. Section 4.6

Project EEO/AA FORMS & DOCUMENTS

This is a list of forms and documents referenced in this chapter. Following this sectio , in numerical order are the forms and then in alphabetical order the documents.

NUMERICAL SEQUENCE

FDOT Form No.	Document Title	Workbook Section
275-010-12	Contractor's Project EEO Report	4.5
275-020-01	Federal Aid Projects: Summary Employment Data for July	n-a
275-020-28	Poster of EEO Policy and Officers	4.2
275-021-06	Project Personnel EEO Meeting Record	4.3
275-021-08	Contractor's Annual July EEO Report	4.4
275-021-10	Inspection Report for Job Site Bulletin Board	4.2
700-010-67	Additional Federal Wage Rate Decisions	4.2
FDOT Equal Opportunity Office Website	EEO Is the Law (Poster)	4.2
FDOT Equal Opportunity Office Website	Employee Rights & Responsibilities Under the Family & Medical Leave Act (Poster)	4.2
FDOT Equal Opportunity Office Website	Florida Law Prohibits Discrimination (Poster)	4.2
FDOT Equal Opportunity Office Website	Important (Poster)	4.2
FDOT Equal Opportunity Office Website	Job Safety & Health It's the Law (OSHA) (Poster)	4.2
FDOT Equal Opportunity Office Website	Notice Employee Polygraph Protection (Poster)	4.2
FDOT Equal Opportunity Office Website	Notice –FHWA Highway Construction (Poster)	4.2
FDOT Equal Opportunity Office Website	Wage Determination Appeal Process (Poster)	4.2
FDOT Equal Opportunity Office Website	Whistleblowers Know Your Rights (Poster-ARRA projects only)	4.2

ALPHABETCAL SEQUENCE

Document Title	FDOT Form No.	Workbook Section
Additional Federal Wage Rate Decisions	700-010-67	4.2
Contractor's Annual July EEO Report	275-021-08	4.4
Contractor's Project EEO Report	275-010-12	4.5
EEO Is the Law (Poster)	FDOT Equal Opportunity Office Website	4.2
Employee Rights & Responsibilities Under the Family & Medical Leave Act (Poster)	FDOT Equal Opportunity Office Website	4.2
Federal Aid Projects: Summary Employment Data for July	275-020-01	n-a
Florida Law Prohibits Discrimination (Poster)	FDOT Equal Opportunity Office Website	4.2
Important (Poster)	FDOT Equal Opportunity Office Website	4.2
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Job Safety & Health It's the Law (OSHA) (Poster)	FDOT Equal Opportunity Office Website	4.2
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Wage Determination Appeal Process (Poster)	FDOT Equal Opportunity Office Website	4.2
Whistleblowers Know Your Rights (Poster-ARRA projects only)	FDOT Equal Opportunity Office Website	4.2

STATE OF FLORIDA DEPARTMENT OF TRANSPORATION

CONTRACTOR'S PROJECT EEO REPORT

Form 275-010-12
Equal Opportunity
05/02

1. Check One ☐ Prime Contractor ☐ Subcontractor	2 Name and Address	3. FEID # or FDOT Vendor #
4. County		5 Financial Project No.

6.Contractor's Beginning Work Date on Project	7. Check Active Month Of this Report ☐ 1st ☐ 2nd ☐ 3rd	8. Employment for Pay Period Ending (M/D/Y)

9. PROJECT EMPLOYMENT REPORT

TABLE A

JOB CATEGORIES	TOTAL EMPLOYEES		TOTAL MINORITIES		BLACK (Not of Hispanic Origin)		HISPANIC		AMERICAN INDIAN or ALASKAN NATIVE		ASIAN or PACIFIC ISLANDER		WHITE (Not of Hispanic Origin)	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials (Managers)														
Supervisors														
Foremen/Women														
Clerical														
Equipment Operators														
Mechanics														
Truck Drivers														
Ironworkers														
Carpenters														
Cement Masons														
Electricians														
Pipefitters, Plumbers														
Painters														
Laborers, Semi Skilled														
Laborers, Unskilled														
TOTALS														

TABLE B

On-The-Job Trainees (OJT)	
M	F

TABLE C

On-The-Job Trainees																

OJT TOTALS

M	F

10. If any employees reported in 'Table A' are apprentices, state the name of the program, the job category, race and sex.

