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## FLORIDA EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Child Labor Laws
2. Discrimination Poster
3. Minimum Wage Poster
4. Unemployment Poster (English and Spanish)
5. Workers' Comp Poster

If you have any questions, please contact your Mayport Site Office at 888-854-2867.

Thanks,  
Human Resources

Child Labor Laws

The State of Florida and the Federal Fair Labor Standards Act (FLSA)  
Protecting the Health, Education and Welfare of Minors in the Workplace

This chart summarizes the child labor laws of the State of Florida and the Federal Fair Labor Standards Act (FLSA)  
**The stricter provisions must be observed and are denoted by bold lettering.** *The federal law in italics.*

	Minors 16 & 17	Minors 14 & 15 – Under 14 years old MAY NOT WORK
SCHOOL ATTENDANCE	Florida: May NOT work during school hours unless they meet a criterion of the Hour Restrictions listed below. FLSA: No limitations.	Florida & FLSA: May not work during school hours (some exceptions apply)
PERMITS TO WORK	Florida & FLSA: Not required, except the FLSA requires the employer to maintain date of birth information for all employees under 19 years old.	
HOURS OF WORK, WHEN SCHOOL IS IN SESSION	Florida: May work up to 30 hours per week. Not before 6:30 a.m. or later than 11 p.m. and for no more than 8 hours a day when school is scheduled the following day. On days when school does not follow, there are no hour restrictions. FLSA: No limitations.	Florida: May work up to 15 hours per week. Not before 7 a.m. or after 7 p.m. and for no more than 3 hours a day on school days, when a school day follows. May work up to 8 hours on Friday, Saturday, Sunday, and on nonschool days, when school days do not follow, until 9 p.m. FLSA: Daily maximum of 3 hours on school days, 8 hours nonschool days; weekly maximum is 18 hours; not before 7 a.m. or after 7 p.m. Note: Application of both state and federal laws allows this age group to work up to 8 hours on Saturday, Sunday and nonschool days, when school days do not follow, until 7 p.m.
HOURS OF WORK, WHEN SCHOOL IS NOT IN SESSION (summer vacation; winter, spring breaks)	Florida: No limitations. FLSA: No limitations. Note: Hazardous occupations still apply for minors.	Florida: May work up to 8 hours per day and up to 40 hours per week; may not work before 7 a.m. or after 9 p.m. FLSA: May work up to 8 hours per day and up to 40 hours per week. Work must be performed between 7 a.m. and 7 p.m.; from June 1 to Labor Day may work until 9 p.m.
DAYS PER WEEK	Florida: No more than 6 consecutive days in any one week. FLSA: No limitations.	
BREAKS	Florida: Minors may work no more than 4 consecutive hours without a 30 minute uninterrupted break. FLSA: No limitations.	
AGRICULTURE	Florida: Minors participating in farm work, not on their parents or guardian’s farm, must comply with the same restrictions as in other work. FLSA: No limitations.	
FLSA: No employment permitted during school hours. May work after school in occupations not declared hazardous in agriculture. See Child labor Bulletin 102. (Exception: 12 and 13 year-olds may be employed with written parental consent or on a farm where the minor’s parent is also employed; minors under 12 may be employed with written parental consent on farms where employees are exempt from the federal minimum wage provisions.)		
RESTRICTED OCCUPATIONS The State of Florida has incorporated the 17 Hazardous Occupations (HOs) of the FLSA into the Florida law and Child Labor Rule. For more info on HOs, contact the U.S. Department of Labor, Wage and Hour Division. This poster represents a combination of those laws with an ** annotating Florida law “only.”		
Minors under the age of 18 may not work in below occupations: <ul style="list-style-type: none"><li>Working in or around explosives or radioactive substances</li><li>Operating motor vehicles</li><li>Logging or sawmilling</li><li>Operating power-driven meat processing machines to include meat and vegetable slicers; slaughtering, meat packing, processing, or rendering</li><li>Working on any scaffolding, roofs or ladders above 6 feet; roofing</li><li>Wrecking, demolition or excavation</li><li>Mining occupations</li><li>Operating power-driven bakery; metal-forming, punching, and shearing machines; woodworking, paper products or hoisting machines</li><li>Manufacturing brick and tile products</li><li>Operating circular saws, band saws, &amp; guillotine shears</li><li>** Working with compressed gases exceeding 40 p.s.i.