

# 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:

- **Beth Towsend**, 1080 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 Towsend* Beth Towsend, Executive 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: \_\_\_\_\_

**IOWA** Iowa Workforce Development Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities. 1/16

## Job Safety and Health: It's the law!



**EMPLOYEES:**

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthy 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 [iowaosha.gov](http://iowaosha.gov) or call 877.242.6742.**

**For assistance and information contact:**  
 Iowa Department of Inspections, Appeals, and Licensing  
 OSHA 6200 Park Ave. • Suite 100  
 Des Moines, IA 50321  
 Phone: 515.350.7842  
 osha@dia.iowa.gov • iowaosha.gov

**To file a complaint about the OSHA program, contact:**  
 OSHA Regional Office  
 2300 Main Street, Suite 1010  
 Kansas City, MO 64108-2447  
 Phone: 816.283.8745

## 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 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 per month in tips must be at least \$4.35 an hour.

**Enforcement**  
 The Iowa Department of Inspections, Appeals, and Licensing Wage and Child Labor Unit 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 Department of Inspections, Appeals, and Licensing  
 Investigations Division | Wage and Child Labor Unit  
 6200 Park Ave., Suite 100 | Des Moines, IA 50321  
 Phone: 515.631.8901 | Fax: 515.242.6507  
[dia.iowa.gov](http://dia.iowa.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 St.  
 Des Moines, IA 50309  
 Phone: 515.284.4625  
[dol.gov](http://dol.gov)

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

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. Revised: 2.13.25

## 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.

 <b>ONLINE</b> Go to <a href="http://www.workforce.iowa.gov">www.workforce.iowa.gov</a> and click on the <a href="#">Apply for Unemployment Benefits</a> 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.	 <b>IN-PERSON</b> If you do not have access to a computer, visit the nearest <b>IowaWORKS Center</b> . 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.	 <b>INFORMATION</b> For complete information about your unemployment insurance rights and responsibilities, review the Unemployment Handbook at <a href="http://www.workforce.iowa.gov">www.workforce.iowa.gov</a> . To register for work and learn more about available work in your area, go to <a href="http://www.iowaworks.gov">www.iowaworks.gov</a> or visit your nearest <b>IowaWORKS Center</b> .
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**IOWAWORKS**

IowaWORKS Centers are located in 17 cities.

• Burlington	• Davenport	• Dubuque	• Mason City
• Cedar Rapids	• Decorah	• Fort Dodge	• Ottumwa
• Council Bluffs	• Denison	• Iowa City	• Sioux City
• Creston	• Des Moines	• Marshalltown	• Spencer
			• Waterloo

For the location of the IowaWORKS Center nearest you, call: 866-239-0843 or visit [www.workforce.iowa.gov](http://www.workforce.iowa.gov).

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)

**IOWA**

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iHRSource  
[www.ihrsource.com](http://www.ihrsource.com)  
800-848-0088