11. Summarize all hires for the entire active month by job category, race, sex (use additional sheet if needed).

12. Preparer	First, Last Name and Title	Area Code and Phone Number	Date Prepared
13. Reviewer	First, Last Name and Title	Area Code and Phone Number	Date Reviewed

FORM 275-020-01
EQUAL OPPORTUNITY
01/10

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

FLORIDA FHWA STATE CODE: 12-04	FEDERAL AID PROJECTS SUMMARY EMPLOYMENT DATA FOR JULY	1. YEAR 2 _ _ _	2. DISTRICT

3. THIS IS A SUMMARY OF (X)					9. IF PROJECT SUMMARY, LIST EACH FIN. PROJ. NO.	
		ONE PROJECT	4. NO. OF PROJECTS IN SUMMARY			
		TWO/MORE PROJECTS	5. SUM OF CONTRACT AMOUNT(S) PER BID BLANK			
		ALL DISTRICT PROJECTS	6. NO. CO's REPORTING 1/MORE WORKERS			
		ALL LAP PROJECTS	7. TOTAL WORKFORCE			
			8. NAME OF LOCAL AGENCY (N-A IF NOT LA)	_ N-A		

10. PROJECT EMPLOMENT DATA

TABLE A

JOB CATEGORIES	TOTAL EMPLOYEES		TOTAL MINORITIES		WHITE (Not of Hispanic Origin)		BLACK (Not of Hispanic Origin)		HISPANIC		AMERICAN INDIAN or ALASKAN NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC IS.		TWO OR MORE RACES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS (MANAGERS)	0	0	0	0														
SUPERVISORS	0	0	0	0														
FOREMEN/WOMEN	0	0	0	0														
ADMIN SUPPORT	0	0	0	0														
EQUIPMENT OPERATORS	0	0	0	0														
MECHANICS	0	0	0	0														
TRUCK DRIVERS	0	0	0	0														
IRONWORKERS	0	0	0	0														
CARPENTERS	0	0	0	0														
CEMENT MASONS	0	0	0	0														
ELECTRICIANS	0	0	0	0														
PIPEFITTERS, PLUMBERS	0	0	0	0														
PAINTERS	0	0	0	0														
LABORERS, SEMI-SKILLED	0	0	0	0														
LABORERS, UNSKILLED	0	0	0	0														
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0

TABLE B

Appren-tices		On-The-Job Trainees	
M	F	M	F
TOTALS			

TABLE C

Apprentices																		
On-The-Job Trainees																		

	PRINTED NAME -FIRST/LAST	EMAIL	PHONE	SIGNATURE	DATE
11. PREPARER					
12. REVIEWER					

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

EQUAL EMPLOYMENT OPPORTUNITY ('EEO') POLICY & OFFICERS

PROJECT

Financial Project No.	F.A.P. No.	Contract No.	County	Prime Contractor

POLICY DECLARATION

The prime contractor and each subcontractor having a Contract of $10,000 or more on this project have accepted the following operating policy. A copy of the full policy may be obtained by contacting the contractor's EEO Officer identified below:

"It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training."

CONTRACTOR EEO OFFICERS

Anyone who feels they have been discriminated against because of their sex, race, religion, color, age, national origin or Vietnam era and special disabled veteran status, should report the matter to the appropriate EEO Officer

Company Name EEO Officer's full name, Mailing Address, Telephone Number, including area code	Company Name EEO Officer's full name, Mailing Address, Telephone Number, including area code	Company Name EEO Officer's full name, Mailing Address, Telephone Number, including area code

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

EQUAL EMPLOYMENT OPPORTUNITY ('EEO') POLICY & OFFICERS (continued)

PROJECT

Financial Project No.	F.A.P. No.	Contract No.	County	Prime Contractor

CONTRACTOR EEO OFFICERS

Anyone who feels they have been discriminated against because of their sex, race, religion, color, age, national origin or Vietnam era and special disabled veteran status, should report the matter to the appropriate EEO Officer

Company Name EEO Officer's full name, Mailing Address, Telephone Number, including area code	Company Name EEO Officer's full name, Mailing Address, Telephone Number, including area code	Company Name EEO Officer's full name, Mailing Address, Telephone Number, including area code

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

RECORD OF PROJECT PERSONNEL EEO MEETING

1. COMPANY NAME:	2. FINANCIAL PROJECT #:	3. DATE OF MEETING:
4. FEID # OR FDOT VENDOR #:	5.NAME AND TITLE OF PERSON CONDUCTING MEETING	
6. CHECK ONE: __PRIME __SUBCONTRACTOR	7. DESCRIBE LOCATION WHERE WAS MEETING HELD:	

8. CERTIFICATION OF MEETING:
The signature below is certification that a meeting was held with project personnel informing them of their equal employment opportunity (EEO) civil rights, company's policies and various wage/payroll protections. The major topics wer addressed and a signed attendance record was made.

