

IOWA



EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship status as a lawfully admitted immigrant authorized to work in the United States, or his or her 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 to, 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 a program or activity.

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:

- James Bullock, Equality & Diversity Officer, 1000 East Grand Avenue, Des Moines, Iowa 50319; or
- The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

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 do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 90 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.

Effective Date: This notice is effective immediately and will remain in effect until further notice.

Beth Townsend
Beth Townsend, Director

I certify that I have been afforded an opportunity to discuss the "EQUAL OPPORTUNITY IS THE LAW" notice with a Workforce Development Center Representative.

Please be advised that the information you provide to the Workforce Development Center may be made available to the Federal, State or Local agencies and their subcontractors who administer employment and training programs.

Print Name: _____

Signature: _____

Social Security Number: _____

Date: _____

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities. For deaf and hard of hearing, use Relay 711.

188(21)

Job Safety and Health IT'S THE LAW!



EMPLOYEES:

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

EMPLOYERS:

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



To report a workplace fatality, hospitalization, amputation or the loss of an eye, visit www.iowaosha.gov or call 877-242-6742.

For assistance and information contact:

Iowa Division of Labor Services
150 Des Moines Street
Des Moines, Iowa 50309-1836
Phone: 515-242-5870
www.iowaosha.gov

Bob A. Zuber

Complaints About the Iowa OSHA Program

You may file a complaint about the Iowa Division of Labor's operations or administration of the OSH Act by contacting:

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

(01.22)

Your Rights Under the

Iowa Minimum Wage Law

Hourly Minimum Wage

\$7.25

The minimum wage applies to most hourly wage earners employed in Iowa. Most small retail and service establishments grossing less than \$300,000.00 annually are not required to pay the minimum wage. The majority of supervisory and administrative employees paid a salary are not covered by the law. Employers may pay an initial employment rate of \$6.35 for the first 90 calendar days of employment.

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

Enforcement

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

Contact Information

Iowa Division of Labor
150 Des Moines Street
Des Moines, IA 50309-1836
Phone: 515-725-5619
Fax: 515-725-4123
www.iowadivisionoflabor.gov

Federal Minimum Wage and Overtime Pay

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

U.S. Department of Labor
Wage & Hour Division
210 Walnut Street
Des Moines, IA 50309
Phone: 515-284-4625
www.dol.gov

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

Equal Opportunity Employer/Program
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For deaf and hard of hearing, use Relay 711

Revised 01.20.21

Notice to Employers / Employees

Your state has its own minimum wage law which requires posting a notice regarding the aspects of that law. Employers are still required to post the Federal Minimum Wage notice from the U.S. Dept. of Labor Fair Labor Standards Act in addition to this state posting. According to the Dept. of Labor, where Federal and state law have different minimum wage rates, the higher standard applies.

This Posting is for Informational Purposes Only

UNEMPLOYMENT INSURANCE

If you become unemployed, you may be eligible for unemployment insurance benefits. If you are still employed but working fewer hours than your regular full-time work week and are earning less than your regular full-time wages, you may be entitled to partial benefits. Unemployment insurance benefits are made possible by taxes paid by this employer. No deductions are made from your paycheck for unemployment insurance.

The same week you become unemployed, you may file a new unemployment insurance claim online or in-person.



ONLINE

Go to www.workforce.iowa.gov and click on the *Apply for Unemployment Benefits* link.

You should file an initial claim the same week you are unemployed or working reduced hours. Your unemployment insurance claim DOES NOT begin on the date your job ended or your hours were reduced. Your claim is effective the Sunday of the week you apply.



IN-PERSON

If you do not have access to a computer, visit the nearest **IowaWORKS Center**.

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



INFORMATION

For complete information about your unemployment insurance rights and responsibilities, review the Unemployment Handbook at www.workforce.iowa.gov.

To register for work and learn more about available work in your area, go to www.iowaworks.gov or visit your nearest **IowaWORKS Center**.

IOWAWORKS CENTER LOCATIONS

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



IowaWORKS

IowaWORKS Centers are located in 17 cities.

For the location of the **IowaWORKS Center** nearest you, call: 866-239-0843 or visit www.workforce.iowa.gov.

Iowa Workforce Development

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. For deaf and hard of hearing, use Relay 711.

LAW REQUIRES DISPLAYING THIS POSTER WHERE IT CAN EASILY BE SEEN BY ALL EMPLOYEES.

(10.23)

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iHRSource
www.ihrsource.com
800-848-0888

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