This document, and its attachments, provide information for employees of the GCCCD Auxiliary on employee rights and responsibilities under federal and state law. The information listed below is provided on the website of the state of California, Department of Industrial Relations: http://www.dir.ca.gov/wpnodb.html

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<tr>
<th>Posting</th>
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<td>Emergency phone numbers</td>
<td>Lists emergency responders' phone numbers. Title 8, California Code of Regulations, Construction Safety Orders section 1512 (e)</td>
<td>All employers</td>
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<td>Access to medical and exposure records</td>
<td>Provides information about rights of employees working with hazardous/toxic substances. Available in English and Spanish. Title 8, California Code of Regulations, General Industry Safety Order section 3204</td>
<td>All employers using hazardous or toxic substances</td>
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<td>Operating Rules for Industrial Trucks</td>
<td>Employers using industrial trucks shall post and enforce a set of operating rules. Available in English and Spanish. Poster print date: April 2007</td>
<td>Employers operating forklifts and other types of industrial trucks or tow tractors</td>
</tr>
<tr>
<td>Notice to employees -- injuries caused by work</td>
<td>Advises employees of workers' compensation benefits. Claims administrators and employers need to revise the notice they are currently using and send it to the DWC administrative director for review and approval or they may download and use this version. NOTE: Employers may obtain professionally printed copies of the poster and workers’ comp claim form from their claims administrator. Title 8, California Code of Regulations, Division of Workers’ Compensation section 9881</td>
<td>All employers</td>
</tr>
<tr>
<td>Notice of workers’ compensation carrier and coverage</td>
<td>States the name of the employer’s current compensation insurance carrier, or the fact that the employer is self-insured. Obtained from the employer's workers' compensation insurance carrier. Labor Code section 3550</td>
<td>All employers</td>
</tr>
<tr>
<td>Whistleblower protections</td>
<td>Must be prominently displayed in lettering larger than size 14 type and include a list of employee rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General. The Division of Labor Standards Enforcement has prepared a sample posting that it believes meets the requirements of Labor Code Section 1102.8(a), except for being larger than size 14 type. To view this sample, click here (Pdf) (Doc). This sample is not the only option though, as employers are free to develop their own posting. Labor Code section 1102.8</td>
<td>All employers</td>
</tr>
<tr>
<td>No smoking signage</td>
<td>Signage must be posted designating where smoking is prohibited/permitted in a place of employment. This law is enforced by local law enforcement agencies. Labor Code section 6404.5(c)(1)</td>
<td>All employers</td>
</tr>
<tr>
<td>Log and summary of occupational injuries and illnesses</td>
<td>Form 300 is for logging recordable injuries, form 301 is for collecting details and form 300A is the annual summary form. All three forms are available in various downloadable formats with instructions on the Cal/OSHA publications page. Title 8, California Code of Regulations, Division of Labor Statistics and Research sections 14300 et seq.</td>
<td>Employers with 11 or more employees in the previous year</td>
</tr>
<tr>
<td>Farm labor contractor statement of pay rates</td>
<td>Reference DLSE poster 445. Must be displayed prominently where work is to be performed and on all vehicles used by the licensee for transportation of employees. Must be at least 12 inches high and 10 inches wide. The downloaded version of this posting may not comply with the law as it may not be at least 12 inches high and 10 inches wide. Labor Code section 1695(7)</td>
<td>Farm labor contractors licensed by the Division of Labor Standards Enforcement (DLSE)</td>
</tr>
<tr>
<td>Prevailing wage rate determinations</td>
<td>The body awarding any contract for public work or otherwise undertaking any public work shall cause a copy of the prevailing wage determination for each craft, classification or type of worker needed to execute the contract to be posted at each job site. Labor Code section 1773.2</td>
<td>Public works awarding bodies and contractors</td>
</tr>
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</table>
In addition to postings required by the Department of Industrial Relations, other state and federal agencies have posting obligations. Additional requirements include (this list is not all inclusive):