SIGNATURE: _____, Meeting Leader

9. MAJOR TOPICS ADDRESSED:

- ✓ EEO Policy and Affirmative Action Plan
- ✓ Identification of EEO Officer
- ✓ Work force diversity and recruitment
- ✓ Wages and Payrolls
- ✓ Utilization of Disadvantaged Businesses
- ✓ Bulletin Boards
- ✓ Interviews by State and Federal representatives
- ✓ Training opportunities
- ✓ Complaints

9. ATTENDEE SIGNATURES	ATTENDEE SIGNATURES

ATTACH ADDITIONAL PAGES IF NECESSARY

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

CONTRACTOR'S ANNUAL JULY EEO REPORT

July Employment Data (Including Minority Breakdown) on a Federal-Aid Highway Project

1. NAME AND FLORIDA HOME OFFICE ADDRESS	**3. FINANCIAL PROJECT NO.**	**5. YEAR:** 2 ___ ___ ___
		6. CHECK ONE: DID YOU HAVE EMPLOLYES ON THIS PROJECT ONE OR MORE DAYS BETWEEN JULY 1 AND JULY 31? ___YES _____NO (If NO proceed to Box No. 9)
2. FEID # OR FDOT VENDOR #	**4. CHECK ONE** ___ PRIME CONTRACTOR ___SUBCONTRACTOR	

7. PROJECT EMPLOMENT DATA

TABLE A

JOB CATEGORIES	TOTAL EMPLOYEES		TOTAL MINORITIES		BLACK (Not of Hispanic Origin)		HISPANIC		AMERICAN INDIAN or ALASKAN NATIVE		ASIAN or PACIFIC ISLANDER		WHITE (Not of Hispanic Origin)	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS (MANAGERS)														
SUPERVISORS														
FOREMEN/WOMEN														
CLERICAL														
EQUIPMENT OPERATORS														
MECHANICS														
TRUCK DRIVERS														
IRONWORKERS														
CARPENTERS														
CEMENT MASONS														
ELECTRICIANS														
PIPEFITTERS, PLUMBERS														
PAINTERS														
LABORERS, SEMI-SKILLED														
LABORERS, UNSKILLED														
TOTALS														

TABLE B

On-The-Job Trainees (OJT)	
M	F

TABLE C

On-The-Job Trainees (OJT)														

OJT TOTALS

M	F

8. IF ANY EMPLOYEES REPORTED IN 'TABLE A' ARE APPRENTICES, STATE THE NAME OF THE PROGRAM, THE JOB CATEGORY, RACE AND SEX.

9. PREPARER	FIRST, LAST NAME AND TITLE	AREA CODE AND PHONE NUMBER	DATE PREPARED
10. REVIEWER	FIRST, LAST NAME AND TITLE	AREA CODE AND PHONE NUMBER	DATE REVIEWED

INSPECTION REPORT FOR JOB SITE BULLETIN BOARD

SECTION 1	PROJECT	SECTION 2	INSPECTOR
Prime Contractor		Name & Title of Person performing inspection	
Financial Project #	Count	Date Inspected (M/D/Y)	
Circle applicable wage tables HIGHWAY HEAVY WATER/SEWER BUILDING		Photos Taken? (attach to Inspection Report)	Yes No

SECTION 3	LOCATION & STYLE	SECTION 4	CONDITION
Specific Location (Road/Street)		Access to fixture is clear	Yes No
		Protective cover is in good condition	Yes No
Location is within Project Limits?	Yes No	Documents are at readable height	Yes No
Describe style of fixture & covering		Documents are not faded /water stained	Yes No
		Each document is clearly / fully displayed	Yes No
Comments Section 3		Comments Section 4	

