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FAIR EMPLOYMENT

MISSOURI
COMMISSION ON
HUMAN RIGHTS

DISCRIMINATION
IN EMPLOYMENT IS PROHIBITED

www.labor.mo.gov/mohumanrights

The Missouri Human Rights Act makes it illegal to discriminate in any aspect of employment because of an individual's race, color, religion, national origin, ancestry, sex, disability or age (40 through 69).

The Missouri Human Rights Act applies to:

- Private employers with six or more employees
- All apprenticeship or training programs
- All labor organizations
- All employment agencies
- All state and local government agencies



Discriminatory employment practices prohibited by the Missouri Human Rights Act include:

- Hiring and firing, compensation, assignment or classification of employees, transfer, promotion, layoff or recall, job advertisements, recruitment, testing, use of company facilities, training and apprenticeship programs, fringe benefits, pay, retirement plans, or disability leave, or other terms and conditions of employment
- Harassment on the basis of race, color, religion, national origin, ancestry, sex, disability, or age
- Retaliating against an individual for filing a complaint of discrimination, participating in a discrimination investigation or hearing, or opposing discriminatory practices
- Discriminating in any aspect of employment against an individual because of his or her assocation with a person in one of the protected categories.

An employment agency includes any person or agency, public or private, regularly undertaking with or without compensation to procure employees for an employer or to procure for employees opportunities to work for an employer.

The mission of MCHR is to develop, recommend, and implement ways to prevent and eliminate discrimination, and to provide equitable and timely resolutions of discrimination claims through enforcement of the Missouri Human Rights Act.

CONTACT US
Missouri Commission on Human Rights (MCHR)
3315 W. Truman Blvd., Suite 212
Jefferson City, MO 65102-1129
573-751-3325
Toll-Free Discrimination Complaint Hotline: 877-781-4236
Relay Missouri: 711

Take Action
File a Complaint

If you believe you have been discriminated against in employment, you can file a complaint of discrimination by calling one of the numbers above or e-mailing **mchr@labor.mo.gov** Note complaints must be filed within **180 days** of the alleged discrimination.

MISSOURI
DEPARTMENT OF LABOR
& INDUSTRIAL RELATIONS

State regulation 8 CSR 60-3.010 requires this notice be posted in all places of business or establishments which are subject to the Missouri Human Rights Act.

MCHR-9 AI

DIVISION OF
WORKERS' COMPENSATION

Missouri Division of Workers' Compensation
P.O. Box 58, Jefferson City, MO 65102
573-751-4231

Insurance Company, Third Party Administrator, Service Company, or Designated Individual If Self-Insured

Name_____

_____

Address _____

_____

_____

Phone _____

EMPLOYEE INFORMATION

The Missouri Division of Workers' Compensation (DWC) administers programs for workers who have been injured on the job or exposed to an occupational disease arising out of and in the course of employment. The Division's Administrative Law Judges have the authority to approve settlements or issue awards after a hearing relating to an injured employee's entitlement to benefits.

Steps to Take When Injured on the Job

1. Notify your employer immediately (written notice must be provided within 30 days of the injury/or 30 days when reasonably aware of the work-relatedness of occupational illness or disease) by contacting _____, _____.
   employer representative *phone number*
   Failure to do so may jeopardize your ability to receive benefits
2. **Seek medical attention (your employer/insurer is responsible for providing medical treatment and paying the medical fees and charges unless you choose to treat with another doctor at your own expense without your employer/insurer's approval).**
3. Get more information about the benefits available under the Workers' Compensation Program or about the steps you may take to get the benefits you need.

Visit www.labor.mo.gov/DWC or call 800-775-COMP.

Benefits for Injured Employees

Medical Care:
The employer or insurer is required to provide medical treatment and care to cure and relieve the effects of the injury. This includes all costs for authorized medical treatment, prescriptions, and medical devices. There is no deductible, and all costs are paid by the employer or its workers' compensation insurance company. If you receive a bill, **contact your employer or the insurance company immediately**. The employer/insurer has the right to choose the healthcare provider or treating physician. You may select a different healthcare provider or treating physician, but if you do so, it may be at your own expense.

