

# KANSAS





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 D-CA\_1 (*date*) 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 KANSAS 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** your company is subject to in addition to posting your labor law posters in a conspicuous location.

- Locate the **“Notice of Hours (Child Labor)”** on the state poster. The notice has 2 boxes in the heading. **Check the box that applies to your business.**
  - This notice **applies** to you if you are covered under Kansas child labor laws. (Check the box for “This employer is covered...”.)
  - This notice **does not apply** to you if you are covered under federal child labor laws. (Check the box for “This employer is not covered...”.)
  - If you are unsure about your coverage, contact the U.S. Department of Labor at the following federal office: Wage and Hour Division, Gateway Tower II, 400 State Ave., #706, Kansas City, KS 66101, phone (913) 551-5721.
  
- Post No Smoking signs by July 1, 2010, as required by the Kansas Indoor Clean Air Act.** In addition to posting the notice included on your Kansas state poster, you must post signs in specific locations in your business. For information about posting requirements and to download signs, you can go to [www.KSsmokefree.org](http://www.KSsmokefree.org), or call **the Kansas Smoke-Free** program at **1-877-416-8547**.
  
- If **applicants for employment** are normally seen in an area **other than where you post your federal labor law poster**, you need to post four federal notices in this area where applicants can easily see them. Poster Compliance Center publishes a Federal Applicant Edition poster that includes all four 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 <https://www.e-verify.gov/> 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.



# Notice of Hours (CHILD LABOR)

Employment Standards  
401 SW Topeka Blvd.  
Topeka, KS 66603-3182  
(785) 296-5000  
www.dol.ks.gov

**IT SHALL BE A VIOLATION OF LAW** for any child under 16 years of age to be employed, permitted or suffered to work in the business establishment before 7 a.m., or after 10 p.m., on days preceding a school day, or for more than eight hours per day, or 40 hours per week when school is not in session.

**FURTHER, IT SHALL BE A VIOLATION OF LAW** to employ, permit or suffer to work any child under 18 years of age in any vocation which has been declared by Rule or Regulation of the Secretary of Labor to be dangerous or injurious to the life, health, morals or welfare of a minor.

**WORK PERMITS SHALL BE REQUIRED** when the minor is under 16 years of age and **ONLY** when such minor is NOT enrolled in or attending any secondary school.

**NOTICE OF HOURS (KSA 38-605)** that every employer shall keep this notice posted in a conspicuous place near the principal entrance in an establishment where children under 16 years of age are employed, permitted or suffered to work. This notice shall state the maximum number of hours each child may be required or permitted to work, on each day of the week, the hours of commencing and stopping work and the hours allowed for dinner and other meals.

This poster is not required and should not be posted if you are covered under the Federal Child Labor Law. If you are unsure, it is suggested that you contact the U.S. Department of Labor for information. You may contact the following federal office:

Wage and Hour Division  
Gateway Tower II  
400 State Ave., Suite 1010  
Kansas City, KS 66101  
(913) 551-5721  
Toll Free (866) 487-9243



# Notice to Workers About UNEMPLOYMENT INSURANCE



# Aviso Para el Trabajador Sobre EL SEGURO DE DESEMPLEO

Our organization participates in the Kansas Unemployment Insurance Program. Should you become unemployed, you can learn about unemployment benefits and apply online at [www.GetKansasBenefits.gov](http://www.GetKansasBenefits.gov).

If you are unable to apply online, you can apply for benefits by calling the Kansas Unemployment Contact Center.

### Kansas Unemployment Contact Center

Kansas City Area..... (913) 596-3500  
 Topeka Area..... (785) 575-1460  
 Wichita Area..... (316) 383-9947  
 Toll free outside these areas ..... (800) 292-6333  
 Speech and/or hearing disabled  
 Kansans can access the Kansas  
 Relay Center by calling toll free ..... (800) 766-3777

Claims specialists are available Monday through Friday from 8:00 a.m. until 4:15 p.m., except on state holidays.

The Kansas Unemployment Insurance Program  
 is administered by:

KANSAS DEPARTMENT OF LABOR  
 401 SW Topeka Blvd.  
 Topeka, KS 66603-3182

Nuestra organización participa en el programa del Seguro de Desempleo de Kansas .Si acaso llega ser desempleado puede aprender mas sobre los beneficios de desempleo y aplicar en [www.GetKansasBenefits.gov](http://www.GetKansasBenefits.gov).

