
Reemployment Assistance Program
1-800-204-2418
www.floridajobs.org**



Empleados:

- **Su empleador** está registrado en el Departamento de Hacienda de Florida como empleador responsable, según la Ley de Asistencia de Reempleo de Florida. Esto significa que **Ustedes**, como empleados, están cubiertos por el Programa de Asistencia de Reempleo, previamente conocido como Programa de Compensación por Desempleo.
- **Los impuestos de Asistencia de Reempleo** financian los beneficios que se pagan a los trabajadores desempleados que reúnen los requisitos. **Esos impuestos son pagados por su empleador y, según la ley, no se pueden descontar de los salarios de los empleados.**
- Usted puede ser apto para recibir beneficios de asistencia de reempleo si reúne los siguientes requisitos:
 1. Debe estar total o parcialmente desempleado y no debe ser por causa atribuible a Usted.
 2. Debe solicitar los beneficios en **<https://connect.myflorida.com>**.
 3. Deber registrarse para trabajar en **www.employflorida.com**.
 4. Debe tener una historia de empleo y salarios suficientes.
 5. Debe hallarse **Capaz** para trabajar y **Disponible**.
- Usted puede presentar una reclamación por desempleo parcial por aquella semana en la que trabaje menos del horario completo debido a la falta de trabajo, si sus salarios durante esa semana son menores que el monto de su beneficio semanal.
- Usted debe informar todos sus ingresos mientras esté reclamando beneficios. Dejar de informarlos es un delito grave del tercer grado que conlleva una penalidad máxima de 5 años de cárcel y una multa de \$5,000.
- Los despidos relacionados con la conducta laboral indebida podrían conllevar la descalificación con un período de penalidad **Y** la descalificación permanecería en vigencia hasta que gane una cantidad establecida de salarios en el nuevo empleo.
- Abandonar voluntariamente el trabajo sin causa justificada atribuible al empleador podría conllevar la descalificación hasta que gane una cantidad establecida de salarios en el nuevo empleo.
- Si tiene alguna pregunta con respecto a los beneficios de asistencia de reempleo, comuníquese con el Departamento de Oportunidad Económica, Programa de Asistencia de Reempleo en:

Department of Economic Opportunity
Division of Workforce Services
Reemployment Assistance Program
1-800-204-2418
www.floridajobs.org

Este aviso debe publicarse conforme a la Sección 443.151(1) Leyes de Florida, de la Ley del Programa de Asistencia de Reempleo de Florida.

Workers' Comp Works For You

Workers' compensation pays for all authorized medically necessary care and treatment related to your injury or illness.

If you are unable to work or your earnings are lower because of a work related injury or illness, and you have been disabled for more than seven calendar days, you may be eligible for some wage replacement benefits.

\$25,000 Reward

ANTI-FRAUD REWARD PROGRAM

Rewards of up to \$25,000 may be paid to persons providing information to the Department of Financial Services leading to the arrest and conviction of persons committing insurance fraud, including employers who illegally fail to obtain workers' compensation coverage. Persons may report suspected fraud to the department at

1-800-378-0445 or online at **<https://first.fldfs.com>**

A person is not subject to civil liability for furnishing such information, if such person acts without malice, fraud or bad faith.

This notice of compliance must be posted by the employer and maintained conspicuously in and about the employer's place or places of employment.
State of Florida
Division of Workers' Compensation

69L-6.007, F.A.C. Compensation Notice
DFS-F4-1548
Revised March 2010
(Fraud reporting link updated May 2021)

If you are injured on the job:

- 1.** Notify your employer immediately to get the name of an approved physician. Workers' comp insurance may not pay the medical bills if you don't report your injury promptly to your employer.
- 2.** Notify the doctor and medical staff that you were injured on the job so that bills may be properly filed.
- 3.** If you have any problems with your claim or suffer excessive delays in treatment, contact the State of Florida's Division of Workers' Compensation at 1-800-342-1741.

EMPLOYER - Name: MANAGEMENT CONSULTING INC
Address: 1961 DIAMOND SPRINGS RD
VIRGINIA BEACH VA 23455-2319

CARRIER - Name: THE TRAVELERS INSURANCE COMPANIES
Address: P.O. BOX 4614
BUFFALO, NY 14240-4614

W09P152315 - Name: BROWN & BROWN INS SVCS Eff. Date: 10-01-24
POLICY NUMBER: UB-3R064878-24-14-G Exp. Date: 10-01-25

Compensación por accidentes de trabajo labora para usted:

Compensación por accidentes de trabajo
paga por todos los gastos médicos y tratamientos autorizados que se relacionen con su lesión u enfermedad y sean médicamente necesarios.

Si usted no puede trabajar o su ingreso es reducido debido a una lesión u enfermedad relacionada con su trabajo, y ha estado incapacitado por más de siete días, puede que sea elegible para recibir compensación por una porción de su sueldo.