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<td>Discrimination and Harassment in Employment are Prohibited by Law</td>
<td>The latest information can be obtained from the Department of Fair Employment and Housing (DFEH), reference number 162, available in English and Spanish. 1 (800) 884-1684 FAIR Employment and Housing Act, Government Code section 12900 et seq.</td>
<td>All employers</td>
</tr>
<tr>
<td>Pregnancy disability leave</td>
<td>The latest information can be obtained from the Department of Fair Employment and Housing (DFEH), reference notice DFEH-100-20 &quot;Notice A&quot;. 1 (800) 884-1684 Title 2, California Code of Regulations section 7291.16(d)</td>
<td>Employers of five to 49 employees</td>
</tr>
<tr>
<td>Family care and medical leave (CFRA leave) and pregnancy disability leave</td>
<td>The latest information can be obtained from the Department of Fair Employment and Housing (DFEH), reference notice DFEH-100-21 &quot;Notice B&quot;. 1 (800) 884-1684 Title 2, California Code of Regulations sections 7297.9 and 7291.16(e)</td>
<td>All employers with 50 or more employees and all public agencies</td>
</tr>
<tr>
<td>Notice to employees</td>
<td>Advises employees of potential unemployment insurance, disability insurance and paid family leave insurance benefits. The latest information can be obtained from the Employment Development Department, reference number DE 1857A; also available in Spanish, Vietnamese, and Chinese. (916) 322-2835.</td>
<td>All employers</td>
</tr>
<tr>
<td>Notice to employees: unemployment insurance benefits</td>
<td>The latest information can be obtained from the Employment Development Department, reference number DE 1857D; also available in Spanish, Vietnamese, and Chinese. (916) 322-2835.</td>
<td>All employers</td>
</tr>
<tr>
<td>Notice to employees: time off to vote</td>
<td>Not less than 10 days before every statewide election, every employer shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of section 14000. Elections Code section 14001 et seq.</td>
<td>All employers</td>
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<td>Topic</td>
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<td>Audience</td>
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<td>Equal employment opportunity is the law</td>
<td>Includes Americans with Disabilities Act (ADA) poster. The latest information can be obtained from the U.S. Equal Employment Opportunity Commission, 1 (800) 669-3362</td>
<td>All employers</td>
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<td>Minimum wage (federal Fair Labor Standards Act)</td>
<td>The latest information can be obtained from the U.S. Department of Labor, reference number WH 1088, (415) 744-5590</td>
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<tr>
<td>Notice: Employee Polygraph Protection Act</td>
<td>The latest information can be obtained from the U.S. Department of Labor, reference number WH 1462. Also available in Spanish. (415) 744-5590</td>
<td>All employers</td>
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<tr>
<td>Family and Medical Leave Act (federal FMLA)</td>
<td>The latest information can be obtained from the U.S. Department of Labor, reference number WH 1420. Also available in Spanish. (415) 744-5590</td>
<td>All employers with 50 or more employees and all public agencies</td>
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**Responsibility of GCCCD Auxiliary Employee**

Please sign the last page of this document, acknowledging receipt of this information regarding

**Responsibility of Supervisors and Program Managers**

In California, all employers must meet workplace posting obligations. Workplace postings are usually available at no cost from the requiring agency. The Department of Industrial Relations requires employers to post information related to wages, hours and working conditions in an area frequented by employees where it may be easily read during the workday. Additional posting requirements apply to some workplaces. For a list of available safety and health postings, visit the Cal/OSHA publications page: [http://www.dir.ca.gov/wpnodb.html](http://www.dir.ca.gov/wpnodb.html). They may also be purchased at [http://www.laborlawpostersusa.com/california.html](http://www.laborlawpostersusa.com/california.html) and through other vendors.

Supervisors and program managers should assure that each worksite complies with California and Federal law regarding posting of notices of employee rights and responsibilities.