SECTION 5	FDOT REQUIRED POSTERS	SECTION 6	WAGE INFORMATION
EEO Is The Law	Yes No	Is each page of every Wage table posted?	Yes No
Fl. Law Prohibits Discrimination (bi-lingual)	Yes No	Is Additional Wage Decisions Posted?	Yes No
Notice	Yes No	Number of Additional Classifications listed	
Important Wage Rate Information	Yes No	**SECTION 7**	**US DEPT OF LABOR POSTERS**
Wage Determination Appeals	Yes No	Family & Medical Leave Act Rights	Yes No
(ARRA projects only) ARRA Whistleblower Poster	Yes No	OSHA Safe Healthful Workplace in English & Spanish	Yes No
Comments -Sections 5		Employee Polygraph protections	Yes No
		Comments	

SECTION 8 — **EEO OFFICERS LIST** (FDOT FORM # 275-020-28) *Prior to Inspection, list each Subcontractor*

Name of Contractor	Co. Name	Officer's Name	Address	Phone #	Name of Contractor	Co. Name	Officer's Name	Address	Phone #
PRIME	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No			Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No		Yes No	Yes No	Yes No	Yes No

Comments Section 8

SECTION 9	COMPLIANCE STAFF'S DETERMINATION OF COMPLIANCE		
Compliance Comments			
Is Bulletin Board in Compliance?	Yes No	If 'No' was written notice issued to prime	Yes No
Compliance Staff Signature			Date of Signature

ADDITIONAL FEDERAL WAGE RATE DECISIONS

The U.S. Dept. of Labor has established Wage Rates for the following additional classifications of work on this project.

FINANCIAL PROJECT NO.		COUNTY:

DECISION TYPE	WAGE DECISION NO. (or NA)	MODIFICATION NO. (or NA)
HIGHWAY		
HEAVY		
BUILDING		
WATER/SEWER		

CLASSIFICATION	RATE ($)	FRINGE ($ or NA)

Directions: The prime contractor is responsible for completing this form for the project and posting it on the job-site Bulletin Board. Type or print the financial project number, county, each Wage Decision number and Modification Number. Record the classification, rate and fringe data decisions issued by the FDOT Prevailing Wage Rate Coordinator. For ease of update, retain a copy of the posted form and add additional wage decisions as issued. Contractors may waive the construction job site posting of individual wage decision letters when this form is posted.

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 with qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job

VIETNAM ERA AND 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, D.C. 20210 or Call (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 reasonable accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the American with Disabilities Act of 1990 (ADA), 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, unless such accommodations would impose an undue hardship of 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

Retaliating 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 believed 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, D.C. 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, 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

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

U.S. Wage and Hour Division

FLORIDA LAW

PROHIBITS

DISCRIMINATION

BASED ON:

RACE, COLOR, RELIGION,
SEX, NATIONAL ORIGIN, DISABILITY, AGE
OR MARITAL STATUS

WHAT IS COVERED UNDER THE LAW:

- **EMPLOYMENT**
- **PUBLIC ACCOMODATIONS**
- **RETALIATION AFTER FILING A CLAIM**
- **STATE EMPLOYEE WHISTLE-BLOWER RETALIATION**

If you feel that you have been discriminated against,
visit our web site or call us!

FLORIDA COMMISSION ON HUMAN RELATIONS
2009 Apalachee Parkway, Suite 200, Oakland Building
Tallahassee, Florida 323201-4857
http://FCHR.state.fl.us
Phone: (850) 488-7082 Voice Messaging: 1-800-342-8170

LA LEY DE LA FLORIDA

PROHIBE

DISCRIMINACION

BASADA EN:

RAZA, COLOR, RELIGION, SEXO, ORIGEN NACIONAL,
INCAPACIDAD, EDAD, O ESTADO CIVIL

LO QUE ESTA CUBIERTO BAJO LA LEY:

- **EMPLEO**
- **LUGARES DE ACOMODO PUBLICO**
- **ACCION VENGATIVA DESPUES DE PRESENTAR UNA QUEJA**
- **ACCION VENGATIVA EN CONTRA DE U TRABAJADOR PUBLICO, DESPUES DE PRESENTAR UNA QUEJA BAJO LA LEY DE "SOPLON" (WHISTLE-BLOWER)**

Si usted siente que ha sido discriminado,
visite nuestra pagina web o llamenos!

