



1961 Diamond Springs Road
Virginia Beach, VA 23455
Phone (757) 460-6308
Fax (757) 460-0317

TENNESSEE EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Unemployment Insurance (English and Spanish)
2. Wage Regulation Act
3. Workers Compensation (English and Spanish)
4. OSHA (English and Spanish)
5. Discrimination

If you have any questions, please contact your supervisor.

Thanks,
Human Resources

Unemployment Insurance for Employees



Your employer provides insurance to help protect you when you become unemployed through no fault of your own. Tennessee employers pay the full cost of unemployment insurance for their employees. Nothing is deducted from your pay to cover the cost of this insurance nor does any money come from State of Tennessee funds.

If you become unemployed you may file for benefits through your local Department of Labor and Workforce Development office or Career Center. You may call toll-free 1-800-576-3467 for the location of the most convenient office or go to the Department's Web site at www.tennessee.gov/labor-wfd/Claimants/benefitoffices.html. Claims for unemployment insurance may also be filed online at www.tennessee.gov. Additionally, in some areas of Tennessee, claims may be filed by telephone. Call 1-800-576-3467 to check if this option is available in your area. For the nearest Tennessee Career Center location check our Department's Web site at www.tennessee.gov/labor-wfd/cc/ or call toll-free 1-800-576-3467.

If you are still employed, but working less than full-time because your employer schedules you for fewer hours of work in a week, you may be eligible for partial unemployment benefits. Ask your employer to file a claim for you. If your employer cannot file a claim for you, contact your nearest Labor and Workforce Development claims office.

To be eligible for unemployment benefits you must be separated from employment through no fault of your own, have qualifying wages in the base period, and be able, available, and making a reasonable effort to seek suitable work.

The Tennessee Department of Labor and Workforce Development has staff available to help you find a job or pursue training opportunities.



www.tennessee.gov

Employers: Please post in a conspicuous place. Extra copies are available upon request.

For individuals with hearing impairments, please call the Tennessee Department of Labor and Workforce Development's TDD Line at 615-532-2879.

The Tennessee Department of Labor and Workforce Development is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.



Department of Labor and Workforce Development; December 2005; Pub. Auth. No. 337386; 30,000 copies. This public document was promulgated at a cost of \$.05 per copy.

Seguro de desempleo para trabajadores



Su patrón le ofrece un seguro que lo protege en caso de que pierda su trabajo por razones no atribuibles a usted. En Tennessee, los patrones pagan el costo total del seguro de desempleo para sus trabajadores. A usted no le deducen ni un centavo de su cheque para cubrir el costo de este seguro, y tampoco sale un solo dólar de los fondos públicos del estado de Tennessee para este fin.

Si usted llega a estar desempleado, puede solicitar beneficios a través de su oficina local del Departamento del trabajo y desarrollo de la fuerza laboral o Centro de colocación. Puede llamar sin costo al 1-800-576-3467, para obtener la ubicación de la oficina más cercana a su domicilio, o visitar el sitio de Internet del Departamento del trabajo en www.tennessee.gov/labor-wfd/Claimants/benefitoffices.html. Los reclamos al seguro de desempleo pueden llevarse a cabo en línea en www.tennessee.gov. Además, en algunas áreas de Tennessee, los reclamos pueden hacerse por teléfono. Llame al 1-800-576-3467 para verificar que ésta opción se encuentra disponible en su área. Para encontrar el Centro laboral más cercano en Tennessee, verifique en el sitio de Internet del Departamento de trabajo en www.tennessee.gov/labor-wfd/cc/ o llame sin costo al 1-800-576-3467.

Si todavía tiene empleo, pero no trabaja de tiempo completo porque su patrón le ha programado menos horas de trabajo por semana, probablemente califique para obtener prestaciones parciales de desempleo. Pregunte a su patrón si puede presentar un reclamo en su nombre. Si su patrón no puede hacerlo, comuníquese a la oficina de trabajo y desarrollo de fuerza laboral más cercana.