</li><li>** Working in or around toxic substances, corrosives or pesticides</li><li>** Firefighting</li><li>** Working with electrical apparatus or wiring</li><li>** Operating or assisting to operate tractors over 20 PTO horsepower, forklifts, earthmoving equipment, and harvesting, planting, or plowing machinery or any moving machinery</li></ul>		Minors 14 and 15 may not work in these occupations: <ul style="list-style-type: none"><li>Operating any power-driven machinery other than office machines, including all power mowers and cutters</li><li>Maintaining or repairing an establishment, machines, or equipment</li><li>Working in freezers or meat coolers</li><li>Operating, setting up, adjusting, or cleaning power-driven meat or vegetable slicers, grinders, food choppers, and cutters, and bakery-type mixers</li><li>Operating motor vehicles</li><li>Manufacturing, mining, or processing occupations where goods are manufactured, mined, or processed</li><li>Cooking (some exceptions apply) &amp; baking</li><li>Working in occupations in Transportation, Warehouse and Storage, Communications, and Construction (except clerical); boiler or engine rooms</li><li>Loading and unloading trucks</li><li>Working in public messenger services</li><li>** Handling certain dangerous animals</li><li>** Conducting door-to-door sales of products as employment (some exceptions)</li><li>** Spray painting</li></ul>
EXEMPTIONS Hour Restrictions- (from hour restrictions only; hazard restrictions still apply until 18 yrs.) <ul style="list-style-type: none"><li>Minors who hold waivers from a public school or Child Labor Compliance</li><li>Minors who are or have been married</li><li>Minors who have either graduated from an accredited high school, or hold a high school equivalency diploma</li><li>Minors who have served in the U.S. Armed Forces</li><li>Minors who are enrolled in high school work programs</li></ul>		Age Restrictions- (from age requirements; hazard restrictions still apply) <ul style="list-style-type: none"><li>Minors who work for their parents in occupations not declared hazardous</li><li>Pages in the Florida legislature</li><li>Newspaper delivery (10 years old)</li><li>Minors in the entertainment industry registered with Child Labor Compliance</li></ul> A court may authorize an exemption from age and hour restrictions.
PARTIAL WAIVERS The Florida Child Labor law is designed to serve and protect minors and encourage them to remain in school. At times, some minors may feel that the law conflicts with their best interest or their life circumstances; therefore, they have the right to request an exemption from the law. If the minor is attending a K-12 public school, a waiver may be obtained and granted by the local school district. All other minors may request an application by contacting the Child Labor Compliance. Waiver applications are reviewed and granted on a case by case basis. To qualify, applicants must demonstrate that certain requirements of Florida law need to be waived. Employers must keep a copy of partial waivers of employed minors. PENALTIES Florida: Employment of minors in violation of Florida Child Labor law may result in fines up to \$2,500 per offense and/or be guilty of a second degree misdemeanor. FLSA: Maximum fines up to \$11,000 per minor/per violation. WORKERS’ COMPENSATION Florida: If an injured minor is employed in violation of any provision of the Child Labor laws of Florida, an employer may be subject to up to double the compensation otherwise payable under Florida Workers’ Compensation law. POSTING REQUIREMENTS Florida: All employers of minors must post in a conspicuous place on the property or place of employment, where it may be easily read, this poster notifying minors of the Child Labor laws. For information on Florida laws contact: Florida Department of Business and Professional Regulation • Child Labor Program 1940 North Monroe Street • Tallahassee, Fl 32399-1044 • Telephone 850.488.3131; Toll-Free 1.800.226.2536 • www.myfloridalicense.com For information on federal laws contact: U.S. Department of Labor, Wage & Hour Division, listed in the telephone directory under U.S. Government; Toll-Free 1.866.487.9243; www.dol.gov/elaws/flsa.htm Florida Department of Business and Professional Regulation and the United States Department of Labor “Working Together for Florida’s Workforce”		