Payment for Lost Wages:
- If a doctor says you are unable to work due to your injuries or recovery from a surgery, you may be entitled to **temporary total disability** (TTD) benefits. If a doctor says that you can perform light or modified duty work and your employer offers you such work, you may not be eligible for TTD benefits. TTD benefits should be continued until the doctor says you can return to work, or when your treatment is concluded because your condition has reached "maximum medical improvement," whichever occurs first.
- If you return to light or modified duty at less than full pay, you may be entitled to **temporary partial disability** benefits.

Permanent Disability Benefits:
If the injury or illness results in a permanent disability, you may be entitled to receive either permanent partial or permanent total disability benefits.

Survivor Benefits:
If an employee dies on the job, the surviving dependents may receive weekly death benefits paid at 66 2/3% of the deceased employee's average weekly wage along with funeral expenses up to $5,000 from the employer/insurer. For additional information relating to survivor's benefits, including college scholarship opportunities for surviving children, please visit www.labor.mo.gov/DWC.

Missouri Division of Workers' Compensation is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

Workers' Compensation Law

Roles and Responsibilities for Employers and Employees

EMPLOYER INFORMATION

With some exceptions, all employers with five or more employees, and construction industry employers with one or more employees, are required to insure their workers' compensation liability, either by purchasing a policy or obtaining self-insurance authority. Workers' compensation insurance provides benefits to workers injured on the job. Employers also are required to post this notice in the workplace for employees to view. This poster is required by section 287.127, RSMo, and is available to employers and insurers free of charge by contacting the Division at 800-775-Comp.

Steps to Take When an Injury Occurs

1. Be sure first aid is administered and the employee is taken to a physician or hospital for further medical care, if necessary.
2. Report the injury to the insurance company or Third Party Administrator (TPA) within five days of the date of injury or within five days of the date on which the injury was reported to the employer by the employee, whichever is later. The insurer, TPA, or admitted self-insurer is responsible for filing a First Report of Injury with the Division of Workers' Compensation **within 30 days** of knowledge of the injury.
3. Pay medical bills related to the work injury to cure and relieve the employee of the effects of the injury. This includes all costs for authorized medical treatment, prescriptions, and medical devices. The employer has the right to choose the healthcare provider or treating physician. (The employee may select a different healthcare provider or treating physician, but if the employee does so, it may be at his/her own expense.)
4. For more liability and insurance information relating to the Workers' Compensation Program, visit www.labor.mo.gov/DWC or call 800-775-COMP.

Workers' Safety

Developing and implementing a comprehensive safety and health program can reduce occupational injuries and help lower workers' compensation costs. Insurance carriers in the state of Missouri must provide safety assistance at the request of the insured employer. The Missouri Department of Labor evaluates these services and provides additional assistance through its Missouri Workers' Safety Program.
Visit www.labor.mo.gov/MWSP or call 573-751-4231 for more information about these programs or for a registry of independent consultants who are certified in the state of Missouri to provide safety assistance.

Fraud/Noncompliance

Employee Fraud – knowingly making a claim for workers' compensation benefits to which an employee knows he/she is not entitled or knowingly presenting multiple claims for the same occurrence with intent to defraud is a class D felony, punishable by a fine of up to $10,000, or double the value of the fraud, whichever is greater. A subsequent violation is a class C felony.

Employer Fraud – knowingly misrepresenting an employee's job classification to obtain insurance at less than the proper rate is a class A misdemeanor. A subsequent violation is a class D felony. An employer who knowingly makes a false or fraudulent statement regarding an employee's entitlement to benefits to discourage the worker from making a legitimate claim or who knowingly makes a false or fraudulent material statement or material representation to deny benefits to a worker is guilty of a class A misdemeanor punishable by a fine of up to $10,000. A subsequent violation is a class C felony.