Para recibir los beneficios del desempleo, debe haberse separado de su empleo por razones no atribuibles a usted, contar con las cotizaciones de salario suficientes para calificar durante el periodo base, tener la capacidad y estar dispuesto a hacer un esfuerzo razonable para buscar un trabajo conforme a sus habilidades.

El Departamento de trabajo y desarrollo de fuerza laboral de Tennessee, dispone de personal para ayudarle a encontrar trabajo o buscar oportunidades de capacitación.



www.tennessee.gov

El Departamento de trabajo y desarrollo de fuerza laboral de Tennessee es un patrón que ofrece oportunidades iguales de empleo. Ofrecemos ayuda y servicios auxiliares a petición de los individuos con discapacidades.

Para individuos que utilizan discapacidad auditiva, por favor llamar a la línea TDD del Departamento de trabajo y desarrollo de fuerza laboral de Tennessee al 615-532-2879.

Patrones: Por favor coloque este cartel en un lugar visible. Disponemos de copias adicionales a solicitud de los interesados.





TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

WAGE REGULATION ACT

It is unlawful for any employer to employ, permit or suffer to work any person without first informing the employee of the amount of wages to be paid (T C A §50-2-101) All wages or compensation of employees in private employments shall be due and payable at least semi-monthly Notice of regular paydays shall be posted by each employer in at least two conspicuous places

REGULAR PAYDAY POSTED AS FOLLOWS: 7th and 22nd (T C A §50-2-103)

Each employee must have a 30-minute unpaid rest break or meal period if scheduled to work 6 hours consecutively, except in workplace environments that by the nature of business provide for ample opportunity to rest or take an appropriate break Such break shall not be scheduled during or before the first hour of scheduled work activity (T C A §50-2-103)

No employer shall discriminate between employees in the same establishment on the basis of sex by paying any employee salary or wage rates less than he pays to any employee of opposite sex for comparable skill, effort, and responsibility, and which are performed under similar working conditions (T C A §50-2-202)

CHILD LABOR ACT

Minors 14 and 15 years of age may not be employed
(T.C.A. §50-5-104):

- 1 During school hours;
- 2 Between 7:00pm and 7:00am;
- 3 More than 3 hours a day on a school day;
- 4 More than 18 hours a week during school weeks;
- 5 More than 8 hours a day on non-school days;
- 6 More than 40 hours a week during non-school weeks

Minors 16 and 17 years of age may not be employed
(T.C.A. §50-5-105):

- 1 During those hours when the minor is required to attend classes;
- 2 Between the hours of 10:00pm and 6:00am. Sunday through Thursday evenings preceding a school day, except with parental or guardian consent. Then, the minor may work until midnight no more than 3 of the Sunday through Thursday nights

BREAK OR MEAL PERIOD (T.C.A. §50-5-115)

A minor must have a 30-minute unpaid break or meal period if scheduled to work 6 hours consecutively Such break shall not be scheduled during or before the first hour of scheduled work activity

OCCUPATIONS PROHIBITED FOR MINORS UNDER THE AGE OF 18 (T.C.A. §50-5-106)

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| <ol style="list-style-type: none"> 1 In or about plants or establishments manufacturing or storing explosives or articles containing explosive components; 2 Motor vehicle driving occupations; 3 Coal mine occupations; 4 Logging and sawmill operations; 5 Operation of power-driven woodworking machines; 6 Exposure to radioactive substances and ionizing radiations; 7 Operation of elevator and other power-driven hoisting apparatus; 8 Operation of power-driven metal forming, punching and shearing machines; 9 Mining elements other than coal; 10 Slaughtering, meat packing, processing or rendering; 11 Operation of power-driven bakery machines; 12 Operation of power-driven paper products machines; 13 Manufacture of brick, tile and kindred products; 14 Operation of circular saws, band saws and guillotine shears; | <ol style="list-style-type: none"> 15 Wrecking, demolition and ship-breaking operations; 16 Roofing operations; 17 Excavation operations; 18 In any place of employment where the average monthly gross receipts from the sale of intoxicating beverages exceed twenty-five percent (25%) of the total gross receipts of the place of employment, or in any place of employment where a minor will be permitted to take orders for or serve intoxicating beverages regardless of the amount of intoxicating beverages sold in the place of employment; 19 Any occupation which the commissioner shall by regulation declare to be hazardous or injurious to the life, health, safety and welfare of minors; 20 Posing or modeling alone or with others while engaged in sexual conduct for the purpose of preparing a film, photograph, negative, slide or motion picture; 21 Occupations involved in youth peddling |
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DUTIES OF EMPLOYERS (T.C.A. §50-5-111)