**Attachments**

Attached are some of the documents referred to above:

- Discrimination and Harassment in Employment
- Equal Employment Opportunity: It’s the Law
- Family Care and Medical Leave and Pregnancy Disability Leave
- Notice to Employees Unemployment
- Notice to Employees: Unemployment Insurance Benefits
- Pregnancy Disability Leave
Acknowledgement of Receipt of Employee Legal Rights and Responsibilities Documents

Employee Name (Please print): ________________________________

My signature below certifies that I have received and reviewed GCCCD Auxiliary procedure “PERSONNEL_9 Employee Legal Rights and Responsibilities and Acknowledgement of Receipt”, and its six attachments, which provide notices of my rights and responsibilities under federal and state law.

Signature: ________________________________

Date: ________________________________
Harassment and discrimination in employment, housing, public accommodations, and services are against the law.

Hate Violence

Under the Ralph Civil Rights Act, it is against the law for any person to threaten or commit acts of violence against a person or property based on race, color, religion, ancestry, national origin, age, disability, gender, sexual orientation, political affiliation, or position in a labor dispute.

Filing a Complaint

If you believe you are a victim of illegal discrimination or hate violence, you can file a complaint with DFEH by following these steps:

• Contact us at (800) 884-1684 (employment, public accommodation, and hate violence) and (800) 233-3212 (housing)
• Be prepared to present specific facts about the alleged harassment, discrimination, or denial of leave
• Provide copies of documents that support the charges in the complaint
• Keep records and documents about the complaint, such as paycheck stubs, rent receipts, membership applications, and other materials

DFEH will conduct an impartial investigation. We are not an advocate for either the person complaining or the person complained against. We represent the State of California. DFEH will, if possible, try to assist both parties to resolve the complaint.

If a voluntary settlement cannot be reached, and there is sufficient evidence that establishes a violation of the law, DFEH may issue an accusation and litigate the case before the Fair Employment and Housing Commission or in civil court. If the Commission or a court decides in favor of the complaining party, the following remedies can be ordered:

• Award of the job or the housing denied to the complainant, or similar relief
• Back pay or promotion for the complainant, or compensation for moving and relocation
• Compensatory damages for the complainant, including emotional distress damages
• Fines, penalties, or punitive damages

For more information, contact DFEH toll free at (800) 884-1684 (employment, public accommodation, and hate violence) and (800) 233-3212 (housing)
TTY number at (800) 700-2320 or visit our web site at www.dfeh.ca.gov

In accordance with the California Government Code and ADA requirements, this publication can be made available in Braille, large print, computer disk, or tape cassette as a disability-related reasonable accommodation for an individual with a disability. To discuss how to receive a copy of this publication in an alternative format, please contact DFEH at the numbers above.

Department of Fair Employment and Housing

Discrimination is Against the Law

Civil Rights in California

The Department of Fair Employment and Housing (DFEH) enforces California state laws that prohibit harassment and discrimination in employment, housing, and public accommodations and that provide for pregnancy leave and family and personal medical leave. It also accepts and investigates complaints alleging hate violence or threats of hate violence.

What DFEH Does

DFEH enforces these laws by

• Investigating harassment, discrimination, and denial of leave complaints
• Assisting parties to voluntarily resolve complaints involving alleged violations of the laws enforced by DFEH
• Prosecuting violations of the law
• Educating Californians about the laws prohibiting harassment and discrimination by providing written materials and participating in seminars and conferences

Discrimination in Employment

The California Fair Employment and Housing Act (FEHA) prohibits harassment and discrimination in employment based on the following:

• Race
• Color
The mission of the Department of Fair Employment and Housing is to protect the people of California from unlawful discrimination in employment, housing and public accommodations, and from the perpetration of acts of hate violence.

