



WASTE MANAGEMENT EQUAL EMPLOYMENT POLICY

It is the policy of Waste Management to afford equal opportunity for employment to all individuals regardless of race, color, religion, gender, national origin, age, disability or veteran status.

As part of this policy, Waste Management will (1) recruit, hire, promote and train all applicants and employees in all job titles without regard to their race, color, religion, sex, national origin, age, disability or veteran status; (2) insure that all personnel actions, such as compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, and social and recreational programs will be administered without regard to race, color, religion, sex, national origin, age, disability or veteran status; and (3) insure that promotion decisions are in accord with principles of equal employment opportunities by imposing only valid requirements for promotional opportunities.

Waste Management has developed an Affirmative Action Plan to support its commitment to the principle of equal employment opportunity. This Plan describes the policies and procedures used in Waste Management's operations to carry out its commitment. The VP of Business Ethics and Diversity, with support of HR managers, will establish and monitor the implementation of personnel policies to guide Waste Management in pursuing equal employment opportunity and affirmative action for its employees as EEO Administrator.

Waste Management is committed to take action to ensure nondiscrimination. The cooperation and commitment of every employee is necessary in achieving effective and meaningful employment opportunity equal in every respect for all employees.

Equal employment opportunity is the law and a sound and just policy to which Waste Management is firmly committed.

The successful achievement of a non-discriminatory employment program requires maximum cooperation between all employees. In fulfilling its part of this cooperative effort, management is committed to leading the way by establishing and implementing affirmative action procedures and practices that will ensure our objective of equitable employment opportunity for all.

The realization of that goal has my full support.

A handwritten signature in black ink, appearing to read 'David P Steiner', written over a horizontal line.

David P Steiner
Chief Executive Officer

January 2009



WASTE MANAGEMENT, INC
1001 Fannin, Suite 4000
Houston, TX 77002
(713) 512-6200

January, 2009

TO EMPLOYEES AND APPLICANTS WHO HAVE
RECEIVED OFFERS OF EMPLOYMENT:

Waste Management, Inc. is a government contractor subject to Section 503 of the Rehabilitation Act of 1973, as amended, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 and Section 7 of the Veterans Employment Opportunities Act of 1998, which require federal government contractors to take affirmative action to employ and advance in employment qualified disabled individuals, disabled veterans, veterans of the Vietnam era and other covered veterans. If you are a disabled person, a disabled veteran, a veteran of the Vietnam era, or other covered veteran, please advise us if you would like to be considered under the Company's affirmative action program. You may inform us of your request to be considered under this program at this time or at any time in the future. Submission of this information is voluntary, and refusal or failure to provide it will not subject you to discharge, discipline, or any other adverse treatment.

This information shall be kept confidential, except that (1) supervisors and managers may be informed regarding any restrictions in the work or duties and any necessary job accommodations, (2) safety and health personnel may be informed, when and to the extent necessary, if the condition might require emergency treatment, and (3) government officials investigating compliance with these Acts shall be informed.

Any employee who believes that he or she is being discriminated against because of mental or physical disability, or because he or she is a disabled veteran, veteran of the Vietnam era or other covered veteran, should discuss this matter with his or her immediate supervisor, with his or her Human Resources Manager, the Integrity Help Line or myself.

The affirmative action program for disabled individuals and veterans is available for inspection in the People Department, on the 43rd Floor at 1001 Fannin, Houston Texas, during the hours of 10 a.m. to 2 p.m. Monday through Friday.

A handwritten signature in black ink, appearing to read 'Jay Romans'.

Jay Romans
Senior Vice President
Waste Management, Inc.

Job Safety and Health

It's the law!

OSHA
Occupational Safety
and Health Administration
U.S. Department of Labor

EMPLOYEES:

- You have the right to notify your employer or OSHA about workplace hazards. You may ask 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 the right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violations.
- 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 and records of your exposures 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*.

This free poster available from OSHA –
The Best Resource for Safety and Health



Free assistance in identifying and correcting hazards or complying with standards is available to employers, without citation or penalty, through OSHA-supported consultation programs in each state.