# FLORIDA LAW PROHIBITS DISCRIMINATION

## BASED ON:

RACE, COLOR, RELIGION,  
SEX, NATIONAL ORIGIN, DISABILITY, AGE  
OR MARITAL STATUS

## WHAT IS COVERED UNDER THE LAW:

- EMPLOYMENT
- PUBLIC ACCOMMODATIONS
- RETALIATION AFTER FILING A CLAIM
- STATE EMPLOYEE WHISTLE-BLOWER RETALIATION

*If you feel that you have been discriminated against,  
visit our web site or call us!*

## FLORIDA COMMISSION ON HUMAN RELATIONS

2009 Apalachee Parkway  
Suite 200, Oakland Building  
Tallahassee, Florida 32301-4857  
<http://FCHR.state.fl.us>

Phone: (850) 488-7082  
Voice Messaging: 1-800-342-8170

# LA LEY DE LA FLORIDA PROHIBE DISCRIMINACIÓN

## BASADA EN:

RAZA, COLOR, RELIGIÓN, SEXO, ORIGEN NACIONAL,  
INCAPACIDAD, EDAD, O ESTADO CIVIL

## LO QUE ESTÁ CUBIERTO BAJO LA LEY:

- EMPLEO
- LUGARES DE ACOMODO PÚBLICO
- ACCIÓN VENGATIVA DESPUES  
DE PRESENTAR UNA QUEJA
- ACCIÓN VENGATIVA EN CONTRA DE UN TRABAJADOR  
PÚBLICO, DESPUES DE PRESENTAR UNA QUEJA BAJO LA  
LEY DE “SOPLÓN” (WHISTLE-BLOWER)

*¡Si usted siente que ha sido discriminado,  
visite nuestra página web o llámenos!*

## LA COMISIÓN DE RELACIONES HUMANAS DE LA FLORIDA

2009 Apalachee Parkway  
Suite 200, Oakland Building  
Tallahassee, FL 32301-4857  
<http://FCHR.state.fl.us>

Teléfono: (850) 488-7082  
Correo de Voz: 1-800-342-8170

# **AVISO A LOS EMPLEADOS**

## **SALARIO MÍNIMO EN FLORIDA**

**El salario mínimo en Florida en el 2011, es igual al salario mínimo federal de \$7.25 por hora, incluyendo un salario mínimo de por lo menos \$4.23 por hora para empleados propinados, incluyendo propinas. Este nuevo salario mínimo se hizo vigente en julio 24, 2009; fecha en que el salario mínimo federal excedió el salario mínimo en Florida.**

La tasa de salario mínimo es recalculada anualmente cada septiembre 30, basándose en el Índice de Precios al Consumidor. El nuevo salario mínimo ha estado vigente desde el 2009. Para determinar cual salario mínimo; federal o estatal, va a ser asignado; la ley federal exige que las empresas paguen el salario mas alto entre ambos. El salario mínimo federal prevaleciera sobre el salario mínimo estatal, hasta que el salario mínimo de Florida sea más alto, que el salario mínimo federal.

Un patrono no puede tomar represalias contra un empleado que quiere ejercer su derecho a recibir el salario mínimo. Los derechos que protegen la Constitución del Estado incluyen el derecho a:

1. Someter una querella contra un patrono que alegadamente no esta cumpliendo con los requisitos legales de salario mínimo.
2. Reportar a un patrono que alegadamente no esta cumpliendo con los requisitos legales de salario mínimo.
3. Traer a alusión sus derechos como trabajador, conformes a la Sección 24, Artículo X de la Constitución del Estado, diseñada para enforzar tales derechos.