- Religion
- Sex (gender)
- Sexual orientation
- Marital status
- National origin (including language use restrictions)
- Ancestry
- Disability (mental and physical, including HIV and AIDS)
- Medical condition (cancer/genetic characteristics)
- Age (40 and above)
- Request for family care leave
- Request for leave for an employee’s own serious health condition
- Request for Pregnancy Disability Leave
- Retaliation for reporting patient abuse in tax-supported institutions

Discrimination is prohibited in all employment practices, including the following:
- Advertisements
- Applications, screening, and interviews
- Hiring, transferring, promoting, terminating, or separating employees
- Working conditions
- Participation in a training or apprenticeship program, employee organization, or union

California workers are
- Guaranteed leaves for the birth or adoption of a child; for the employee’s own serious health condition; or to care for a parent, spouse, or child with a serious health condition
- Protected from harassment because of their sex, race, or any other category covered under the law
- Protected from retaliation for filing a complaint with DFEH, for participating in the investigation of a complaint, or for protesting possible violations of the law

California workers with disabilities are also entitled to reasonable accommodation when necessary in order to perform the job.

Discrimination in Housing
FEHA also prohibits discrimination in the rental and sale of housing based on the following:
- Race
- Color
- Religion
- Sex (gender)
- Sexual orientation
- Marital status
- National origin (including language use restrictions)
- Ancestry
- Familial status (households with children under age 18)
- Source of income*
- Disability (mental and physical, including HIV and AIDS)
- Medical condition (cancer/genetic characteristics)
- Age

Persons with disabilities are entitled to reasonable accommodation in rules, policies, practices, and services and are also permitted, at their own expense, to reasonably modify their dwelling to ensure full enjoyment of the premises.

As in employment discrimination law, persons are protected from retaliation for filing complaints.

Discrimination in Public Accommodations and Services
Discrimination in public services and accommodations is prohibited under the Unruh Civil Rights Act. The law requires “full and equal accommodations, advantages, facilities, privileges, or services in all business establishments.” Business establishments covered by the law include, but are not limited to:
- Hotels and motels
- Nonprofit organizations
- Restaurants
- Theaters
- Hospitals
- Barber shops and beauty salons
- Housing accommodations
- Local government and public agencies
- Retail establishments

*Until 12/31/04 unless extended by statute.
Equal Employment Opportunity is THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN
Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee’s religious practices where the accommodation does not impose undue hardship.

DISABILITY
Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE
The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)
In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS
Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers’ acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION
All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED
There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:
The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.
Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

**RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**
Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

**INDIVIDUALS WITH DISABILITIES**
Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

**DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS**
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

**RETAILATION**
Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:
The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

**Programs or Activities Receiving Federal Financial Assistance**

**RACE, COLOR, NATIONAL ORIGIN, SEX**
In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

**INDIVIDUALS WITH DISABILITIES**
Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.
Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to an unpaid family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12 month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse. The CFRA prohibits us from denying, interfering with, or restraining your exercise of these rights.

Even if you are not eligible for CFRA leave, if disabled by pregnancy, childbirth or related medical conditions, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible, you have certain rights to take BOTH a pregnancy disability leave and a CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement to the same or to a comparable position at the end of the leave, subject to any defense allowed under the law.

If possible, you must provide at least 30 days advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events which are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave.

Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

We may require certification from your health care provider before allowing you a leave for pregnancy or your own serious health condition or certification from the health care provider of your child, parent, or spouse who has a serious health condition before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or a reduced work schedule.

If you are taking a leave for the birth, adoption or foster care placement of a child, the basic minimum duration of the leave is two weeks and you must conclude the leave within one year of the birth or placement for adoption or foster care.

Taking a family care or pregnancy disability leave may impact certain benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact:

Employer’s Contact Person __________________________ Telephone Number __________________________
NOTICE TO EMPLOYEES
UNEMPLOYMENT INSURANCE BENEFITS

This employer is registered under the California Unemployment Insurance Code and is reporting wage credits that are being accumulated for you to be used as a basis for unemployment insurance benefits.

If you are:

• Unemployed, or
• Working less than full-time, AND
• You are ready, willing, and able to work full-time, or as instructed by the Employment Development Department,

You may be eligible to receive unemployment insurance benefits.

