

# SAFETY AND HEALTH PROTECTION ON THE JOB

State of California  
Department of Industrial Relations



Amends General Minimum Wage Order and IWC Industry and Occupation Orders

Please Post Next to Your IWC Industry or Occupation Order

OFFICIAL NOTICE

# California Minimum Wage

MW-2017

Minimum Wage - Every employer shall pay to each employee hourly wages not less than the following:

EFFECTIVE DATE	Employers with 26 or more Employees*	Employers with 25 or Fewer Employees*
January 1, 2017	<b>\$10.50</b>	<b>\$10.00</b>
January 1, 2018	<b>\$11.00</b>	<b>\$10.50</b>

\*Employers treated as employed by a single qualified taxpayer pursuant to Revenue and Taxation Code section 23626 are treated as employees of that single taxpayer.

To employers and representatives of persons working in industries and occupations in the State of California:

## SUMMARY OF ACTIONS

TAKE NOTICE that on April 4, 2016, the Governor of California signed legislation passed by the California Legislature, raising the minimum wage for all industries. (SB3, Stats of 2016, amending sections 1182.12 of the California Labor Code.) Pursuant to its authority under Labor Code section 1182.13, the Department of Industrial Relations amends and republishes Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2014, Section 1, Applicability, and Section 4, Separability, have not been changed. Consistent with this enactment, amendments are made to the minimum wage, and the meals and lodging credits sections of all of the IWC's industry and occupation orders. This summary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the amended wage orders may be obtained by ordering on-line at [www.dir.ca.gov/WP.asp](http://www.dir.ca.gov/WP.asp), or by contacting your local Division of Labor Standards Enforcement office.

## 1. APPLICABILITY

The provisions of this Order shall not apply to outside salespersons and individuals who are the parent, spouse, or children of the employer previously contained in this Order and the IWC's industry and occupation orders. Exceptions and modifications provided by statute or in Section 1, Applicability, and in other sections of the IWC's industry and occupation orders may be used where any such provisions are enforceable and applicable to the employer.

## 2. MINIMUM WAGES

Every employer shall pay to each employee wages not less than those stated in the above table on each effective date.

## 3. MEALS AND LODGING

When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited pursuant to a voluntary written agreement may not be more than the following:

EFFECTIVE JANUARY 1, 2017 26 or More Employees	25 or Fewer Employees	EFFECTIVE JANUARY 1, 2018 26 or More Employees	25 or Fewer Employees
\$49.38/week	\$47.03/week	\$51.73/week	\$49.38/week
\$40.76/week	\$38.22/week	\$42.70/week	\$40.76/week
\$593.05/month	\$564.81/month	\$621.29/month	\$593.05/month
\$835.49/month	\$806.26/month	\$877.26/month	\$835.49/month

## 4. SEPARABILITY

If the application of any provision of this Order, or any section, subtitle, subdivision, sentence, clause, phrase, or portion of this Order should be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining provisions thereof shall not be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or unconstitutional had not been included therein.

## 5. AMENDED PROVISIONS

This Order amends the minimum wage and meals and lodging credits in MW-2014, as well as in the IWC's industry and occupation orders. (See Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other changes to the IWC's industry and occupation orders.

These Amendments to the Wage Orders shall be in effect as of January 1, 2017.

MEALS	26 or More Employees	25 or Fewer Employees	26 or More Employees	25 or Fewer Employees
Breakfast.....	\$3.80	\$3.62	\$3.98	\$3.80
Lunch.....	\$5.22	\$4.97	\$5.47	\$5.22
Dinner.....	\$7.09	\$6.68	\$7.35	\$7.01

Meals or lodging may not be credited against the minimum wage without a voluntary written agreement between the employer and the employee. When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited may not be more than the amounts stated in the table above.

## 6. SEPARABILITY

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# WHISTLEBLOWERS ARE PROTECTED

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation.

## Who is protected?

Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals.

"Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by a state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. [California Labor Code Section 1106]

## What is a whistleblower?

A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute,
2. A violation or noncompliance with a local, state or federal rule or regulation, or
3. With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment.

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

## What protections are afforded to whistleblowers?

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
2. An employer may not retaliate against an employee who is a whistleblower.
3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
4. An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

## How to report improper acts

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225. The Attorney General will refer you to the appropriate government authority for review and possible investigation.

# NOTICE TO EMPLOYEES UNEMPLOYMENT INSURANCE BENEFITS

This employer is registered under the California Unemployment Insurance Code and is reporting wage credits that are being accumulated for you to be used as a basis for unemployment benefits. You may be eligible to receive unemployment insurance benefits if you are:  
• Unemployed or  
• Working less than full-time AND ready, willing, and able to work full-time, or as instructed by the Employment Development Department (EDD).  
Employees of Educational Institutions:  
Unemployment Insurance benefits based on wages earned while employed by a public or nonprofit educational institution may not be paid during a school recess period if the employee has reasonable assurance of returning to work at the end of the recess period (Employment Insurance Code Section 1253.3). Benefits based on other covered employment may be payable during recess periods if the unemployed person has not received wages earned in other covered employment are sufficient to establish an unemployment insurance claim after deducting wages earned from a public or nonprofit educational institution's.  
NOTE: Some employers may exempt from unemployment and disability insurance coverage.