1-800-321-OSHA
www.osha.gov

OSHA 3185-12-06R

Equal Employment Opportunity is THE LAW

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C., 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans. A recently separated veteran is any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

RETALIATION

Retaliation is prohibited against a person who files a charge of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, DC 20210, (202) 693-0101 or call an OFCCP regional or district office listed in most telephone directories under U.S. Government, Department of Labor. For individuals with hearing impairment, OFCCP's TTY number is (202) 693-1337.

Private Employment, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy and sexual harassment) or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), as amended, protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability.

The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations, unless such accommodations would impose an undue hardship on the employer.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men

performing substantially equal work, in jobs that require equal skill, effort and responsibility under similar working conditions, in the same establishment.

RETALIATION

Retaliation is prohibited against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes discrimination under these Federal laws.

If you believe that you have been discriminated against under any of the above laws, and to ensure that you meet strict procedural timelines to preserve the ability of EEOC to investigate your complaint and to protect your right to file a private lawsuit, you should immediately contact:

The U.S. Equal Employment Opportunity Commission (EEOC), Washington, DC 20507 or an EEOC field office by calling toll free (1-800) 669-4000. For individuals with hearing impairments, EEOC's toll free TTY number is 1-800 669-6820.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, SEX, NATIONAL ORIGIN

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs.

Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

INDIVIDUALS WITH DISABILITIES

Section, 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government, public or private agency. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

Publication OFCCP 1420
Revised August 2008

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

FEDERAL MINIMUM WAGE

\$5.85 PER HOUR

BEGINNING JULY 24, 2007

\$6.55 PER HOUR

BEGINNING JULY 24, 2008

\$7.25 PER HOUR

BEGINNING JULY 24, 2009

OVERTIME PAY

At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.

YOUTH

EMPLOYMENT

An employee must be at least **16** years old to work in most non-farm jobs and at least **18** to work in non-farm jobs declared hazardous by the Secretary of Labor.

Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

No more than

- **3** hours on a school day or **18** hours in a school week;
- **8** hours on a non-school day or **40** hours in a non-school week.

Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from June 1 through Labor Day, when evening hours are extended to **9 p.m.** Different rules apply in agricultural employment. For more information, visit the YouthRules! Web site at www.youthrules.dol.gov.

TIP CREDIT

Employers of “tipped employees” must pay a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

ENFORCEMENT

The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Civil money penalties of up to \$11,000 per violation may be assessed against employers who violate the youth employment provisions of the law and up to \$1,100 per violation against employers who willfully or repeatedly violate the minimum wage or overtime pay provisions. This law prohibits discriminating against or discharging workers who file a complaint or participate in any proceedings under the Act.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
- Some state laws provide greater employee protections; employers must comply with both.
- The law requires employers to display this poster where employees can readily see it.
- Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



For additional information:

1-866-4-USWAGE

(1-866-487-9243)

TTY: 1-877-889-5627



WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV





YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its **website at <http://www.dol.gov/vets>**. An interactive online USERRA Advisor can be viewed at **<http://www.dol.gov/elaws/userra.htm>**.
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



U.S. Department of Labor
1-866-487-2365

U.S. Department of Justice **Office of Special Counsel**

1-800-336-4590

Publication Date—October 2008



UNEMPLOYMENT INSURANCE

FOR

EMPLOYEES

Your job with this employer is covered by the Employment Security Law. You may be able to establish a claim for Unemployment Insurance if you become **TOTALLY** or **PARTIALLY** unemployed and comply with all requirements.

IMPORTANT: YOU MAY FILE A CLAIM FOR BENEFITS AT ANY OFFICE OF THE GEORGIA DEPARTMENT OF LABOR LISTED BELOW. PLEASE BRING YOUR SEPARATION NOTICE, IF ONE WAS FURNISHED BY YOUR EMPLOYER.

THE EMPLOYMENT SECURITY LAW SAYS THAT FOR EACH WEEK YOU CLAIM INSURANCE FOR TOTAL UNEMPLOYMENT,

YOU MUST: Register for employment services with the Georgia Department of Labor.

BE: **UNEMPLOYED, ABLE to work, AVAILABLE for work, ACTIVELY SEEKING WORK, and be willing to immediately accept suitable work.**

YOU MUST: Report all earnings each week.
Report any job refusal.

NOTICE

No amount of money is deducted from your wages to pay the unemployment insurance tax. Georgia employers pay this tax into a trust fund.