Employees of Educational Institutions:

Unemployment Insurance benefits based on wages earned while employed by a public or nonprofit educational institution may not be paid during a school recess period if the employee has reasonable assurance of returning to work at the end of the recess period (California Unemployment Insurance Code Section 1253.3). Benefits based on other covered employment may be payable during recess periods if the unemployed individual is in all other respects eligible, and the wages earned in other covered employment are sufficient to establish an unemployment insurance claim after excluding wages earned from a public or nonprofit educational institution(s).

NOTE: Some employees may be exempt from unemployment and disability insurance coverage.

File your claim by telephone or Internet:

Toll-Free Telephone Numbers

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<tr>
<td>English</td>
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<td>Spanish</td>
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<td>Cantonese</td>
<td>1-800-547-3506</td>
</tr>
<tr>
<td>Mandarin</td>
<td>1-866-303-0706</td>
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<tr>
<td>Vietnamese</td>
<td>1-800-547-2058</td>
</tr>
<tr>
<td>TTY (Non Voice)</td>
<td>1-800-815-9387</td>
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</table>

EDD’s Internet Address to Complete and Submit Your On-Line Application:

https://eapply4ui.edd.ca.gov

Note: If contacting us to file a claim, you must contact us by Friday to receive credit for the week. If calling, Mondays are our busiest days. For faster service, call Tuesday through Thursday.
Workplace postings

The following information is provided by the state of California, Department of Industrial Relations on their website. All of the documents that are listed for posting by all employers should be printed and distributed to each employee of the Auxiliary. In some cases, updates are referred to. These updated documents are attached and should be distributed to each employee of the Auxiliary.

In California, all employers must meet workplace posting obligations. Workplace postings are usually available at no cost from the requiring agency. The Department of Industrial Relations requires employers to post information related to wages, hours and working conditions in an area frequented by employees where it may be easily read during the workday. Additional posting requirements apply to some workplaces. For a list of available safety and health postings, visit the Cal/OSHA publications page. 

[Click here](#) for answers to frequently asked questions about workplace postings.

The database permitting ordering of hard copies of the postings is currently unavailable. All titles below with a direct link to the posting may be downloaded from the Internet. Downloaded posters meet an employer’s legal obligation.

If you need more than five copies of any posting, please fax your order to (415) 703-4807.

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<td>Who must post</td>
</tr>
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<tr>
<td><strong>Notice of workers’ compensation carrier and coverage</strong></td>
<td>States the name of the employer's current compensation insurance carrier, or the fact that the employer is self-insured. Obtained from the employer's workers’ compensation insurance carrier.</td>
<td>All employers</td>
</tr>
<tr>
<td><strong>Whistleblower protections</strong></td>
<td>Must be prominently displayed in lettering larger than size 14 type and include a list of employee rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General.</td>
<td>All employers</td>
</tr>
<tr>
<td>The Division of Labor Standards Enforcement has prepared a sample posting that it believes meets the requirements of Labor Code Section 1102.8(a), except for being larger than size 14 type. To view this sample, click here <a href="#">Pdf</a> <a href="#">Doc</a>. This sample is not the only option though, as employers are free to develop their own posting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>No smoking signage</strong></td>
<td>Signage must be posted designating where smoking is prohibited/permitted in a place of employment. This law is enforced by local law enforcement agencies.</td>
<td>All employers</td>
</tr>
<tr>
<td><strong>Log and summary of occupational injuries and illnesses</strong></td>
<td>Form 300 is for logging recordable injuries, form 301 is for collecting details and form 300A is the annual summary form. All three forms are available in various downloadable formats with instructions on the Cal/OSHA publications page.</td>
<td>Employers with 11 or more employees in the previous year</td>
</tr>
<tr>
<td>Title 8, California Code of Regulations, Division of Labor Statistics and Research sections 14300 et seq.</td>
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<td></td>
</tr>
<tr>
<td><strong>Farm labor contractor statement of pay rates</strong></td>
<td>Reference DLSE poster 445. Must be displayed prominently where work is to be performed and on all vehicles used by the licensee for transportation of employees. Must be at least 12 inches high and 10 inches wide. The downloaded version of this posting may not comply with the law as it may not be at least 12 inches high and 10 inches wide.</td>
<td>Farm labor contractors licensed by the Division of Labor Standards Enforcement (DLSE)</td>
</tr>
<tr>
<td>Labor Code section 1695(7)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Prevailing wage rate determinations</strong></td>
<td>The body awarding any contract for public work or otherwise undertaking any public work shall cause a copy of the prevailing wage determination for each craft, classification or type of worker needed to execute the contract to be posted at each job site.</td>
<td>Public works awarding bodies and contractors</td>
</tr>
<tr>
<td>Labor Code section 1773.2</td>
<td></td>
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</tbody>
</table>