Recompensa de \$25,000.00

PROGRAMA DE RECOMPENSACIÓN ANTI FRAUDE

Recompensas de hasta \$25,000.00 pueden ser pagadas

a personas que proveen información al Departamento de Servicios Financieros que conduzca al arresto y convicción de aquellos que cometen fraude de seguros, incluyendo empleadores que ilegalmente dejan de obtener un seguro por accidentes de trabajo. Se puede reportar sospechas de fraude al Departamento llamando al

1-800-378-0445 o por correo electrónico al

<https://first.fldfs.com>

Nadie es sujeto a responsabilidad civil por someter dicha información si se actúa sin malicia, fraude o mala fe.

Esta notificación debe ser colocada y mantenida a la vista por el empleador en y alrededor del lugar o lugares de empleo.
Estado de la Florida,
División de Compensación por Accidentes de Trabajo

69L-6.007, F.A.C. Compensation Notice
DFS-F4-2026
Revised March 2010
(Fraud reporting link updated May 2021)

Si usted se lastima en su lugar de empleo:

1. Notifique a su empleador inmediatamente para obtener el nombre de un médico autorizado. Puede que el seguro de compensación por accidentes de trabajo no pague sus cuentas médicas si usted no reporta su accidente lo mas antes posible a su empleador.

2. Notifique al médico y a su personal que usted se lastimó en su lugar de empleo para que las cuentas medicas sean debidamente remitidas.

3. Si usted tiene algún problema con su reclamo o si tiene demasiadas demoras en su tratamiento, comuníquese con la División de Compensación por Accidentes de Trabajo al 1-800-342-1741

EMPLOYER - Name: MANAGEMENT CONSULTING INC

Address: 1961 DIAMOND SPRINGS RD
VIRGINIA BEACH VA 23455-2319

CARRIER - Name: THE TRAVELERS INSURANCE COMPANIES

Address: P.O. BOX 4614
BUFFALO, NY 14240-4614

AGENT - Name: BROWN & BROWN INS SVCS

W09P2E21

POLICY NUMBER: UB-3R064878-24-14-G

Eff. Date: 10-01-24

Exp. Date: 10-01-25



CHILD LABOR LAWS

The State of Florida and the Federal Fair Labor Standards Act (FLSA)

Protecting the Health, Education and Welfare of Minors in the Workplace.

This chart summarizes the child labor laws of the State of Florida.
The Federal Fair Labor Standards Act (FLSA) may be more restrictive.