Employers of minors shall:

- 1 Post in a conspicuous place on the business premises a printed notice of the provisions of the Child Labor Act furnished by the department;
- 2 Maintain a separate file record for each minor employed which shall be kept at the minor's place of employment and shall include:
 - a Employment application;
 - b Copy of minor's birth certificate, drivers's license, state issued ID or passport, as evidence of age by statute;
 - c Accurate daily time record for all minors subject to the provisions of this Act;
 - d Any records qualifying a minor for exemption under T C A §50-5-107 (8)-(13);
- 3 Allow the department to inspect all premises where minors are or could be employed and the contents of the individual file records; and
- 4 Furnish the department with records relative to the employment of minors;
- 5 If a minor is 16 or 17 years of age and is home schooled, the file must include documentation from the Director of the LEA, the home school or church related school, which confirms the minor's enrollment and authorization to work

For information on state laws contact the Tennessee Department of Labor and Workforce Development Labor Standards Division
(615)741-2858 (option 3) - Toll Free (866)588-6814 - www.tn.gov/labor-wfd



Tennessee Department of Labor & Workforce
Development Authorization No #337100

The TN Department of Labor and Workforce Development is committed to principals of equal opportunity, equal access, and affirmative action. Auxiliary aids and services are available upon request to individuals with disabilities. Callers with hearing impairments may use TTY 615-532-2879, TTY 1-800-848-0298, TDD 1-800-848-0299 or TTY/TDD 711

TENNESSEE WORKERS' COMPENSATION INSURANCE

Employers: The law requires this notice to be conspicuously posted at the employer's place of business so all employees have access to it.

WHO IS REQUIRED TO HAVE WORKERS' COMPENSATION INSURANCE?

All employers with five (5) or more full or part-time employees.

All employers engaged in the mining and production of coal with one (1) or more employees.

All contractors in the construction industry with one (1) or more employees.

To confirm if an employer is subject to the workers' compensation law and if so to obtain the name of the workers' compensation insurance company contact:

MANCON HUMAN RESOURCES

Name of employer representative authorized to provide information on workers' compensation
888-892-0787

Telephone number of employer representative to provide information on workers' compensation
1961 Diamond Springs Road, Virginia Beach, VA 23455

Address of employer representative to provide information on workers' compensation

WHAT SHOULD AN EMPLOYEE DO IF INJURED AT WORK?

1. Report the injury to the employer immediately. Employer notification is required.
- and 2. Select a treating physician from a panel provided by the employer.
To report an injury contact:

MANCON MAYPORT SITE OFFICE

Name of employer representative to notify in event of a work related injury
888-854-2867

Telephone number of employer representative to notify in event of a work related injury
645 Mayport Road, Suite 3D, Atlantic Beach, FL 32233

Address of employer representative to notify in event of a work related injury

WHAT SHOULD AN EMPLOYER DO WHEN AN INJURY IS REPORTED?