In addition to postings required by the Department of Industrial Relations, other state and federal agencies have posting obligations. Additional requirements include (this list is not all inclusive):

<table>
<thead>
<tr>
<th>Posting</th>
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<tbody>
<tr>
<td><strong>Discrimination and Harassment in Employment are Prohibited by Law</strong></td>
<td>The latest information can be obtained from the Department of Fair Employment and Housing (DFEH), reference number 162, available in English and Spanish. 1 (800) 884-1684 Fair Employment and Housing Act, Government Code section 12900 et seq.</td>
<td>All employers</td>
</tr>
<tr>
<td><strong>Pregnancy disability leave</strong></td>
<td>The latest information can be obtained from the Department of Fair Employment and Housing (DFEH), reference notice DFEH-100-20 “Notice A”. 1 (800) 884-1684 Title 2, California Code of Regulations section 7291.16(d)</td>
<td>Employers of five to 49 employees</td>
</tr>
</tbody>
</table>


| Family care and medical leave (CFRA leave) and pregnancy disability leave | The latest information can be obtained from the Department of Fair Employment and Housing (DFEH), reference notice DFEH-100-21 "Notice B". 1 (800) 884-1684  
Title 2, California Code of Regulations sections 7297.9 and 7291.16(e) | All employers with 50 or more employees and all public agencies |
<table>
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<tr>
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<tbody>
<tr>
<td>Notice to employees</td>
<td>Advises employees of potential unemployment insurance, disability insurance and paid family leave insurance benefits. The latest information can be obtained from the Employment Development Department, reference number DE 1857A; also available in Spanish, Vietnamese, and Chinese. (916) 322-2835.</td>
<td>All employers</td>
</tr>
<tr>
<td>Notice to employees: unemployment insurance benefits</td>
<td>The latest information can be obtained from the Employment Development Department, reference number DE 1857D; also available in Spanish, Vietnamese, and Chinese. (916) 322-2835.</td>
<td>All employers</td>
</tr>
<tr>
<td>Notice to employees: time off to vote</td>
<td>Not less than 10 days before every statewide election, every employer shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of section 14000. Elections Code section 14001 et seq.</td>
<td>All employers</td>
</tr>
<tr>
<td>Equal employment opportunity is the law</td>
<td>Includes Americans with Disabilities Act (ADA) poster. The latest information can be obtained from the U.S. Equal Employment Opportunity Commission. 1 (800) 669-3362</td>
<td>All employers</td>
</tr>
<tr>
<td>Minimum wage (federal Fair Labor Standards Act)</td>
<td>The latest information can be obtained from the U.S. Department of Labor, reference number WH 1088. (415) 744-5590</td>
<td>All employers</td>
</tr>
<tr>
<td>Notice: Employee Polygraph Protection Act</td>
<td>The latest information can be obtained from the U.S. Department of Labor, reference number WH 1462. Also available in Spanish. (415) 744-5590</td>
<td>All employers</td>
</tr>
<tr>
<td>Family and Medical Leave Act (federal FMLA)</td>
<td>The latest information can be obtained from the U.S. Department of Labor, reference number WH 1420. Also available in Spanish. (415) 744-5590</td>
<td>All employers with 50 or more employees and all public agencies</td>
</tr>
</tbody>
</table>
Notice to Employees:

THIS EMPLOYER IS REGISTERED UNDER THE CALIFORNIA UNEMPLOYMENT INSURANCE CODE AND IS REPORTING WAGE CREDITS THAT ARE BEING ACCUMULATED FOR YOU TO BE USED AS A BASIS FOR:

Unemployment Insurance
(funded entirely by employers’ taxes)
When you are unemployed or working less than full-time and are ready, willing, and able to work, you may be eligible to receive Unemployment Insurance benefits. There are three ways to file a claim:

Internet
File on-line with eApply4UI—the fast, easy way to file a UI claim! Access eApply4UI at https://eapply4ui.edd.ca.gov/.

Telephone
File by contacting a customer service representative at one of the toll-free numbers listed below:

- English 1-800-300-5616
- Spanish 1-800-326-8937
- Cantonese 1-800-547-3506
- Vietnamese 1-800-547-2058
- Mandarin 1-866-303-0706
- TTY (non voice) 1-800-815-9387

Mail or Fax
File by mailing or faxing a UI Application (DE 1101I), by accessing the paper application on-line at www.edd.ca.gov. Print out the application, hand write your answers, and mail or fax it to EDD for processing.

Note: File promptly. If you delay in filing, you may lose benefits to which you would otherwise be entitled.

Disability Insurance
(funded entirely by employees’ contributions)
When you are unable to work or reduce your work hours because of sickness, injury, or pregnancy, you may be eligible to receive Disability Insurance (DI) benefits. Your employer must provide a copy of “Disability Insurance Provisions,” DE 2515, to each newly hired employee and to each employee leaving work due to pregnancy or due to sickness or injury that is not related to his/her job.

Claim Forms
- If your employer operates an approved voluntary plan in place of disability insurance and you have chosen to be covered by it, obtain DI claim forms from your employer.
- If you are not covered by a voluntary plan, obtain claim forms from your doctor, hospital, or directly from any California Disability Insurance (DI) Claim Management offices.
- File your “Claim for DI Benefits,” DE 2501, within 49 days of the first day of your disability to avoid losing benefits.


Paid Family Leave
(funded entirely by employees’ contributions)
When you stop working or reduce your work hours to care for a family member who is seriously ill or to bond with a new child, you may be eligible to receive Paid Family Leave (PFL) benefits. Your employer must provide a copy of “Paid Family Leave Program Brochure,” DE 2511, to each newly hired employee and to each employee leaving work to care for a seriously ill family member or to bond with a new child.

Claim Forms
- If your employer operates an approved voluntary plan in place of disability insurance and you have chosen to be covered by it, obtain PFL claim forms from your employer.
- If you are not covered by a voluntary plan, obtain claim forms from doctors, hospitals, or directly from any California Disability Insurance (DI) Claim Management offices or the PFL office.
- File your “Claim for PFL Benefits,” DE 2501F, within 49 days of the first day of your family leave to avoid losing benefits.

FOR MORE INFORMATION ABOUT PFL, VISIT THE EDD WEB SITE AT www.edd.ca.gov OR CONTACT THE PAID FAMILY LEAVE CUSTOMER SERVICE CENTER AT:

- English 1-877-238-4373
- Spanish 1-877-379-3819
- Armenian 1-866-627-1567
- Tagalog 1-866-627-1567
- Cantonese 1-866-692-5595
- Vietnamese 1-866-692-5595
- Punjabi 1-866-627-1568
- TTY (non voice) 1-800-445-1312

STATE GOVERNMENT EMPLOYEES SHOULD CALL 1-877-945-4747.

NOTE: SOME EMPLOYEES MAY BE EXEMPT FROM COVERAGE BY THE ABOVE INSURANCE PROGRAMS. IT IS ILLEGAL TO MAKE A FALSE STATEMENT OR TO WITHHOLD FACTS TO CLAIM BENEFITS. FOR ADDITIONAL GENERAL INFORMATION, VISIT THE EDD WEB SITE AT www.edd.ca.gov.