Insurer Fraud – knowingly and intentionally refusing to comply with workers' compensation obligations to which an insurance company or self-insurer knows an employee is entitled is a class D felony, punishable by a fine of up to $10,000 or double the value of the fraud, whichever is greater. A subsequent violation is a class C felony.

Employer Noncompliance – knowingly failing to insure workers' compensation liability under the law is a class A misdemeanor punishable by a fine of up to three times the annual premium the employer would have paid had it been insured or up to $50,000, whichever is greater. A subsequent violation is a class D felony. An employer who willfully fails to post the notice of workers' compensation at the workplace is guilty of a class A misdemeanor punishable by a fine of $50 to $1,000 or by imprisonment or both fine and imprisonment.

WC-106 AI

WORKERS' COMPENSATION

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Unemployment Insurance Benefits
Notice to Workers

Unemployment insurance (UI) benefits are provided under the Missouri Employment Security Law for workers who become totally or partially unemployed, if they meet the eligibility requirements of the law.

No deductions are made from employees' paychecks for this insurance. The employer pays the tax in Missouri.

Visit the Division of Employment Security's website at www.moclaim.mo.gov for additional information concerning UI, to file your initial or renewed claim, and to file weekly certifications. The website is available 24 hours a day, seven days a week.

You may call a Regional Claims Center for assistance Monday through Friday, 8 a.m. to 5 p.m.

Local numbers are: **Jefferson City: 573-751-9040** **Kansas City: 816-889-3101**
Springfield: 417-895-6851 **St. Louis: 314-340-4950**

If you are outside the above local calling areas: 800-320-2519

DIVISION OF
EMPLOYMENT
SECURITY

P.O. Box 59
Jefferson City, MO 65104-0059

Missouri Division of Employment Security is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

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Missouri Department of Labor and Industrial Relations

DIVISION OF LABOR STANDARDS

www.labor.mo.gov/DLS/minimumwage

Missouri Minimum Wage $7.50

In Effect for 2014

Missouri's current minimum wage rate is $7.50 per hour. All businesses are required to pay at minimum, the $7.50 per hour rate, except retail and service businesses whose annual gross sales are less than $500,000. There also are certain classes of employees under the definition of "employee" in Section 290.500(3), RSMo, and pertaining to agriculture in Section 290.507, RSMo, to which Missouri's law does not apply.

In addition, overtime compensation must also be paid at a rate not less than one and one-half times a covered employee's regular rate for all hours worked over 40 in a workweek.

The minimum wage rate may increase or decrease on January 1, 2015, if the cost of living as measured by the Consumer Price Index (CPI) rises or falls (see Section 290.502, RSMo). Missouri law does not allow the state's minimum wage rate to be lower than the federal minimum wage rate.

The Missouri Minimum Wage Law does not apply to exempt employees/employers, and does not supersede more favorable laws or interfere with collective bargaining agreement rights.

Tipped Employees

Compensation for tipped employees must total at least $7.50 per hour. Employers of tipped employees are required to pay tipped employees at least 50 percent of the minimum wage, or $3.75 per hour. Employers of tipped employees must pay more than half of the minimum wage to tipped employees if it is necessary to bring the employee's total compensation up to $7.50 per hour.

Records to be kept and retention period

Employers must keep a record of the name, address, and job description of each employee, the rate of pay, the amount paid each period, and the number of hours worked each day and each workweek (see Section 290.520, RSMo). These records must be kept for a period of not less than three years. The records shall be open for inspection by the Missouri Division of Labor Standards.

Penalties

Any employer who hinders the Division of Labor Standards' performance of duties in the enforcement of the law by any of the acts listed in Section 290.525, RSMo, is guilty of a class C misdemeanor.

