

# IOWA





Thank you for choosing our eComply downloadable labor law posters with one year of free mandatory updates!

Your posters must be posted in a conspicuous location. Be sure to download all files.

### **Printing & Posting Instructions**

- These PDF documents should be **printed on 8.5" x 11" paper** with the printer set to the "fit to page" or comparable option. Following these printing instructions will help ensure that you are complying with state and federal size and font requirements.
- Posters have a Publication Code in the lower left corner, below the red line, such as EC-CA-0122 MINIMUM WAGE. **Post pages with the same code together.**
- **Color requirements:** (for Colorado, Maryland, New Mexico, and North Carolina ONLY).\*
- The Attention Employers letter that follows is for your information but should not be posted.

**IMPORTANT: If your email address changes, be sure to notify us so that you continue to receive updates.**

We are proud to be your most reliable resource for labor law compliance and we look forward to keeping you in compliance. Please contact us at 800-322-3636 if you have any questions.

- \*• **Background color requirement** (applies to Colorado *Anti-Discrimination*, and Maryland *Workers Compensation*)

These posters will appear on your computer screen and print with the required color background *if you have a color printer*. If not, you must print these posters on the appropriate colored paper.

- **Identical poster requirement** (applies to North Carolina *Workers Compensation* and New Mexico *Workers Compensation*)

These posters must be identical to the state-issued poster which is in color. The posters will appear in color on your computer screen and *must be printed using a color printer* to match the original.



## ATTENTION IOWA EMPLOYERS

Our goal as your **RELIABLE** labor law poster company is to ensure that you are always in compliance! We would like to make you aware that there may be **other requirements** that your company is subject to in addition to posting your labor law posters in a conspicuous location.

- Under the **Iowa Smokefree Air Act**, businesses must post **“No Smoking” signs** at every entrance. For more information about the Act and sign requirements, go to the Iowa Department of Public Health’s Smokefree Air Act website at <https://smokefreeair.iowa.gov> or call **(515) 281-7689**.
- If **applicants for employment** are normally seen in an area **other than where you post your federal labor law poster**, you need to post three federal notices in this area where applicants can easily see them. Poster Compliance Center publishes a Federal Applicant Edition poster that includes all three of these notices. Call Customer Service at (800) 322-3636 if you would like to order this poster.
- If your state has an **E-Verify law** (used to determine if workers are eligible for employment), covered employers must register for E-Verify through the U.S. Department of Homeland Security (DHS) and must post required participation posters.
  - Only employers who have registered should post the required posters which can be downloaded free during registration.
  - DHS prohibits commercial sale of these posters by third parties.

For these reasons E-Verify posters are not included on our state posters. For further information or to register for E-Verify, go to the DHS E-Verify home page at [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify) or call 888-464-4218.

Poster Compliance Center publishes labor law posters that include all general required notices for employers. Depending on a company’s industry, type of commerce, sector, location or workforce, **additional specialized notices may be required** by federal, state or local governments or agencies. Examples could include notices for a municipality, notices for federal contractors, notices that must be posted for the public or job applicants (in addition to those posted for employees), a labor law notice required in another language for employees who do not speak English, public sector notices, signage that must be posted at a specific location in your business such as the entrance, or a notice that can only be obtained through an insurance company.

DISCLAIMER: This product is not intended to provide legal or financial advice or substitute for the advice of an attorney or advisor.

# 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 \$300,000.00 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 \$30.00 a month in tips must be at least \$4.35 an hour.

## Enforcement

The Iowa Division of Labor 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 Division of Labor**  
**1000 East Grand Avenue**  
**Des Moines, IA 50319-0209**  
**Phone: 515-242-5870**  
**Fax: 515-281-7995**  
**[www.iowadivisionoflabor.gov](http://www.iowadivisionoflabor.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 Street**  
**Des Moines, IA 50309**  
**Phone: 515-284-4625**  
**[www.dol.gov](http://www.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 07.22.15

# Job Safety and Health

## IT'S THE LAW!

### EMPLOYEES:

- You have the right to notify your employer or Iowa OSHA about workplace hazards. You may ask Iowa OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful 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 [www.iowaosha.gov](http://www.iowaosha.gov) or call 877-242-6742.