Si un empleado no esta recibiendo su salario mínimo legal; debe notificarlo a su patrono y darle 15 días para resolver el problema. Si el problema no es resuelto, el empleado tiene derecho a entablar una acción civil contra su patrono en un tribunal legal, con el fin de recuperar los salarios atrasados, incluyendo daños y perjuicios, y honorarios de abogado.

Un patrono que sea declarado culpable de violar intencionalmente los requisitos de salario mínimo, está sujeto a pagar una multa de \$1,000 por cada infracción, pagadera al estado. El Procurador General o funcionario designado por la Legislatura puede entablar una acción civil para enforzar el salario mínimo.

Para detalles, lea la Sección 24, Artículo X de la Constitución del Estado, y la Sección 448.110 de los Estatutos de Florida.



## **NOTICE TO EMPLOYEES**

### **MINIMUM WAGE IN FLORIDA**

**The 2011 minimum wage in Florida is the federal minimum wage of \$7.25 per hour, with a minimum wage of at least \$4.23 per hour for tipped employees, in addition to tips. This minimum wage went into effect July 24, 2009 when the federal minimum wage exceeded Florida's minimum wage.**

The minimum wage rate is recalculated yearly on September 30, based on the Consumer Price Index. In 2009, however, the new federal minimum wage took effect. In deciding whether the federal or state minimum wage applies, federal law directs that businesses must pay the higher of the two. The federal minimum wage will prevail over the state rate until such time as the Florida minimum wage becomes higher than the federal rate.

An employer may not retaliate against an employee for exercising his or her right to receive the minimum wage. Rights protected by the State Constitution include the right to:

1. File a complaint about an employer's alleged noncompliance with lawful minimum wage requirements.
2. Inform any person about an employer's alleged noncompliance with lawful minimum wage requirements.
3. Inform any person of his or her potential rights under Section 24, Article X of the State Constitution and to assist him or her in asserting such rights.

An employee who has not received the lawful minimum wage after notifying his or her employer and giving the employer 15 days to resolve any claims for unpaid wages may bring a civil action in a court of law against an employer to recover back wages plus damages and attorney's fees.

An employer found liable for intentionally violating minimum wage requirements is subject to a fine of \$1,000 per violation, payable to the state. The Attorney General or other official designated by the Legislature may bring a civil action to enforce the minimum wage.

For details, see Section 24, Article X of the State Constitution and Section 448.110, Florida Statutes.



# To Employees-

- YOUR EMPLOYER

is registered with the Department of Revenue as a liable employer under the Florida Unemployment Compensation Law and you, as employees, are covered by unemployment insurance. **Unemployment taxes, which finance benefits paid to eligible unemployed workers are paid by the employer and, by law, cannot be deducted from employee's wages.**

- You may be eligible to receive unemployment compensation benefits if you meet the following requirements:
  1. You must be totally or partially unemployed through no fault of your own.
  2. You must register for work and file a claim.
  3. You must have sufficient employment and wages.
  4. You must be ABLE to work and AVAILABLE for work.
- You may file a claim for partial unemployment for any week you work less than full time due to lack of work if your wages during that week are less than your weekly benefit amount.
- You must report all earnings while claiming benefits. Failure to do so is a third degree felony with a maximum penalty of 5 years imprisonment and a \$5,000 fine.
- Any employee who is discharged for misconduct connected with work may be disqualified from 1 to 52 weeks and until the worker has earned in new work, at least 17 times the weekly benefit amount of his or her claim.
- Any employee who voluntarily quits a job without good cause attributable to the employer may be disqualified until the worker has earned in new work, at least 17 times the weekly benefit amount of his or her claim.
- If you have any questions regarding filing a claim for unemployment compensation benefits, call the Agency for Workforce Innovation at 800-204-2418 or visit the Web site **[www.floridajobs.org](http://www.floridajobs.org)**.