OFFICES WHERE UNEMPLOYMENT INSURANCE CLAIMS MAY BE FILED

ALBANY	CARTERSVILLE	EASTMAN	LAGRANGE	SOUTH METRO-ATLANTA
AMERICUS	CEDARTOWN	ELBERTON	MACON	STATESBORO
ATHENS	CLAYTON COUNTY	GAINESVILLE	MILLEDGEVILLE	SYLVESTER
AUGUSTA	COBB/CHEROKEE	GRIFFIN	MONROE	THOMASVILLE
BAINBRIDGE	COLUMBUS	GWINNETT COUNTY	MOULTRIE	THOMSON
BLAIRSVILLE	CORDELE	HABERSHAM	NEWNAN	TIFTON
BLUE RIDGE	COVINGTON	HINESVILLE	NORTH METRO-ATLANTA	TOCCOA
BRUNSWICK	DALTON	HOUSTON COUNTY	NORTHWEST GEORGIA-	VALDOSTA
CAIRO	DEKALB COUNTY	JESUP	(FT. OGLETHORPE)	VIDALIA
CAMILLA	DOUGLAS	KINGS BAY	ROME	WAYCROSS
CARROLLTON	DUBLIN	LAFAYETTE	SAVANNAH	

GEORGIA DEPARTMENT OF LABOR

Equal Opportunity Employer/Program • Auxiliary Aids & Services Are Available Upon Request To Individuals With Disabilities

DOL-810 (R-01/01)



SEGURO DE DESEMPLEO PARA EMPLEADOS

Su trabajo con este empleador está amparado por la Ley de Seguro de Desempleo. Es posible que usted pueda establecer una solicitud de seguro de desempleo si queda TOTAL o PARCIALMENTE desempleado y cumple todos los requisitos.

IMPORTANTE: PUEDE PRESENTAR UNA SOLICITUD DE BENEFICIOS EN CUALQUIER OFICINA DEL DEPARTAMENTO DE TRABAJO DE GEORGIA QUE SE INDICAN A CONTINUACIÓN. TRAIGA SU AVISO DE SEPARACIÓN, SI SU EMPLEADOR SE LO PROPORCIONÓ.

LA LEY DE SEGURIDAD LABORAL ESTABLECE QUE POR CADA SEMANA PARA LA QUE RECLAME EL SEGURO POR DESEMPLEO TOTAL,

USTED DEBE: Registrarse en los servicios de empleo del Departamento de Trabajo de Georgia.

ESTAR: DESEMPLEADO, CAPAZ de trabajar, DISPONIBLE para trabajar, BUSCANDO TRABAJO ACTIVAMENTE y desear aceptar inmediatamente un trabajo adecuado.

USTED DEBE: Informar las ganancias de cada semana. Los rechazos de empleos.

AVISO

No se deduce ningún importe de sus salarios para pagar el impuesto del seguro de desempleo. Los empleados de Georgia pagan este impuesto a un fondo fiduciario.

OFICINAS DONDE SE PUEDE PRESENTAR LAS SOLICITUDES DE SEGURO DE DESEMPLEO

ALBANY	CARTERSVILLE	EASTMAN	LAGRANGE	SOUTH METRO-ATLANTA
AMERICUS	CEDARTOWN	ELBERTON	MACON	STATESBORO
ATHENS	CLAYTON COUNTY	GAINESVILLE	MILLEDGEVILLE	SYLVESTER
AUGUSTA	COBB/CHEROKEE	GRIFFIN	MONROE	THOMASVILLE
BAINBRIDGE	COLUMBUS	GWINNETT COUNTY	MOULTRIE	THOMSON
BLAIRSVILLE	CORDELE	HABERSHAM	NEWNAN	TIFTON
BLUE RIDGE	COVINGTON	HINESVILLE	NORTH METRO-ATLANTA	TOCCOA
BRUNSWICK	DALTON	HOUSTON COUNTY	NORTHWEST GEORGIA- (FT. OGLETHORPE)	VALDOSTA
CAIRO	DEKALB COUNTY	JESUP	ROME	VIDALIA
CAMILLA	DOUGLAS	KINGS BAY	SAVANNAH	WAYCROSS
CARROLLTON	DUBLIN	LAFAYETTE		

DEPARTAMENTO DE TRABAJO DE GEORGIA

Empleador/programa con igualdad de oportunidades • Se dispone de ayudas y servicios auxiliares a pedido para personas con discapacidades