	Minors 16 & 17	Minors 14 & 15
SCHOOL ATTENDANCE	May NOT work during school hours unless they meet a criterion of the Hour Restrictions listed below.	Florida: May not work during school hours (some exceptions apply).
		As provided in 450.021(1), no person 13 years or younger shall be employed, permitted or suffered to work in any gainful occupation at any time (See Age Restrictions)
PERMITS TO WORK	Not required under Florida Law.	
HOURS OF WORK, WHEN SCHOOL IS IN SESSION	May work up to 30 hours per week. Not before 6:30 a.m. or later than 11 p.m. and for no more than 8 hours a day when school is scheduled the following day, except on a holiday or Sunday. On days when school does not follow, there are no hour restrictions.	May work up to 15 hours per week. Not before 7 a.m. or after 7 p.m. and for no more than 3 hours a day on school days, when a school day follows. May work up to 8 hours on Friday, Saturday, Sunday, and on non-school days, when school days do not follow, until 9 p.m. Daily maximum of 3 hrs. on school days, 8 hours non-school days; weekly maximum is 18 hours; not before 7 a.m. or after 7 p.m. Note: Application of state law allows this age group to work up to 8 hours on days when school days do not follow, until 7 p.m.
HOURS OF WORK, WHEN SCHOOL IS NOT IN SESSION (summer vacation; winter and spring breaks)	No Limitations Note: Hazardous occupations still apply for minors.	Florida: May work up to 8 hrs. per day and up to 40 hrs. per week; may not work before 7 a.m. or after 9 p.m.
DAYS PER WEEK	15 yrs. or younger may not work more than 6 consecutive days in any one week.	
BREAKS	15 yrs. or younger without a 30-minute break after working 4 consecutive hours, applicable to 17/16 years of age when working 8 hours or more.	
AGRICULTURE	Florida: Minors participating in farm work, not on their parents or guardian’s farm, must comply with the same restrictions as in other work.	
RESTRICTED OCCUPATIONS This section represents Chapter 450.061- Hazardous Occupations Prohibited, Exemptions. Note that HB917 (2024) authorizes minors aged 16/17 to work in residential construction if the minor: has earned his/her OSHA 10 certification; is under the direct supervision of a person 21 years of age with at least 2 years of related experience and has his/her OSHA 10 Certification; is not working on any scaffolding, roof, superstructure, or ladder above 6 feet; and is not in violation of any OSHA rules or federal law related to minors in the workplace. The State of Florida has incorporated the 17 Hazardous Occupations (H0s) of the FLSA into the Florida Child Labor Rule. For more info on FLSA HOs, contact the U.S. Department of Labor, Wage and Hour Division, Child Labor U.S. Department of Labor (dol.gov)		
Minors under the age of 18 may not work in below occupations: - Working in or around explosives or radioactive substances - Operating Motor vehicles - Logging or sawmilling - Operating power-driven meat processing machines to include meat and vegetable slicers, slaughtering, meat packing, processing or rendering - Working on any scaffolding, roofs or ladders above 6 feet; or non-residential building construction - Wrecking, demolition or excavation - Mining occupations - Operating power-driven bakery; metal-forming, punching, and shearing machines; woodworking, paper products or hoisting machines - Manufacturing brick and tile products - Operating circular saws, band saws, & guillotine shears - Working with compressed gases exceeding 40 p.s.i. - Working in or around toxic substances, corrosives or pesticides - Firefighting - Working with electrical apparatus or wiring - Operating or assisting to operate tractors over 20 PTO horsepower, forklifts, earthmoving equipment, any harvesting, planting, or plowing machinery or any moving machinery		Minors 14 and 15 may not work in these occupations: - Operating any power-driven machinery other than office machines, including all power mowers and cutters - Maintaining or repairing, machines, or equipment - Working in freezers or meat coolers - Operating, setting up, adjusting, or cleaning power-driven meat or vegetable slicers, grinders, food choppers, and cutters, and bakery-type mixers. - Operating motor vehicles - Manufacturing, mining, or processing occupations where goods are manufactured, mined, or processed. - Cooking (some exceptions apply) & baking. - Working in occupations in Transportation, Warehouse & Storage, Communications, and Construction (except clerical); boiler or engine rooms - Loading and unloading trucks - Working in public messenger services - Handling certain dangerous animals - Conducting door-to-door sales of products as employment (some exceptions) - Spray painting
EXEMPTIONS Hour Restrictions – (from hour restrictions only; hazard restrictions apply until 18 yrs.) - Minors who have been married - Minors who have either graduated from an accredited high school or hold a high school equivalency diploma. - Minors 16/17yrs. who are enrolled in a home education program, or an approved virtual instruction school program. - Minors 16/17 yrs. who have obtained a waiver allowing them to work more than 30hrs/week. The 40-hour limitation still applies. - Minors who hold waivers from a K-12 Public School or Child Labor Compliance with <u>specified hours restrictions</u>. - A court order may authorize an exemption from hourly restrictions.		EXEMPTIONS Age Restrictions — (from age requirements; hazard restrictions still apply until 18 yrs.) - Minors who work for their parents who owned the business in occupations not declared hazardous. - Pages in the Florida legislature - Minors in the entertainment industry registered with Child Labor Compliance as prescribed in ss. 450.012 and 450.132, F.S. - A court order may authorize an exemption from age restrictions.
PARTIAL WAIVERS The Florida Child Labor law is designed to serve and protect minors and encourage them to remain in school. At times, some minors may feel that the law conflicts with their best interest or their life circumstances; therefore, they have the right to request an exemption from the law. If a minor is attending the K-12 public school, a waiver may be obtained and granted by the local school district. All other minors may request an application by contacting the Department of Business and Professional Regulation Child Labor Program. Waiver applications are reviewed and granted on a case-by-case basis. To qualify, applicants must demonstrate that certain requirements of Florida law need to be waived. Employers must keep a copy of partial waivers of employed minors. PENALTIES Florida: Employment of minors in violation of Florida Child Labor laws may result in fines up to \$2,500 per offense and/or be guilty of a second-degree misdemeanor. FLSA: Maximum fines up to \$11,000 per minor / per violation. WORKERS’ COMPENSATION Florida: If an injured minor is employed in violation of any provisions of the Child Labor laws of Florida, an employer may be subject to up to double the compensation otherwise payable under Florida Workers’ Compensation law. POSTING REQUIREMENTS Florida: All employers of minors must post in a conspicuous place on the property or place of employment, where it may be easily read, a poster notifying minors of Florida Child Labor laws. For information on Florida laws contact: Florida Department of Business and Professional Regulation • Child Labor Program 2601 Blair Stone Road • Tallahassee, FL 32399-2212 • Telephone 850.488.3131; Toll-Free 1.800.226.2536 • www.myfloridalicense.com For information on Federal laws contact U.S. Department of Labor, Wage & Hour Division, listed in the telephone directory under U.S. Government; Child Labor U.S. Department of Labor (dol.gov)		
Florida Department of Business and Professional Regulation and the United States Department of Labor "Working Together for Florida's Workforce"		
04/2024 s.450.045(2), F.S.		