The fastest way to file for Unemployment Insurance (UI) is online with eApply4UI at [www.edd.ca.gov/eapply4ui](http://www.edd.ca.gov/eapply4ui). You may also file for unemployment benefits by calling toll-free from anywhere in the U.S. at 1-800-330-6816  
Mandarin 1-800-330-0706  
Spanish 1-800-547-2693  
Vietnamese 1-800-547-2693  
TTY (Voice) 1-800-547-3506

Note: If contacting us via a claim, you must contact us by Friday to receive credit for the week. If calling, EDD representatives are available Monday through Friday between 8 a.m. and 12 noon (Standard Time).

DE 1687D Rev. 18 (10-15) (INTERNET) CU

# ACCESS TO MEDICAL AND EXPOSURE RECORDS

BY CALSOSA REGULATION - GENERAL INDUSTRY SAFETY ORDER 3204 - YOU HAVE THE RIGHT TO SEE AND COPY:  
• Your medical records and records of exposure to toxic substances or harmful physical agents.  
• Records of exposure to toxic substances or harmful physical agents of other employees with work conditions similar to yours.  
• Safety Data Sheets (SDS) or other information that exists for chemicals or substances used in the workplace, or to which employees may be exposed.

THESE RECORDS ARE AVAILABLE AT: (Location)

FROM: (Person Responsible)

A COPY OF THE GENERAL INDUSTRY SAFETY ORDER 3204 IS AVAILABLE FROM:

The above information satisfies the requirements of GISO 3204 (g), which may be fulfilled by posting this placard in the workplace, or by any method the employer chooses.

Department of Industrial Relations  
Division of Occupational Safety and Health  
1515 Clay Street, Suite 300  
San Francisco, CA 94109  
Phone: (415) 286-7000  
Fax: (415) 286-7007

# STATE ATTORNEY

7001 W. 43RD STREET HOUSTON, TEXAS 77092

California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and procedures to comply with the state's workplace safety and health standards and orders. The law requires that this poster be displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at [www.dir.ca.gov/samples/search/qry.htm](http://www.dir.ca.gov/samples/search/qry.htm).

## WHAT AN EMPLOYER MUST DO:

All employers must provide work and workplaces that are safe and healthful. In other words, as an employer, you must follow state laws governing safety and health. Failure to do so can result in a threat to the life or health of workers, and substantial monetary penalties.  
You must display this poster in a conspicuous place where notices to employees are customarily posted to everyone on the job can be aware of basic rights and responsibilities.  
You must have a written and effective injury and illness Prevention Program (IPP) meeting the requirements of California Code of Regulations, title 8, section 3203 ([www.dir.ca.gov/G016882033.htm](http://www.dir.ca.gov/G016882033.htm)).  
You must be aware of hazards your employees face on the job and keep records showing that each employee has been trained in the hazards involved in their job, your assignments.

You must correct any hazardous condition that you know may result in injury to employees. Failure to do so could result in criminal charges, monetary penalties, and/or incarceration.

You must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured employee. You must report a serious injury or illness, or death, within 8 hours can result in a minimum civil penalty of \$5,000.

## WHAT AN EMPLOYER MUST NEVER DO:

Never permit an employer to work that violates Cal/OSHA workplace safety and health regulations.  
Never permit an employee to be exposed to harmful substances without providing adequate protection.  
Never allow an untrained employee to perform hazardous work.

**EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:**  
As an employee, you (or someone acting for you) have the right to file a confidential complaint and request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office (see list of offices). Your name is not revealed to Cal/OSHA, unless you request otherwise.

You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/OSHA investigator inspecting your workplace.

Any employee has the right to refuse to perform work that would violate an occupational safety or health standard or order where such refusal would create a real and apparent hazard to the employee or other employees.

You may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions, or for otherwise exercising your right to a safe and healthful workplace. If you feel that you have been fired or punished for exercising your rights, you should file a complaint about this type of discrimination by contacting the nearest office of the California Department of Industrial Relations, Division of Labor Standards Enforcement (Labor Commissioner's Office) or the San Francisco office of the U.S. Department of Labor, Occupational Safety and Health Administration. Employees of state or local government agencies may only file these complaints with the California Labor Commissioner's Office. Consult your local telephone directory for the office nearest you.

**EMPLOYEES ALSO HAVE RESPONSIBILITIES:**  
To keep the workplace and your coworkers safe, you should tell your employer about any hazard that could result in an injury or illness to an employee.  
If you are working, you must always obey state workplace safety and health laws.