DOL-810 SP (R-01/01)

VACACIONES

SEGURO DE DESEMPLEO

NO SE PAGA

CUANDO USTED ESTA EN:

- **AUSENCIA AUTORIZADA, QUE Vd. HA SOLICITADO.**
- **VACACIONES PAGAS**
- **VACACIONES SIN PAGA, hasta por dos (2) semanas en el Año de calendario de acuerdo a un CONTRATO DE TRABAJO, o por COSTUMBRE, PRACTICA O REGLAMENTO ESTABLECIDOS POR SU EMPLEADOR.**

PARAGRAFO (a)(3) SECCION 34-8-195 de OCGA

GEORGIA DEPARTMENT OF LABOR
DEPARTAMENTO DE TRABAJO DE GEORGIA

EQUAL PAY FOR EQUAL WORK ACT

POLICY

The General Assembly of Georgia hereby declares that the practice of discriminating on the basis of sex by paying wages to employees of one sex at a lesser rate than the rate paid to employees of the opposite sex for comparable work on jobs which require the same or essentially the same knowledge, skill, effort and responsibility unjustly discriminates against the person receiving the lesser rate:

It is hereby declared to be the policy of the State of Georgia through the exercise of the police power of this State to correct and, as rapidly as possible, to eliminate discriminatory wage practices based on sex.

PROHIBITION OF DISCRIMINATION

No employer having employees subject to any provisions of this section shall discriminate, within any establishment in which such employees are employed, between employees on the basis of sex by paying wages at a rate less than the rate paid to the opposite sex, EXCEPT WHERE SUCH PAYMENT IS MADE PURSUANT TO:

1. A seniority system;
2. A merit system;
3. A system which measures earnings by quantity or quality of production, or
4. A differential based on any other factor other than SEX: Provided, that an employer who is paying a wage rate differential in violation of this subsection shall not, in order to comply with the provisions of this subsection, reduce the wage rate of any employee.

It shall also be unlawful for any person to cause or attempt to cause an employer to discriminate against any employee in violation of the provisions of this Chapter.

It shall be unlawful for any person to discharge or in any other manner discriminate against any employee covered by this Chapter because such employee has made a complaint against the employer or any other person or has instituted or caused to be instituted any proceeding under or related to this Chapter or has testified or is about to testify in any such proceedings. Any person who violates any provision of this Code section shall, upon conviction thereof, be punished by a fine not to exceed \$100.00. (OCGA Section 34-5-3.)

FOR INFORMATION ON EQUAL PAY FOR EQUAL WORK ACT CONTACT:

Georgia Department of Labor
Office of Equal Opportunity
148 Andrew Young International Blvd., N. E.
Atlanta, Georgia 30303-1751

FOR ADDITIONAL POSTERS PHONE: (404) 232-3392

POST IN PROMINENT PLACE AS REQUIRED BY LAW

Georgia Department of Labor
Michael L. Thurmond, Commissioner

An Equal Opportunity Employer/Program

DOL-4107 (R-12/03)

ACTA DE IGUAL PAGO POR IGUAL TRABAJO

DECLARACION

La Asamblea General de Georgia por esta Acta declara que la práctica de discriminación basada en sexo mediante el pago de menor salario a miembros de un sexo que el pagado a miembros del sexo opuesto por trabajo similar y que requiera el mismo, o esencialmente igual conocimiento, destreza, esfuerzo y responsabilidad, injustamente discrimina hacia la persona quien recibe el menor salario.

Se declara aquí que será la práctica del Estado de Georgia mediante el ejercicio de los poderes de vigilancia de este Estado, el corregir y tan rápidamente como sea posible, eliminar la discriminación de salario basado en sexo.

PROHIBICION DE DISCRIMINACION

Ningun Empleador quien tiene empleados sujetos a cualquier provision de esta sección podra discriminar, dentro de cualquier establecimiento donde tales trabajadores están empleados, hacia trabajadores con base en sexo mediante el pago de sueldos menores que los pagados a miembros del sexo opuesto, EXCEPTO CUANDO TALES PAGOS SE HACEN DE ACUERDO A :

1. Un sistema de antigüedad en el empleo. (Señorío).
2. Un sistema de Servicio Civil (Merit System)
3. Un sistema de salario basado en cantidad o cualidad de producción, o
4. Una diferencia en salario basada en cualquier otro factor que no sea SEXO, siempre que el Empleador que se encuentre pagando una diferencia de salario en violación de esta sub-sección no reduzca el salario básico del empleado para dar cumplimiento.