1. Immediately complete a First Report of Work Injury form and send it to the workers' compensation insurance company or the third party administrator to be filed with the Tennessee Dept. of Labor and Workforce Development, Workers' Compensation Division
- and 2. Offer a panel of physicians.
The employer shall designate a group of three (3) or more physicians or surgeons not associated together in practice from which the injured employee shall have the privilege of selecting the operating surgeon or the attending physician. If the injury is a back injury, the panel shall be expanded to four (4), one of whom must be a doctor of chiropractic. If a doctor of chiropractic is chosen, chiropractor visits may be authorized for up to twelve (12) visits per back injury. More than twelve (12) visits to such doctor of chiropractic must be specifically approved by the employer or insurance carrier. The provisions for chiropractic care shall not apply to workers' compensation self insurer pools established pursuant to Section 50-6-405(a)(1). If the injury requires the treatment of physician or surgeon who practices orthopedic or neuroscience medicine then the employer may appoint a panel of physicians or surgeons practicing orthopedic or neuroscience medicine consisting of five (5) physicians, with no more than four (4) physicians affiliated in practice together. The employee may select a treating physician or surgeon from the employer panel.

The Tennessee Department of Labor and Workforce Development, Division of Workers' Compensation, has staff available to help both employees and employers. For more information contact:

TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT DIVISION OF WORKERS' COMPENSATION

220 FRENCH LANDING DRIVE
NASHVILLE, TENNESSEE 37243-1002
615-532-4812 OR TOLL FREE 1-800-332-2667 OR 1-800-332-2257 (TDD)
www.tennessee.gov/labor-wfd/wcomp.html

SEGURO DE ACCIDENTES DE TRABAJO DE TENNESSEE

Empleadores: La ley exige que se ponga este aviso en un lugar del negocio del empleador bien visible para que todos los empleados tengan acceso al mismo.

¿QUIÉNES ESTÁN OBLIGADOS A TENER SEGURO DE ACCIDENTES DE TRABAJO?

Todo empleador que tenga cinco (5) o más de cinco empleados de horario completo o de medio horario.
Todo empleador que se dedique a la explotación de minas y la producción de carbón que tenga un (1) empleado o más de un empleado.

Todo empresario de la industria de la construcción que tenga un (1) empleado o más de un empleado.
Para comprobar si un empleador está sujeto a la ley de accidentes de trabajo y si ese fuera el caso, para obtener el nombre de la compañía de seguro de accidentes de trabajo a contactar:

MANCON HUMAN RESOURCES

Nombre del representante del empleador

888-892-0787

Número de teléfono del representante del empleador

1961 Diamond Springs Road, Virginia Beach, VA 23455

Dirección del representante del empleador

(el nombre, la dirección y el número de teléfono del representante del empleador autorizado a dar información sobre indemnización por accidentes de trabajo)

¿QUÉ DEBE HACER UN EMPLEADO SI SE LESIONA EN EL TRABAJO?

1. Notificar al empleador de la lesión inmediatamente. Es obligatorio notificar al empleador.
- y 2. Escoger a un médico que le atienda de la lista que le dé el empleador.
Para notificar una lesión póngase en contacto con:

MANCON MAYPORT SITE OFFICE

Nombre del representante del empleador

888-854-2867

Número de teléfono del representante del empleador

645 Mayport Road, Suite 3D, Atlantic Beach, FL 32233

Dirección del representante del empleador

(el nombre, la dirección y el número de teléfono del representante del empleador autorizado a dar información sobre indemnización por accidentes de trabajo)

¿QUÉ DEBE HACER EL EMPLEADOR CUANDO SE LE NOTIFICA DE UNA LESIÓN?