LA COMISION DE RELACIONES
HUMANAS DE LA FLORIDA
2009 Apalachee Parkway, Suite 200, Oakland Building
Tallahassee, Florida 323201-4857
http://FCHR.state.fl.us
Telefono: (850) 488-7082 Correo de Voz 1-800-342-8170

Important

U.S. Department of Transportation

U.S. Department of Labor

Wage Rate Information
Federal-Aid Highway Project

Construction work on this project is subject to the minimum wage rate provisions of Section 113, Title 23, Untied States Code and the overtime provisions of the Contract Work Hours and Safety Standards Act.

As an employee of the contractor or subcontractor, you are entitled to be paid not less than the hourly rate for the particular classification of work performed as set forth in the schedule affixed below.

The schedule affixed below contains no minimum wage rates for the following employees:

1. Apprentices properly registered under approved Federal or State apprenticeship programs. Each Approved program contains the applicable rates.
2. Persons employed pursuant to apprenticeship and skill training programs which have been certified by the Secretary of Transportation as promoting equal employment opportunity in connection with Federal Aid Highway construction program. Programs thus certified will set forth the rates applicable.

Call any failure to receive the required rates to the attention of the representative of the contracting agency shown below to the nearest representative of the Federal Highway Administration.

***Representative for Florida Department of Transportation*:**

David Sadler
Director, Office of Construction
Florida Department of Transportation
605 Suwannee Street
Tallahassee, Florida 32399-0450
850-414-4150

Additional information may be obtained from the Federal Highway Administration, Washington, D.C. 20590. Any communication should list the name, location and type of project, the name of the contractor and his address, your name and address, and a statement of what you do, what rate you are paid, and what rate you think you should be paid.

Updated 2008

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

OSHA

Occupational Safety & Health Administration
U.S. Department of Labor

Job Safety and Health It's the Law!

Adminiscración de Seguridad y Salud Ocupacional
Departamento del Trabajo de los Estados Unidos

Seguridad y Salud en el Trabajo ¡Es la Ley!

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 a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.

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 exposure to toxic and harmful substances or conditions.

Your employer must post this notice in your workplace.

You must comply with all occupational safety and health standards issued under the *OSH Act* that apply to your own actions and conduct on the job.

EMPLOYERS:
You must furnish your employees a place of employment free from recognized hazards.

You must comply with the occupational safety and health standards issued under the *OSH Act*.

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.

EMPLEADOS:
Usted tiene el derecho de notificar a su empleador o a la OSHA sobre peligros en el lugar de trabajo. Usted también puede pedir que la OSHA no revele su nombre.

Usted tiene el derecho de pedir a la OSHA que realize una inspección si usted piensa que en su trabajo existen condiciones peligrosas o poco saludables. Usted o su representante pueden participar en esa inspeccion.

Usted tiene 30 dias para presentar una queja ante la OSHA si su empleador llega a tomar represalias o discriminar en su contra por haber denunciado la condición de seguridad o salud o por ejercer los derechos consagrados bajo la Ley OSH.

Usted tiene el derecho de ver las citaciones enviadas por la OAHS a su empleador. Su empleador debe colocar las citaciones en el lugar donde se encontraron las supestas infracciones o cerca del mismo.

Su empleador debe corregir los peligros en el lugar de trabajo para la fecha indicada en la citacion y debe certificar que dichos peligros se hayan reducido o desaparecido.

Usted tiene derecho de recibir copias de su historil o registro médico y el registro de su exposición a sustancias o condiciones tóxicas o dañinas.

Su empleador debe colocar este aviso en su lugar de trabajo.

Usted debe cumplir con todas las normas de seguridad y salud ocupacionales expedidas conforme a la ley OSH que sean aplicables a sus propias acciones y conducta en el trabajo.

EMPLEADORES:
Usted debe proporcionar a sus empleados un lugar de empleo libre de peligros conocidos.

Unted debe cumplir con las normas de seguridad y salud ocupacionales expedidas conforme a la Ley OSH

Los empleadores pueden obtener ayuda gratis para identificar y corregir las fuentes de peligro y para cumplir con las normas, sin citación ni multa, por medio de programas de consulta respaldados por la OSHA en cada estado del pais.

OSHA 3165-12-06R

U.S. DEPARTMENT OF LABOR
EMPLOYEMENT STANDARDS ADMINISTRATION
Wage and Hour Division
Washington, D.C. 20210

NOTICE

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS*

Federal, State and local governments are not affected by the law. Also, the law does not apply to test given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits *polygraph* (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer

EXAMINEE RIGHTS

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties up to $10,000 against violators. Employees or job applicants may also bring their own court actions.