Asimismo es ilegal que alguna persona cause o atente a causar que un Empleador discrimine hacia un empleado en violación de las disposiciones de este Capítulo.

Es ilegal el que una persona despida o discrimine en cualquier otra forma hacia una persona cubierta por este Capítulo porque el empleado haya reclamado contra el empleador o cualquier otra persona o haya iniciado o tomado parte en la iniciación de algun proceso relacionado con este Capítulo o ha sido testigo o esté a punto de atestiguar en tales procesos. La persona que viole cualquier estipulación de este Código será, previa convicción, sancionado con una multa máxima de \$100.00. (OCGA Sección 34-5-3)

PARA INFORMACION DE IGUAL PAGO POR IGUAL TRABAJO, DIRIJASE A:

Georgia Department of Labor
Office of Equal Opportunity
148 Andrew Young International Blvd., N.E.
Atlanta, Georgia 30303-1751

PARA CARTELES ADICIONALES LLAME AL TELEFONO: (404) 232-3392

DEBE EXHIBIRSE EN LUGAR VISIBLE DE ACUERDO CON LA LEY

GEORGIA DEPARTMENT OF LABOR
(Departamento del Trabajo de Georgia)

An Equal Opportunity Employer
(Empleador con Igualdad de Oportunidades)

VACATION

UNEMPLOYMENT INSURANCE IS NOT PAYABLE

WHEN YOU ARE ON

- LEAVE OF ABSENCE at your own request
- PAID VACATION
- UNPAID VACATION, up to two weeks in a calendar year if provided by

EMPLOYMENT CONTRACT, or by

ESTABLISHED EMPLOYER CUSTOM, PRACTICE

OR POLICY

PARAGRAPH (a)(3) OF OCGA SECTION 34-8-195

GEORGIA DEPARTMENT OF LABOR

DOL-154 (R-1/92)



WASTE MANAGEMENT, INC
1001 Fannin, Suite 4000
Houston, TX 77002
(713) 512-6200

January, 2008

TO EMPLOYEES AND APPLICANTS WHO HAVE
RECEIVED OFFERS OF EMPLOYMENT:

Waste Management, Inc. is a government contractor subject to Section 503 of the Rehabilitation Act of 1973, as amended, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 and Section 7 of the Veterans Employment Opportunities Act of 1998, which require federal government contractors to take affirmative action to employ and advance in employment qualified disabled individuals, disabled veterans, veterans of the Vietnam era and other covered veterans. If you are a disabled person, a disabled veteran, a veteran of the Vietnam era, or other covered veteran, please advise us if you would like to be considered under the Company's affirmative action program. You may inform us of your request to be considered under this program at this time or at any time in the future. Submission of this information is voluntary, and refusal or failure to provide it will not subject you to discharge, discipline, or any other adverse treatment.

This information shall be kept confidential, except that (1) supervisors and managers may be informed regarding any restrictions in the work or duties and any necessary job accommodations, (2) safety and health personnel may be informed, when and to the extent necessary, if the condition might require emergency treatment, and (3) government officials investigating compliance with these Acts shall be informed.

Any employee who believes that he or she is being discriminated against because of mental or physical disability, or because he or she is a disabled veteran, veteran of the Vietnam era or other covered veteran, should discuss this matter with his or her immediate supervisor, with his or her Human Resources Manager, the Integrity Help Line or myself.

The affirmative action program for disabled individuals and veterans is available for inspection in the People Department, on the 43rd Floor at 1001 Fannin, Houston Texas, during the hours of 10 a.m. to 2 p.m. Monday through Friday.

A handwritten signature in black ink, appearing to read 'Carlton Yearwood'. The signature is written in a cursive style and is positioned above a horizontal line.

Equal Employment Officer
Carlton Yearwood
VP, Business Ethics &
Chief Diversity Officer
Waste Management, Inc.



WASTE MANAGEMENT EQUAL EMPLOYMENT POLICY

It is the policy of Waste Management to afford equal opportunity for employment to all individuals regardless of race, color, religion, gender, national origin, age, disability or veteran status.