1. Llenar inmediatamente el formulario Primera Notificación de Accidente de Trabajo y enviarlo a la compañía de seguro de accidentes de trabajo o al administrador del seguro contra tercera persona para que lo registre en el Departamento de Trabajo y Desarrollo Laboral de Tennessee, División de Accidentes de Trabajo.
- y 2. Ofrecer una lista de médicos.
El empleador deberá nombrar un grupo de tres (3) médicos o cirujanos o más que no estén afiliados a la misma oficina y de los cuales el empleado lesionado tendrá el privilegio de escoger ya sea el médico que le va a atender o el cirujano que le va a operar. Si la lesión es una lesión de la espalda, la lista aumentará a cuatro (4), entre los cuales habrá un médico quiropráctico, teniendo en cuenta que por cada lesión de la espalda sólo se permitirán doce (12) visitas en total al médico quiropráctico. Si es una lesión que requiere que le atienda un médico o cirujano que ejerce la medicina ortopédica o de neurociencias, entonces el empleador deberá nombrar un grupo de cinco (5) médicos o cirujanos que ejercen la medicina ortopédica o de neurociencias de entre los cuales sólo cuatro (4) pueden estar afiliados a la misma oficina. El empleado puede escoger un médico o cirujano de la lista del empleador para que le atienda.

El Departamento de Trabajo y Desarrollo Laboral de Tennessee, División de Accidentes de Trabajo tiene trabajadores disponibles para ayudar tanto al empleado como al empleador. Si necesita más información, favor de ponerse en contacto con:

DEPARTAMENTO DE TRABAJO Y DESARROLLO LABORAL DE TENNESSEE
DIVISIÓN DE ACCIDENTES DE TRABAJO
220 FRENCH LANDING DRIVE
NASHVILLE, TENNESSEE 37243-1002
615-532-4812 O LLAME GRATIS AL 1-800-332-2667 O AL 1-800-332-2257 (TDD)
www.state.tn.us/labor-wfd/wcomp.html

You Have a Right to a Safe and Healthful Workplace.

IT'S THE LAW!

- You have the right to notify your employer or TOSHA about workplace hazards. You may ask TOSHA to keep your name confidential.
- You have the right to request a TOSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in the inspection.
- You can file a complaint with TOSHA within 30 days of discrimination by your employer for making safety and health complaints or for exercising your rights under the TOSHA Act or the Tennessee Hazardous Chemical Right-to-Know Act.
- You have a right to see TOSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- 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 rights under the Tennessee Right to Know Law concerning hazardous chemicals in your work area. Your employer must provide

training about health effects, protective measures, safe handling procedures, as well as information on interpreting labels and material safety data sheets (MSDS). You must be provided access to the material safety data sheets and the workplace chemical list.

- 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.



The **Tennessee Occupational Safety and Health Act of 1972**, T.C.A. §§ 50-3-101 et seq., assures safe and healthful working conditions for working men and women throughout the state. The Department of Labor and Workforce Development, Division of Occupational Safety and Health (**TOSHA**) has the primary responsibility for administering the TOSHA Act. The rights listed here may vary depending on the particular circumstances. To file a complaint, report an emergency or seek TOSHA advice, assistance or information, call 1-800-249-8510 or your nearest TOSHA office. • Chattanooga (423)634-6424 • Jackson (731)423-5641 • Kingsport (423)224-2042 • Knoxville (865)594-6180 • Memphis (901)543-7259 • Nashville (615) 741-2793. To file a complaint online or obtain information on Federal OSHA and other state programs, visit OSHA's website at www.osha.gov. For additional information on TOSHA visit www.state.tn.us/labor-wfd/tosha.html



Usted Tiene el Derecho a un Lugar de Trabajo Seguro y Saludable.

¡LO ESTABLECE LA LEY!

- Tiene el derecho de notificar a su empleador o a la TOSHA sobre cualquier peligro en su lugar de trabajo. Puede pedir a la TOSHA que mantenga su nombre en reserva.
- Tiene el derecho de solicitar una inspección de la TOSHA si considera que existen condiciones peligrosas y poco saludables en su lugar de trabajo. Usted o su representante puede participar en la inspección.
- Puede presentar un reclamo a TOSHA durante un plazo de 30 días si su empleador lo discrimina por presentar reclamos de seguridad y sanidad o por ejercer sus derechos de acuerdo con el Acto de la TOSHA o del Tennessee Hazardous Chemical Right-to-Know Act.
- Tiene el derecho de ver las citaciones de TOSHA enviadas a su empleador. Su empleador debe colocar las citaciones en lugar visible en el sitio de la supuesta infracción o cerca de él.
- Su empleador debe corregir los peligros en el lugar de trabajo dentro del plazo indicado en la citación y debe certificar que dichos peligros se hayan reducido o eliminado.
- Bajo la Ley del Derecho a Saber de Tennessee usted tiene derechos en lo que concierne a los químicos peligrosos en su lugar de trabajo. Su patrón debe darle entrenamiento en cuanto a los

