

Since 1983



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

IDAHO EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Idaho Minimum Wage Law
2. Idaho Equal Employment Opportunity
3. Idaho Unemployment Insurance Benefits
4. Idaho Prohibits Discrimination
5. Workers Compensation

If you have any questions, please contact your supervisor.

Thanks,
Human Resources

IDAHO MINIMUM WAGE LAW

SECTION 44-1502, IDAHO CODE: Except as hereinafter otherwise provided, no employer shall pay to any of his employees any wages computed at a rate of less than:

\$7.25 PER HOUR

AS OF JULY 24, 2009

TIPPED EMPLOYEES: Any employee engaged in an occupation in which he customarily and regularly receives more than thirty dollars (\$30.00) a month in tips will be paid a minimum of \$3.35 per hour. If an employee's tips combined with the employer's cash wage do not equal the minimum hourly wage, the employer must make up the difference.

OPPORTUNITY WAGE: Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.

SECTION 44-1504, IDAHO CODE, EXEMPTIONS FROM MINIMUM WAGE: The provisions of this act shall not apply to any employee employed in a bona fide executive, administrative, or professional capacity; to anyone engaged in domestic service; to any individual employed as an outside salesperson; to seasonal employees of a non-profit camping program; or to any child under the age of sixteen (16) years working part-time or at odd jobs not exceeding a total of four (4) hours per day with any one (1) employer; or any individual employed in agriculture if; such employee is the parent, spouse, child or other member of his employer's immediate family; or such employee is older than sixteen (16) years of age and is employed as a harvest laborer and is paid on a piece-rate basis in an operation which has been, and is customarily and generally recognized as having been paid on a piece-rate basis in the region of employment, and commutes daily from his permanent residence to the farm on which he is so employed, and has been employed in agriculture less than thirteen (13) weeks during the preceding calendar year; or such employee is sixteen (16) years of age or under and; is employed as a harvest laborer, is paid on a piece-rate basis in an operation which has been, and is customarily and generally recognized as having been paid on a piece-rate basis in the region of employment, and is employed on the same farm as his parent or person standing in the place of his parent, and is paid at the same piece-rate basis as employees over the age of sixteen (16) years are paid on the same farm; or such employee is principally engaged in the range production of livestock.

SECTION 45-606, IDAHO CODE: All wages due a separated employee must be paid the earlier of the next regularly scheduled payday or within 10 days of separation, weekends and holidays excluded. If the separated employee makes a written request for earlier payment, all wages then due must be paid within 48 hours, weekends and holidays excluded.

The Wage and Hour Section of the Idaho Department of Labor is responsible for the administration of the Idaho Minimum Wage and the Wage Payment Act.

For further information, "A Guide to Idaho Labor Laws" is available at any Idaho Department of Labor office in the state and online at labor.idaho.gov/pdf/wagehour.pdf (English) and labor.idaho.gov/pdf/wagehourspan.pdf (Spanish) or call Kootenai County (208) 457-8789; Boise (208) 332-3570; Pocatello (208) 236-6710, ext. 3659; or Burley (208) 678-5518, ext. 3128. Dial 800-377-3529 for Idaho Relay Service.

NOTICE TO EMPLOYERS:

THIS OFFICIAL NOTICE MUST BE POSTED IN A CONSPICUOUS PLACE, IN OR ABOUT THE PREMISES WHERE ANY PERSON SUBJECT TO THE ACT IS EMPLOYED, OR IN A PLACE ACCESSIBLE TO EMPLOYEES (SECTION 44-1507, IDAHO CODE).

EMPLOYMENT OF WORKERS WITH DISABILITIES OR APPRENTICES MUST BE IN CONFORMANCE WITH SECTION 44-1505 AND 44-1506, IDAHO CODE.

FOR ADDITIONAL POSTERS OR INFORMATION, PLEASE CONTACT THE ADDRESS STATED ON THIS BULLETIN OR ACCESS OUR WEBSITE AT <http://labor.idaho.gov>

EQUAL OPPORTUNITY IS THE LAW

IT IS AGAINST THE LAW FOR THIS RECIPIENT OF FEDERAL FINANCIAL ASSISTANCE TO DISCRIMINATE ON THE FOLLOWING BASIS:

Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

THE RECIPIENT MUST NOT DISCRIMINATE IN ANY OF THE FOLLOWING AREAS:

- Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or
- The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

To file a complaint with IDOL's Equal Opportunity Officer, contact:
Danilo Cabrera
WIOA Equal Opportunity Officer
(208) 332-3570 x 3656
Danilo.Cabrera@labor.idaho.gov

IDAHO
DEPARTMENT OF LABOR
BRAD LITTLE, GOVERNOR
JANI REVIER, DIRECTOR

Idaho Department of Labor is an equal opportunity employer.
Auxiliary aids and services are available upon request to individuals with disabilities.
Dial 711 for Idaho Relay Service.

NOTICE ALL EMPLOYEES

IDAHO
DEPT. OF LABOR

UNEMPLOYMENT INSURANCE BENEFITS

This firm is subject to the Employment
Security Law of the State of Idaho.

All employees, except those specifically exempt,
are insured for compensation during periods of
involuntary unemployment.

Unemployment Insurance

is what the name implies — an INSURANCE paid from
the Employment Security Trust Fund, a fund derived
from taxation against the company or employer.

NO PORTION OF THE COST OF THIS PROGRAM IS DEDUCTIBLE FROM YOUR EARNINGS.

Claims for Unemployment Insurance must be filed
online at labor.idaho.gov/claimantportal.

Don't delay or you could lose your benefits.

Claims should be filed immediately after separation.

Idaho Department of Labor
317 W. Main St., Boise, Idaho 83735-0910
208-332-8942
Website: labor.idaho.gov

Idaho's unemployment insurance programs are 100% funded by U.S. Department of Labor Employment and Training Administration grants totaling \$40,761,255.

Idaho Department of Labor

labor.idaho.gov



A proud partner of the
americanjobcenter
network

The Idaho Department of Labor is an equal opportunity employer and service provider. Reasonable accommodations are available upon request. Dial 711 for Idaho Relay Service.

IDAHO LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT

based on religion, race, color, sex, age (40+), disability and national origin. The law also prohibits retaliation against individuals who exercise their rights under Idaho's antidiscrimination laws.

The Commission also offers educational programs for businesses, human resource organizations and other agencies free of charge.

Rev. 5/2018



TO THE EMPLOYER: THIS NOTICE MUST BE POSTED IN A CONSPICUOUS
PLACE UPON YOUR PREMISES

NOTICE

REGARDING WORKERS'

COMPENSATION INSURANCE

ALL WORKERS EMPLOYED BY THE UNDERSIGNED ARE
HEREBY NOTIFIED THAT THE EMPLOYER HAS COMPLIED
WITH THE LAW AS TO SECURING THE PAYMENT OF COM-
PENSATION TO EMPLOYEES AND THEIR DEPENDENTS, IN
ACCORDANCE WITH THE PROVISIONS OF THE WORKERS
COMPENSATION LAW.

Date 10-01-24

MANAGEMENT CONSULTING INC

Employer

By

Employer's Authorized Agent

An employee receiving an injury by accident must immediately
notify his/her supervisor, superintendent, or the undersigned, who
will provide medical attendance.

Claim for compensation must be made in writing and given to
the employer. Forms for giving notice of injury and making claim
for compensation will be furnished by the employer, by the surety,

THE TRAVELERS INSURANCE COMPANIES

or upon application, by the Industrial Accident Commission, in
Boise, Idaho.