As part of this policy, Waste Management will (1) recruit, hire, promote and train all applicants and employees in all job titles without regard to their race, color, religion, sex, national origin, age, disability or veteran status; (2) insure that all personnel actions, such as compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, and social and recreational programs will be administered without regard to race, color, religion, sex, national origin, age, disability or veteran status; and (3) insure that promotion decisions are in accord with principles of equal employment opportunities by imposing only valid requirements for promotional opportunities.

Waste Management has developed an Affirmative Action Plan to support its commitment to the principle of equal employment opportunity. This Plan describes the policies and procedures used in Waste Management's operations to carry out its commitment. The VP of Business Ethics and Diversity, with support of HR managers, will establish and monitor the implementation of personnel policies to guide Waste Management in pursuing equal employment opportunity and affirmative action for its employees as EEO Administrator.

Waste Management is committed to take action to ensure nondiscrimination. The cooperation and commitment of every employee is necessary in achieving effective and meaningful employment opportunity equal in every respect for all employees.

Equal employment opportunity is the law and a sound and just policy to which Waste Management is firmly committed.

The successful achievement of a non-discriminatory employment program requires maximum cooperation between all employees. In fulfilling its part of this cooperative effort, management is committed to leading the way by establishing and implementing affirmative action procedures and practices that will ensure our objective of equitable employment opportunity for all.

The realization of that goal has my full support.

A handwritten signature in black ink, appearing to read 'David Steiner', written over a horizontal line.

David P Steiner
Chief Executive Officer

January 2008

Equal Employment Opportunity is

THE LAW

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS

38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210 or call (202) 693-0101, or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Private Employment, State and Local Governments, Educational Institutions

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you should contact immediately:

The U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 669-6820.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

INDIVIDUALS WITH DISABILITIES

Sections 501, 504 and 505 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

FEDERAL MINIMUM WAGE

\$5.85 PER HOUR

BEGINNING JULY 24, 2007

\$6.55 PER HOUR

BEGINNING JULY 24, 2008

\$7.25 PER HOUR

BEGINNING JULY 24, 2009

OVERTIME PAY

At least $1\frac{1}{2}$ times your regular rate of pay for all hours worked over 40 in a workweek.

YOUTH EMPLOYMENT

An employee must be at least **16** years old to work in most non-farm jobs and at least **18** to work in non-farm jobs declared hazardous by the Secretary of Labor.

Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

No more than

- **3** hours on a school day or **18** hours in a school week;
- **8** hours on a non-school day or **40** hours in a non-school week.

Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from June 1 through Labor Day, when evening hours are extended to **9 p.m.** Different rules apply in agricultural employment. For more information, visit the YouthRules! Web site at www.youthrules.dol.gov.

TIP CREDIT

Employers of "tipped employees" must pay a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

ENFORCEMENT

The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Civil money penalties of up to \$11,000 per violation may be assessed against employers who violate the youth employment provisions of the law and up to \$1,100 per violation against employers who willfully or repeatedly violate the minimum wage or overtime pay provisions. This law prohibits discriminating against or discharging workers who file a complaint or participate in any proceedings under the Act.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
- Some state laws provide greater employee protections; employers must comply with both.
- The law requires employers to display this poster where employees can readily see it.
- Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

For additional information:



1-866-4-USWAGE

(1-866-487-9243)

TTY: 1-877-889-5627



WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

WHD Publication 1088 (Revised June 2007)

DERECHOS DE EMPLEADOS

BAJO LA LEY DE NORMAS JUSTAS DE TRABAJO

DIVISIÓN DE HORAS Y SALARIOS DEL DEPARTAMENTO DE LABOR DE LOS ESTADOS UNIDOS

SALARIO FEDERAL MÍNIMO

\$5.85 POR HORA

VIGENTE EL 24 DE JULIO DE 2007

\$6.55 POR HORA

VIGENTE EL 24 DE JULIO DE 2008

\$7.25 POR HORA

VIGENTE EL 24 DE JULIO DE 2009

PAGO POR TIEMPO EXTRA

Por lo menos tiempo y medio (1½) del salario regular por todas las horas trabajadas en exceso de 40 horas en una semana.