**Agency for Workforce Innovation  
Office of Unemployment Compensation  
MSC 229  
107 East Madison Street  
Tallahassee, Florida 32399-4135**

**This notice must be posted in accordance with Section 443.151(1) of the Florida Unemployment Compensation Law.**



# De Interes Para Los Empleados –

## SU EMPLEADOR

está registrado ante el Departamento de Ingresos como empleador responsable conforme a la Ley de Compensación de Desempleo de Florida y ustedes, como empleados, están cubiertos por el seguro de desempleo. **Los Impuestos de Desempleo, que financian los beneficios que se pagan a los trabajadores desempleados elegibles, son pagados por el empleador y, por ley, no pueden ser deducidos de la remuneración de empleados.**

- Usted puede ser elegible para recibir los beneficios de compensación por desempleo si cumple con los siguientes requisitos:
  1. Usted debe estar total o parcialmente desempleado por una causa no imputable a usted.
  2. Usted debe registrarse para trabajo y presentar una reclamación.
  3. Usted debe tener suficiente empleo y remuneración.
  4. Usted debe PODER trabajar y estar DISPONIBLE para trabajar.
- Usted puede presentar una reclamación por desempleo parcial por cualquier semana que usted trabaje menos que a tiempo completo debido a falta de trabajo si su remuneración durante esa semana es inferior al monto de su beneficio semanal.
- Usted debe informar todos sus ingresos mientras reclama beneficios. El no hacerlo constituye una felonía en tercer grado con una pena máxima de 5 años de prisión y una multa de \$5,000.
- Cualquier empleado que sea despedido por mala conducta en relación con el trabajo podrá ser descalificado entre 1 y 52 semanas y hasta que el trabajador haya ganado en el nuevo empleo a lo menos 17 veces el monto del beneficio semanal de su reclamación.
- Cualquier empleado que abandone voluntariamente un empleo sin una buena causa atribuible al empleador podrá ser descalificado hasta que el trabajador haya ganado en el nuevo empleo a lo menos 17 veces el monto del beneficio semanal de su reclamación.
- Si usted tiene cualquier consulta en relación a la presentación de una reclamación de beneficios de compensación por desempleo, llame a la Agencia para Innovación de la Fuerza Laboral al 800-204-2418 o visite el sitio Web [www.floridajobs.org](http://www.floridajobs.org).

**Agencia para Innovación de la Fuerza Laboral**  
**Oficina de Compensación por Desempleo**  
**MSC 229**  
**107 East Madison Street**  
**Tallahassee, Florida 32399-4135**

Esta notificación deberá ser informada de acuerdo con la Sección 443.151(1) de la Ley de Compensación por Desempleo de Florida.

# WORKERS' COMP WORKS FOR YOU

## **\$25,000 Reward** **Anti-Fraud Reward Program**

Rewards of up to \$25,000 may be paid to persons providing information to the Department of Insurance leading to the arrest and conviction of persons committing insurance fraud, including employers who illegally fail to obtain workers' compensation coverage. Persons may report suspected fraud to the department at 1-800-378-0445.

A person is not subject to civil liability for furnishing such information, if such person acts without malice, fraud or bad faith.

*Workers' compensation* pays your medical bills and other expenses and replaces part of your salary if you are injured while working.

*You should expect* if you are unable to work for more than seven days to be compensated for a portion of your lost wages, limited to the maximum as set by law.

*This Notice of Compliance must be posted by the employer and maintained conspicuously in and about the employer's place or places of employment.*

*State of Florida-Division of Workers' Compensation.*

## If you are injured on the job:

- 1.** Notify your employer immediately to get the name of an approved physician. Workers' comp insurance may not pay the medical bills if you don't let the employer know you have been injured.
- 2.** Remind the doctor and medical staff that you are covered under workers' comp.
- 3.** If you have any problems with your claim or suffer excessive delays in treatment, contact the Division of Workers' Compensation at 1-800-342-1741.

PLACE INSURER  
INFORMATION STICKER  
HERE