Si no puede aplicar por la Internet, usted puede aplicar por beneficios de desempleo al llamar al Centro de Contacto de Desempleo de Kansas.

### Centro de Contacto de Desempleo de Kansas

Área de Kansas City ..... (913) 596-3500  
 Área de Topeka ..... (785) 575-1460  
 Área de Wichita ..... (316) 383-9947  
 Si vive fuera de las áreas de llamadas ..... (800) 292-6333  
 Para ayuda con el habla y el audio llame  
 al Kansas Relay Center ..... (800) 766-3777

Disponibilidad de Especialistas de Reclamo lunes – viernes 8:00 a.m. – 4:15 p.m. La oficina esta cerrada durante los días festivos reconocidos por el estado de Kansas.

El programa de Seguro de Desempleo de Kansas  
 es administrado por:

KANSAS DEPARTMENT OF LABOR  
 401 SW Topeka Blvd.  
 Topeka, KS 66603-3182

This notice must be posted and maintained by the employer in one or more conspicuous places.

# Workers Compensation Rights and Responsibilities

Your employer is subject to the Kansas Workers Compensation Law which provides compensation for job-related injuries.

This notice applies to dates of accidents on or after **April 25, 2013**.

Este aviso aplica a las fechas de los accidentes a partir de **Abril 25, 2013**.

## WHAT TO DO IF AN INJURY OCCURS ON THE JOB

**NOTIFY YOUR EMPLOYER IMMEDIATELY.** Per K.S.A. 44-520, a claim may be denied if an employee fails to notify their employer within the earliest of the following dates: (A) **20 calendar days** from the date of accident or the date of injury by repetitive trauma; (B) if the employee is working for the employer against whom benefits are being sought and such employee seeks medical treatment for any injury by accident or repetitive trauma, **20 calendar days** from the date such medical treatment is sought; or (C) if the employee no longer works for the employer against whom benefits are being sought, **10 calendar days** after the employee's last day of actual work for the employer.

Notice may be given orally or in writing. Where notice is provided orally, if the employer has designated an individual or department to whom notice must be given and such designation has been communicated in writing to the employee, notice to any other individual or department shall be insufficient under this section. If the employer has not designated an individual or department to whom notice must be given, notice must be provided to a supervisor or manager.

Where notice is provided in writing, notice must be sent to a supervisor or manager at the employee's principal location of employment.

The notice, whether provided orally or in writing, shall include the time, date, place, person injured and particulars of such injury. It must be apparent from the content of the notice that the employee is claiming benefits under the workers compensation act or has suffered a work-related injury.

**BENEFITS. Benefits are paid by the employer's insurance carrier or self insurance program.** Benefits include medical treatment, partial wage replacement for lost time and additional benefits if the injury results in permanent disability. An employer is required to furnish all necessary medical treatment and has the right to designate the treating physician. If the employee seeks treatment from a doctor not authorized by the employer, the employer or its insurance carrier is only liable up to \$500.00 dollars for the unauthorized medical treatment.

## QUE HACER SI UNA LESIÓN OCURRE EN EL TRABAJO

**NOTIFIQUE A SU EMPLEADOR INMEDIATAMENTE.** De acuerdo con el artículo de ley K.S.A. 44-520, un reclamo puede ser negado si el empleado no notifica a su empleador dentro de antes de las siguientes fechas: (A) **20 días** a partir de la fecha del accidente o la fecha de la lesión debido a trauma por movimientos repetitivos; (B) si el empleado está trabajando con el empleador en contra del cual se están buscando beneficios y dicho empleado busca tratamiento médico por cualquier lesión por accidente o trauma repetitiva, **20 días** a partir de la fecha que dicho tratamiento médico ha sido obtenido; o (C) si el empleado ya no trabaja para el empleador en contra del cual se están buscando beneficios, **10 días** después del último día de trabajo para dicho empleador.

El aviso puede darse oralmente o por escrito. Donde el aviso se da oralmente, si el empleador ha designado un individuo o departamento a quien el aviso se debe dar y tal designación ha sido comunicada por escrito al empleado, aviso a cualquier otro individuo o departamento deberá ser insuficiente bajo esta sección. Si el empleador no ha designado a un individuo o departamento a quien se debe dar el aviso, el aviso puede darse a un supervisor o gerente.

Donde el aviso se hace por escrito, el aviso debe ser enviado a un supervisor o gerente de la oficina principal de empleo del trabajador.