EMPLEO DE MENORES DE EDAD

Un empleado debe tener por lo menos **16 años** de edad para trabajar la mayoría de los trabajos no agrícolas y por lo menos **18 años** para trabajar en oficios que son declarados peligrosos por el Secretario del Departamento del Labor.

Los jóvenes entre **14 y 15 años** de edad pueden trabajar fuera del horario escolar en varios trabajos que no sean de manufactura, minería o peligrosos bajo las siguientes condiciones:

No más de

- 3 horas en un día escolar o 18 horas en una semana escolar;
- 8 horas en un día que no sea escolar o 40 horas en una semana que no sea escolar.

Además, no se puede trabajar antes de las **7:00 a.m.** o después de las **7:00 p.m.**, excepto desde el **primero de Junio** hasta el día de fiesta "**Labor Day**", cuando el horario de noche se extiende hasta las **9:00 p.m.** Diferentes reglas aplican a los trabajos de agricultura. Para más información visite el sitio del Internet YouthRules! en la dirección www.youthrules.dol.gov.

CRÉDITO POR PROPINAS

Un patrón de empleados que reciben propinas debe pagar un salario en efectivo de por lo menos \$2.13 por hora, si el patrón reclama las propinas como crédito contra su obligación de pagar el salario mínimo. Si las propinas recibidas combinadas con el salario de \$2.13 por hora no equivalen al salario mínimo por hora, el patrón deberá pagar la diferencia. Hay algunas otras condiciones que también deben ser cumplidas.

CUMPLIMIENTO DE LA LEY

El Departamento del Trabajo puede recuperar los salarios atrasados administrativamente o mediante una acción de la corte para los empleados que han sido pagados menos de lo que requiere la ley. Las infracciones pueden resultar en una acción civil o criminal.

Multas de hasta \$11,000 por infracción pueden adjudicarse a los patrones que violen la ley de empleo de menores de edad y de hasta \$1,100 por infracción a los patrones que intencionalmente o repetidamente violen las provisiones de la ley sobre el salario mínimo y sobre el pago por tiempo extra. Esta ley prohíbe la discriminación o el despido de empleados que presentan una queja o que participan en cualquier proceso legal bajo esta ley.

INFORMACIÓN ADICIONAL

- Ciertas ocupaciones y establecimientos están exentos de las provisiones de la ley sobre el salario mínimo y/o sobre el pago por tiempo extra.
- Leyes especiales aplican a los trabajadores de Samoa Americana y las islas Marianas del Norte.
- Si la ley estatal requiere un salario mínimo más alto, tal salario más alto se aplica.
- La ley requiere que este cartel se presente donde sea visible por los empleados.
- Los empleados menores de 20 años de edad pueden ser pagados un salario mínimo de \$4.25 por hora durante los primeros 90 días consecutivos de trabajo con su patrón.
- Ciertos estudiantes de tiempo completo, estudiantes principiantes, aprendices y empleados con impedimentos físicos pueden ser pagados menos del salario federal mínimo mediante certificados otorgados por el Departamento del Trabajo.

Para información adicional:



1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627



WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have a legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

No employer can deny you a job or fire you because of your national origin or citizenship status.

In most cases employers cannot require you to be a U.S. citizen or permanent resident or refuse any legally acceptable documents.

If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.

Call **1-800-255-7688**, TDD for the hearing impaired is **1-800-237-2515**.

In the Washington, D.C., area, please call **202-616-5594**, TDD **202-616-5525**

Or write to:

The Office of Special Counsel
Civil Rights Division
U.S. Department of Justice
P.O. Box 27728,
Washington, DC 20038-7728

U.S. Department of Justice
Civil Rights Division

Office of Special Counsel for
Immigration-Related Unfair
Employment Practices



SI USTED TIENE DERECHO A TRABAJAR, no deje que nadie se lo quite.



Si tiene derecho a trabajar legalmente en los Estados Unidos, existen leyes para protegerlo contra la discriminación en el trabajo.

Debe saber que –

Ningún patrón puede negarle trabajo, ni puede despedirlo, debido a su país de origen o su condición de inmigrante.

En la mayoría de los casos, los patrones no pueden exigir que usted sea ciudadano de los Estados Unidos o residente permanente o negarse a aceptar documentos válidos por ley.

Si se ha encontrado en cualquiera de estas situaciones, usted podría tener una queja válida de discriminación. Comuníquese con OSC para obtener ayuda en español.