**For assistance and information contact:**

Iowa Division of Labor Services  
150 Des Moines Street  
Des Moines, Iowa 50309-1836  
Phone: 515-242-5870  
[www.iowaosha.gov](http://www.iowaosha.gov)

*Bob A. Roberts*

## IOWA WORKFORCE DEVELOPMENT



### Complaints About the Iowa OSHA Program

You may file a complaint about the Iowa Division of Labor's operations or administration of the OSH Act by contacting:

OSHA Regional Office  
2300 Main Street, Suite 1010  
Kansas City, MO 64108-2447  
816-283-8745

70-8025 (01.22)

# Equal Employment Opportunity is the **LAW**

## What Does Equal Employment Opportunity Mean?

It guarantees the right of all persons to apply and be considered for job opportunities on the basis of the person's ability to do the job. While employed, you should not be treated unfairly because of any of the protected characteristics.

## What Does the Law Cover?

Chapter 216 of the *Code of Iowa*, as amended, (The Iowa Civil Rights Act), prohibits discrimination in employment because of a person's:

Race	Age (18 and older)
Creed	National Origin
Color	Gender Identity
Sex	Sexual Orientation
Pregnancy	Disability
Religion	

## To Whom Does the Law Apply?

- Persons who apply for employment with, or employees of, private employers, state and local governments, and public and private educational institutions with four or more employees.
- Employment agencies, labor unions, contractors, and sub-contractors, and apprenticeship programs.

## What Other Resources Are Available to Help with a Discrimination Problem?

You may also contact the local human rights, civil rights or human relations agency in your area, or the U.S. Equal Employment Opportunity Commission (EEOC), a federal agency. The EEOC District Office is located at:

310 West Wisconsin Ave., Suite 800  
Milwaukee, WI 53203-2292  
414-297-1111

EEOC enforces Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, sex, or national origin; the Age Discrimination in Employment Act (ADEA), which protects persons age 40 or older; and the Americans with Disabilities Act (ADA).

## What Action Will an Agency Take?

The Commission's staff can answer questions about your rights under the Act and help you take the necessary steps to file a complaint if you decide to pursue a claim. Once a complaint is filed, the Commission will take all appropriate actions to process the complaint. There is no charge to file a complaint and you do not need an attorney to file a complaint with the Commission.

## What Should I Do If I Believe I've Been Discriminated Against?

You should immediately contact:

**Iowa Civil Rights Commission**  
400 E. 14<sup>th</sup> Street, Grimes Building  
Des Moines, Iowa 50319  
515-281-4121, 1-800-457-4416  
515-242-5840 (FAX)

<http://www.state.ia.us/government/crc>

You may contact the Commission by telephone or mail for information, or assistance in filing a complaint. The Commission's office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. You may leave a message at 515-281-4121 after hours for a return call. **Your complaint must be filed within 300 days of the discriminatory act.**

**“Injustice anywhere is a threat to justice everywhere.” – Martin Luther King, Jr.**

# 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.**



## ONLINE

Go to

[www.iowaworkforcedevelopment.gov](http://www.iowaworkforcedevelopment.gov)

and click on the

Apply for Unemployment 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.



## IN-PERSON

If you do not have access to a computer, visit the nearest **IowaWORKS Center**.

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.



## INFORMATION

For complete information about your unemployment insurance rights and responsibilities, review the Unemployment Handbook at [www.iowaworkforcedevelopment.gov](http://www.iowaworkforcedevelopment.gov). To register for work and learn more about available work in your area, go to [www.iowaworks.gov](http://www.iowaworks.gov) or visit your nearest **IowaWORKS Center**.



## IOWAWORKS CENTER LOCATIONS



IowaWORKS Centers are located in 17 cities.

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

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