El aviso, sea que se haga oralmente o por escrito, debe incluir la hora, fecha, lugar, persona lesionada y detalles de tal lesión. Debe ser visible a partir del contenido del aviso, que el empleado está reclamando beneficios bajo la ley de compensación del trabajador o que ha sufrido una lesión relacionada con el trabajo.

**BENEFICIOS. Los beneficios son pagados por la compañía aseguradora del empleador o programa de seguro propio.** Los beneficios incluyen tratamiento médico, reemplazo de sueldo parcial por tiempo perdido y beneficios adicionales si la lesión resulta en incapacidad permanente. El empleador debe proporcionar todo el tratamiento médico necesario y tiene el derecho de designar el doctor para dicho tratamiento. Si el empleado busca tratamiento con un doctor que no ha sido autorizado por el empleador, el empleador o su compañía aseguradora serán responsables de pagar solamente los primeros \$500.00 dólares para tratamiento médico no autorizado.

## WHERE TO GET HELP WITH YOUR CLAIM (DÓNDE CONSEGUIR AYUDA CON SU RECLAMO):

Employer's Insurance Carrier (Compañía Aseguradora del Empleador) \_\_\_\_\_ ( ) \_\_\_\_\_  
Telephone (Teléfono de la Aseguradora)

Address (Dirección de la Aseguradora)

### For questions about Workers Compensation Law, contact (Para preguntas acerca de la Ley de Compensación del Trabajador):

KANSAS DEPARTMENT OF LABOR  
Division of Workers Compensation/Ombudsman  
401 SW Topeka Blvd., Suite 2, Topeka, KS 66603-3105

Website: [www.dol.ks.gov/workcomp/default.aspx](http://www.dol.ks.gov/workcomp/default.aspx)  
Email: [KDOL.wc@ks.gov](mailto:KDOL.wc@ks.gov)  
Phone: (800) 332-0353 or (785) 296-4000

Persons with impaired hearing or speech utilizing a telecommunications device may access the above number(s) by using the Kansas Relay Center at (800) 766-3777.



# Kansas Law Provides

Equal opportunity in employment without regard to race, religion, color, sex, disability, national origin, ancestry, or age. Genetic Testing and Screening is also prohibited.

If you have suffered discrimination in recruitment, hiring, placement, promotion, transfer, training, compensation, layoff, or termination contact...

## KANSAS HUMAN RIGHTS COMMISSION AREA OFFICES:

### MAIN OFFICE TOPEKA:

900 S.W. JACKSON  
SUITE 568-SOUTH  
TOPEKA, KANSAS 66612-1258  
Voice (785) 296-3206  
Fax (785) 296-0589  
TTY (785) 296-0245  
Toll-Free (888) 793-6874

### DODGE CITY OFFICE:

MILITARY PLAZA OFFICES  
SUITE 220  
100 MILITARY PLAZA  
DODGE CITY, KS 67801-4945  
(620) 225-4804  
Fax (620) 225-4986

### WICHITA OFFICE:

300 W. DOUGLAS  
SUITE 220  
WICHITA, KS 67202  
Voice (316) 337-6270  
Fax (316) 337-7376

# Kansas Law Provides **EQUAL OPPORTUNITY IN PUBLIC ACCOMMODATIONS**

without regard to  
**RACE, RELIGION, COLOR, SEX, DISABILITY,  
NATIONAL ORIGIN, OR ANCESTRY**



report discrimination to:

## **KANSAS HUMAN RIGHTS COMMISSION**

**MAIN OFFICE TOPEKA:**

900 S.W. Jackson  
Suite 568 South  
Topeka, Kansas 66612  
Voice (785) 296-3206  
Fax (785) 296-0589  
TTY (785) 296-0245  
Toll-Free (888) 793-6874

**DODGE CITY OFFICE:**

Military Plaza Offices  
Suite 220  
100 Military Plaza  
Dodge City, Kansas 67801  
Voice (620) 225-4804  
Fax (620) 225-4986

**WICHITA OFFICE:**

300 W. Douglas  
Suite 220  
Wichita, Kansas 67202  
Voice (316) 337-6270  
Fax (316) 337-7376

IN  
THE FULL AND EQUAL USE  
AND ENJOYMENT OF GOODS,  
SERVICES, AND FACILITIES  
OFFERED BY PLACES OF  
PUBLIC ACCOMMODATIONS  
WITHIN THE STATE OF KANSAS

*“Protecting your rights  
Under the Law”*



# NO SMOKING

Smoking prohibited by state law.



[www.KSsmokefree.org](http://www.KSsmokefree.org)  
1-877-416-8547