An employee may bring any legal action necessary to collect wages owed. An employer who pays an employee wages less than what is due under the law shall be liable for the full amount of the wage rate and an additional equal amount as liquidated damages, less any amount actually paid, and for costs and such reasonable attorney fees as may be allowed by the court or jury (see Section 290.527, RSMo).

Complaints

A Minimum Wage complaint form can be filed by visiting www.labor.mo.gov/forms/minimum_wage/form.asp. The form may also be printed and be sent to the Division using the contact information below. Once the investigation is complete, the employer and employee will be informed of the findings.

Please visit www.labor.mo.gov/DLS/minimumwage to answer many of your questions, find additional resources, or file a complaint. As always, feel free to contact the Division directly for assistance at:

Missouri Division of Labor Standards
P.O. Box 449, Jefferson City, MO 65102
Phone: 573-751-3403 Fax: 573-751-3721
E-mail: minimumwage@labor.mo.gov
Website: www.labor.mo.gov/DLS/minimumwage

Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program.

LS-52 AI

MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
DIVISION OF LABOR STANDARDS

REQUIRED POSTER:
EMPLOYERS EMPLOYING WORKERS UNDER THE AGE OF 16

Youth Employment List

Name of Worker	School Year Shift *(7 a.m. – 7 p.m.)*	Summer Shift *(7 a.m. – 9 p.m.)*
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____
7) _____	_____	_____
8) _____	_____	_____
9) _____	_____	_____
10) _____	_____	_____

Work certificates are required for youth 14 to 15 years of age before they start employment at any job (other than in the entertainment industry) during the school year. No child under the age of 14 may be employed in any capacity (other than in the entertainment industry, or in newspaper delivery, babysitting, occasional yard or farm work with parental consent, or some youth sporting events). Work certificates are issued by school superintendents or their designees only upon application requested in person by the child with the written consent of his/her parent, legal custodian or guardian or, if deemed necessary, by the issuing office, the child shall be accompanied by his parent, guardian or custodian. The school superintendent has the right to deny a certificate if deemed not in the best interest of the youth. School officials should keep copies of certificates issued, and cancellation notices.

Unacceptable Types of Work and Workplaces for Youth All Ages Under 16

Below is a list of unacceptable work and workplaces for all youth under 16:

- Door-to-door sales (excluding churches, schools, scouts)
- Operating hazardous equipment: ladders, scaffolding, freight elevators, cranes, hoisting machines, man lifts, etc.
- Handling/maintaining power-driven machinery (with the exception of lawn/garden machinery in a domestic setting) (RSMo 294.011 (7)(c), and RSMo 294.040(1))
- Mining, quarrying, or stone cutting/polishing (except in jewelry stores)
- Transporting or handling Type A and B explosives or ammunition
- Operation of any motor vehicle
- Metal-producing industries including stamping, punching, cold rolling, shearing, or heating
- Saw mills or cooperage stock (barrel) mills or where woodworking machinery is used
- Jobs involving ionizing or non-ionizing radiation or radioactive substances
- Jobs in hotels, motels, or resorts unless the work performed is physically separated from the sleeping accommodations
- Jobs in any establishment in which alcoholic beverages are sold, manufactured, bottled or stored unless 50 percent of the workplace sales are generated from other goods
- Any job dangerous to the life, limb, health, or morals of youth

Acceptable Work Hours for 14 and 15 year olds

- Between 7 a.m. and 7 p.m. during the school year
- Between 7 a.m. and 9 p.m. from June 1 through Labor Day
- No more than three hours a day on school days
- No more than eight hours a day on non-school days
- No more than six days or 40 hours in a week

Please contact the Missouri Division of Labor Standards at 573-751-3403, or e-mail us at childlabor@labor.mo.gov or go to www.labor.mo.gov/DLS if you have questions or need additional copies of this list.

***Employers are required to post this list of employed youth under the age of 16.**

LS-43 AI

NO SMOKING

NO SMOKING