efectos a la salud, medidas para protegerse, procedimientos para conducirse que sean seguros, también como información para interpretar las etiquetas y hojas de información de seguridad de material (MSDS). A usted se le debe dar acceso a las hojas de información de seguridad de material y a la lista de químicos en el lugar de trabajo.

- Tiene el derecho de recibir copias de su historial médico o de los registros de su exposición a sustancias o condiciones tóxicas y peligrosas.
- Su empleador debe colocar este aviso en un lugar visible de su lugar de trabajo.



La Ley de Seguridad y Salud Ocupacionales de Tennessee de 1972 (la Ley), T.C.A. §§ 50-3-101 et seq., garantiza condiciones ocupacionales para los hombres y las mujeres que desempeñen algún trabajo en todo el estado. El Departamento de Labor y Desarrollo en el Lugar de Trabajo es el responsable principal de supervisar la Ley. Los derechos que se indican en este documento pueden variar según las circunstancias particulares. Para presentar un reclamo, informar sobre una emergencia o pedir consejo, asistencia o información de la TOSHA, llame al 1-800-249-8510 o la oficina de la TOSHA más cercana a usted: Chattanooga (423) 634-6424 · Jackson (901) 423-5641 · Kingsport (423) 224-2042 · Knoxville (865) 594-6180 · Memphis (901) 543-7259 · Nashville (615) 741-2793. Para presentar un reclamo en línea u obtener mas información sobre los programas federales y estatales de la OSHA, visite el sitio Web de la OSHA en www.osha.gov. Para mas información sobre la TOSHA, visite www.state.tn.us/labor-wfd/tosha.html.



Tennessee Department of Labor and Workforce Development, Authorization No. 337298, 15,000 copies, April, 2001. This public document was promulgated at a cost of .04 per copy.

TENNESSEE LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT

IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, AGE, DISABILITY, OR NATIONAL ORIGIN IN RECRUITMENT, TRAINING, HIRING, DISCHARGE, PROMOTION, OR ANY CONDITION, TERM OR PRIVILEGE OF EMPLOYMENT.

If you feel that you have been discriminated against, contact the Tennessee Human Rights Commission in your region.



LA LEY DE TENNESSEE PROHIBE LA DISCRIMINACIÓN EN EL EMPLEO

ES ILEGAL DISCRIMINAR EN CONTRA DE CUALQUIER PERSONA DEBIDO A SU RAZA, COLOR, CREDOS, RELIGIÓN, SEXO, EDAD, INCAPACIDAD U ORIGEN EN EL RECLUTAMIENTO, ENTRENAMIENTO, EMPLEO, AL DESPEDIR, PROMOVER O CUALQUIER CONDICIÓN, TÉRMINO O PRIVILEGIO DE EMPLEO.

Si usted cree que ha sido discriminado, póngase en contacto con la Comisión de Derechos Humanos de Tennessee (Tennessee Human Rights Commission) en su región.

West Tennessee

170 North Main Street
Memphis, TN 38103
(901) 543-7389

Middle Tennessee

Andrew Johnson Tower
710 James Robertson Pkwy
Suite 100
Nashville, TN 37243-1219
(615) 741-5825

East Tennessee

Fourth Floor West
540 McCallie Avenue
Chattanooga, TN 37402
(423) 634-6837

531 Henley Street
7th Floor
Knoxville, TN 37902
(865) 594-6500

Para Español Llame: (866) 835-1252

If you would like more information, visit our website at:
www.tn.gov/humanrights



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