**HELP IS AVAILABLE:**  
To learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free information, required forms, and publications. You can also contact a local district office of Cal/OSHA. If you prefer, you may remain a competent private consultant, or ask your workers' compensation insurance carrier for guidance in obtaining information.

Call the FREE Worker Information Hotline - (866) 924-9757  
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CALOSHA)  
HEADQUARTERS: 1515 Clay Street, Ste. 1900, Oakland, CA 94612 — Telephone (510) 286-7000

Field / Area Offices	Cal/OSHA Consultation Service
Alameda County	3419 Broadway St., Ste. 418, Alameda County 94503 (707) 648-3300
Bakersfield	7718 Mauney Ave., Bakersfield 93308 (661) 538-6400
Central Valley	1085 East Hillside Blvd., Ste. 110, Frazier City 94644 (530) 373-3812
Fresno	3111 Civic Center Dr., Ste. 310, Fremont 94538 (510) 794-2521
Fresno	2550 Mariposa St., Room 400, Fresno 93721 (559) 445-5302
Long Beach	3059 Atlantic Ave., Ste. 112, Long Beach 90807 (562) 293-4581
Los Angeles	320 West Fourth St., Rm. 820, Los Angeles 90013 (213) 576-7451
Manteca	2200 E. Main St., Ste. 3, Manteca 95231 (209) 547-3110
Morrovia	800 Royal Oaks Blvd., Ste. 105, Morrovia 91018 (209) 623-0369
Oakland	1515 Clay St., Ste. 1303, Box 41, Oakland 94612 (510) 622-2918
Redding	381 Hemsted Dr., Redding 96002 (530) 242-2900
Sacramento	2424 Arden Way, Ste. 160, Sacramento 95825 (916) 263-2000
San Bernardino	464 West Bernardino Ave., Ste. 200, San Bernardino 92401 (909) 383-4321
San Diego	7575 Metropolitan Dr., Ste. 207, San Diego 92108 (619) 787-2280
San Francisco	450 Golden Gate Ave., Rm. 5016, San Francisco 94104 (415) 557-0100
Santa Ana	2000 E. Main St., Ste. 3, Santa Ana 92706 (714) 528-4451
Van Nuys	6150 Van Nuys Blvd., Ste. 405, Van Nuys 91410 (818) 901-4003

Regional Offices	San Francisco	San Francisco	San Francisco
San Francisco	465 Golden Gate Ave., Rm. 9516, San Francisco 94102 (415) 557-0300		
San Francisco	2424 Arden Way, Ste. 300, Sacramento 95825 (916) 263-2000		
Morrovia	750 Royal Oaks Drive, Ste. 104, Morrovia 91016 (209) 471-9122		

Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of Industrial Relations, which has primary responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a complaint alleging violation of the administrative rules of the Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, Tel. (415) 625-2547. OSHA monitors the operations of employers who are registered with the agency.

Department of Fair Employment and Housing  
**FAMILY CARE AND MEDICAL LEAVE (CFRA LEAVE) AND PREGNANCY DISABILITY LEAVE**  
Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before you start to begin your leave, you may have a right to family care or medical leave. CFRA leave may be up to 12 workweeks in a 12-month period for the birth, adoption, foster care placement of your child or for your own serious health condition or that of your child, parent or spouse. While the law provides only unpaid leave, employees may choose or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances.

Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth or a related medical condition, you are entitled to take a pregnancy disability leave of up to four months, depending on your period of actual disability. If you are CFRA-eligible, you have certain rights to take BOTH a pregnancy disability leave and a CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement—your pregnancy disability is to the same position and for CFRA is to the same or a comparable position at the end of the leave, subject to any defense allowed under the law.

Division of Labor Standards Enforcement  
**THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY READ IT**  
HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 - PAID SICK LEAVE  
member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.  
An employer may limit the use of paid sick days to 24 hours or three days in each year of employment. Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employer can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website <http://www.dir.ca.gov/OSHAInfoPages.htm> using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone.  
DLSE Paid Sick Leave Posting 11/2014

AMBUULANCE: (FIRM NAME) SHALL BE AS FOLLOWS:  
FIRE - RESCUE: (FIRM NAME) SHALL BE AS FOLLOWS:  
HOSPITAL: (FIRM NAME) SHALL BE AS FOLLOWS:  
PHYSICIAN: (FIRM NAME) SHALL BE AS FOLLOWS:  
ALTERNATE: (FIRM NAME) SHALL BE AS FOLLOWS:  
POLICE: (FIRM NAME) SHALL BE AS FOLLOWS:

Posting is required by Title 8 Section 1512 (e), California Code of Regulations

State of California  
Department of Industrial Relations  
Division of Labor Standards Enforcement

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To employers and representatives of persons working in industries and occupations in the State of California:

If you need help locating



