

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). 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 an investigation or hearing, or opposing discriminatory practices;
- Discriminating in any aspect of employment against an individual because of his or her association 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 opportunities to work for an employer.

Missouri's 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.

"The mission of the 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."

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.

Missouri Commission on Human Rights (MCHR)

3315 W. Truman Blvd., Suite 212
Jefferson City, MO 65102-1129
(573) 751-3325

MCHR-9 (11-12)

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 below or emailing MCHR@labor.mo.gov. Complaints must be filed within 180 days of the alleged discrimination.

Toll-Free Discrimination Complaint Hotline:

(877) 781-4236

Relay Missouri: 711

DISCRIMINATION IN PLACES OF PUBLIC ACCOMMODATION IS PROHIBITED

www.labor.mo.gov/mohumanrights

THE MISSOURI HUMAN RIGHTS ACT MAKES IT ILLEGAL—

... for places of public accommodation to deny access to or treat someone unequally because of an individual's race, color, religion, national origin, ancestry, sex, or disability.

Places of public accommodation include all places or businesses offering or holding out to the general public, goods, services, privileges, facilities, advantages, or accommodations for the peace, comfort, health, welfare, and safety of the general public or such public places providing food, shelter, recreation and amusement. Section 213.010(15), RSMo.

Places of public accommodation include but are not limited to restaurants, bars, retail stores, movie theaters, gas stations, schools, sports stadiums, hotels, motels, and state, county or city facilities.

Discriminatory practices prohibited by the Missouri Human Rights Act in places of public accommodation include:

- Refusing to provide service;
- Being inaccessible to a person with a disability;
- Setting different terms or conditions for services or facilities;
- Failing to reasonably accommodate an individual's disability to allow him or her to use and enjoy the place of public accommodation;
- Failing to provide adequate disabled-accessible parking spaces;
- Failing to provide an accessible public restroom;
- Failing to provide an accessible entrance.

It is illegal for anyone, for any of the above reasons, to deny access to or treat someone unequally in "places of public accommodation." The accessibility requirements for places of public accommodations can be found at <http://www.access-board.gov/ada/>.

Take Action—File a Complaint

If you believe you have been discriminated against by a place of public accommodation, you can file a complaint of discrimination by calling one of the numbers below or emailing MCHR@labor.mo.gov. Complaints must be filed within 180 days of the alleged discrimination.

Toll-Free Discrimination Complaint Hotline:

(877) 781-4236

Relay Missouri: 711

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MCHR-7 (11-12)

MISSOURI MINIMUM WAGE \$7.65

In Effect for 2016

Missouri's current minimum wage rate is \$7.65 per hour. All businesses are required to pay at minimum, the \$7.65 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, 2017, if the cost of living as measured by the Consumer Price Index (CPI) rises (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 \$7.65 per hour. Employers of tipped employees are required to pay tipped employees at least 50 percent of the minimum wage, or \$3.825 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 \$7.65 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 employer 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/DLS/minimumwage. 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.

For more information or to file a complaint:

Missouri Division of Labor Standards

P.O. Box 449, Jefferson City, MO 65102
Phone: (573) 751-3403 Fax: (573) 751-3721
Email: minimumwage@labor.mo.gov
Website: www.labor.mo.gov/DLS/minimumwage

Missouri Division of Employment Security is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.

LS-52 (01-16)

WORKERS' COMPENSATION LAW

Roles and Responsibilities for Employers and Employees

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

_____, _____, 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(2667)

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 66⅔% of the deceased employee's average weekly wage for the year immediately preceding the injury, 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.

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 (2667).

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.

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

Name _____
Address _____
Phone _____

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 of 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/insurer 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 (2667).

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 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 or \$1,000 or by imprisonment or both fine and imprisonment.

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

WC-106 (02-14)

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.mocclaim.mo.gov for additional information concerning UI, to file your initial or renewed claim, and to obtain information about a claim already filed. The website is available 24 hours a day.

IMPORTANT: If needed, call (573) 751-9040 for assistance in the translation and understanding of the information in this document.

¡IMPORTANTE! Si es necesario, llame al (573) 751-9040 para asistencia en la traducción y entendimiento de la información en este documento.

Missouri Division of Employment Security is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.

Missouri Department of Labor & Industrial Relations Missouri Division of Employment Security

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

MODES-B-2 (12-14)

For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or (888) 728-JOBS (5627).

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.

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Missouri State 5-in-1 Compliance Poster

Employers: To learn about the National Career Readiness Certificate call (573) 522-2744 or email NCRC@ded.mo.gov.



DWD-19 (04-2016)