Llame al 1-800-255-7688.

La línea telefónica para personas con problemas de audición, es 1-800-237-2515. En

Washington, D.C., llame al

202-616-5594, o al

202-616-5525 (personas con problemas de audición), o escriba a la Oficina del

Consejero Especial, División de Derechos Civiles, P.O. Box 27728, Washington, DC 20038-7728.

**Departamento de Justicia
De los Estados Unidos,
División de Derechos Civiles**

Oficina del Consejero Especial



This Employer Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or

citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Employment Verification.  Done.

For more information on E-Verify, please contact DHS at:

1-888-464-4218



E-VERIFY IS A SERVICE OF DHS AND SSA

Este Empleador Participa en E-Verify



Este empleador le proporcionará a la Administración del Seguro Social (SSA), y si es necesario, al Departamento de Seguridad Nacional (DHS), información obtenida del Formulario I-9 correspondiente a cada empleado recién contratado con el propósito de confirmar la autorización de trabajo.

IMPORTANTE: En dado caso que el gobierno no pueda confirmar si está usted autorizado para trabajar, este empleador está obligado a proporcionarle las instrucciones por escrito y darle la oportunidad a que se ponga en contacto con la oficina del SSA y, o el DHS antes de tomar una determinación adversa en contra suya, inclusive despedirlo.

Los empleadores no pueden utilizar E-Verify con el propósito de realizar una preselección de aspirantes a empleo o para hacer nuevas verificaciones de los empleados actuales, y no deben

restringir o influenciar la selección de los documentos que sean presentados para ser utilizados en el Formulario I-9.

A V I S O:

La Ley Federal le exige a todos los empleadores que verifiquen la identidad y elegibilidad de empleo de toda persona contratada para trabajar en los Estados Unidos.

A fin de poder determinar si la documentación del Formulario I-9 es válida o no, este empleador utiliza la herramienta de selección fotográfica de E-Verify para comparar la fotografía que aparece en algunas de las tarjetas de residente y autorizaciones de empleo, con las fotografías oficiales del Servicio de Inmigración y Ciudadanía de los Estados Unidos (USCIS).

Si usted cree que su empleador ha violado sus responsabilidades bajo este programa, o ha discriminado en contra suya durante el proceso de verificación debido a su lugar de origen o condición de ciudadanía, favor ponerse en contacto con la Oficina de Asesoría Especial llamando al 1-800-255-7688 (TDD: 1-800-237-2515).

Employment Verification.  Done.

Para mayor información sobre E-Verify, favor ponerse en contacto con la oficina del DHS llamando al:

1-888-464-4218



E-VERIFY IS A SERVICE OF DHS AND SSA



YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ★ you ensure that your employer receives advance written or verbal notice of your service;
- ★ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ★ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ★ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ★ are a past or present member of the uniformed service;
- ★ have applied for membership in the uniformed service; or
- ★ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ★ initial employment;
- ★ reemployment;
- ★ retention in employment;
- ★ promotion; or
- ★ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- ★ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ★ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- ★ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ★ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its **website at <http://www.dol.gov/vets>**. An interactive online USERRA Advisor can be viewed at **<http://www.dol.gov/elaws/userra.htm>**. In some cases involving USERRA claims against Federal executive agencies, a complaint filed with VETS before September 30, 2007 may be transferred to the Office of Special Counsel for investigation and resolution pursuant to a demonstration project established under Section 204 of the Veterans Benefits Improvement Act of 2004, Pub. Law No. 108-454 (Dec. 10, 2004).
- ★ If VETS is unable to resolve a complaint that has not been transferred for investigation under the demonstration project, you may request that your case be referred to the Office of Special Counsel for representation.
- ★ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. This notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying this notice where they customarily place notices for employees.



Office of Special Counsel
202-254-3620



U.S. Department of Labor
1-866-487-2365



1-800-336-4590

Publication Date—January 2006

Your Rights under the Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over

the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

Reasons for Taking Leave:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

If you have access to the Internet visit our FMLA website: <http://www.dol.gov/esa/whd/fmla>. To locate your nearest Wage-Hour Office, telephone our Wage-Hour toll-free information and help line at 1-866-4USWAGE (1-866-487-9243); a customer service representative is available to assist you with referral information from 8am to 5pm **in your time zone**; or log onto our Home Page at <http://www.wagehour.dol.gov>.