ADDITIONAL INFORMATION

Additional information may be obtained, and complaints of violations may be filed, at local offices of the Wage and Hour Division, which are listed in the telephone directory under U.S. Government, Department of labor, Employment Standards Administration.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT

******The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.*

U.S. DEPARTMENT OF LABOR
EMPLOYEMENT STANDARDS
ADMINISTRATION

Wage and Hour Division
Washington, D.C. 20210

WH Publication 1462
September 1988

U.S. Department
of Transportation
Federal Highway
Administration

NOTICE

The highway construction underway at this location is a Federal or Federal-aid project and is subject to applicable State and Federal laws, including Title 18, United States Code, Section 1020, which reads as follows:

"Whoever, being an officer, agent, or employee of the United States, or any State or Territory, or whoever, whether a person, association, firm or corporation, knowingly makes any false statement, false representation or false report as to the character, quality, quantity, or cost of the material used or to be used, or the quantity or quality of the work performed or to be performed, or the costs thereof in connection with the submission of plans, maps, specifications, contracts, or costs of construction of any highway or related project submitted for approval to the Secretary of Transportation; or

Whoever, knowingly makes any false statement, false representation, false report, or false claim with respect to the character, quality, quantity or cost of any work performed or to be performed, or materials furnished or to be furnished, in connection with the construction of any highway or related project approved by the Secretary of Transportation; or

Whoever knowingly makes any false statement or false representation as to a material fact in any statement, certificate, or report submitted pursuant to the provision of the Federal Aid Road Act approved July 11, 1916 (39 Stat. 355) as amended and supplemented,

Shall be fined under this title or imprisoned not more than five years, or both."

Any person having reason to believe this statute is being violated should report the same to the agency representative(s) named below.

(Federal-Aid & non Federal Aid Projects	*(Both Federal and Federal Aid Projects)*	*(Both Federal and Federal Aid Projects)*
Fl. Dept. Of Transportation ***David Sadler*** ***Director, Office of Construction*** ***605 Suwannee St.*** ***Tallahassee, Fl 32399-0450*** ***(850) 414-4150***	***U.S. Dept. of Transportation*** ***Toll-free Hotline for Fraud, Waste & Abuse*** ***1-800-424-9071***	***Federal Highway Administration*** ***Martin C. Knopp*** ***Division Administrator*** ***545 John Knox Rd., Suite 200*** ***Tallahassee, Fl 32303*** ***(850) 942-9650***

Federal Wage Rate Table(s)

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:
**** an existing published wage determination***
**** a survey underlying a wage determination***
**** a Wage and Hour Division letter setting forth a position on a wage determination matter***
**** a conformance (additional classification and rate) ruling***

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U. S. Department of Labor
200 Constitution Avenue, N. W.
Washington, D. C. 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N. W.
Washington, D. C. 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U. S. Department of Labor
200 Constitution Avenue, N. W.
Washington, D. C. 20210

4.) All decisions by the Administrative Review Board are final.

---END OF GENERAL DECISION----

U.S. DEPARTMENT OF TRANSPORTATION
OFFICE OF INSPECTOR GENERAL

WHISTLEBLOWERS KNOW YOUR RIGHTS

On February 17, 2009 the American Recovery and Reinvestment Act (ARRA) was signed into law by President Obama to improve public welfare. If you protect America's interests by reporting fraud, abuse, or mismanagement of ARRA funds at your workplace, and are retaliated against as a result, know that America is here for you.

American Recovery and Reinvestment Act of 2009, Pub. L. No. 111-5, Title XV, Subtitle D, Section 1553

ADMINISTRATIVE REVIEW:

You have the right to file a complaint with the Office of Inspector General and receive a timely investigation and response.

REPRISAL-FREE:

You have the right to be free from discharge, demotion, or discrimination as a result of disclosing:

- ***Gross mismanagement of a stimulus-funded project.***
- ***Gross waste of stimulus funds.***
- ***Danger to public health and safety related to a stimulus-funded project.***
- ***Violation of the law relating to stimulus funds or a stimulus-funded project.***
- ***Abuse of authority related to the implementation of stimulus funds.***

REMEDIES:

You have the right to receive remedies if the Office of Inspector General determines you were subjected to an unlawful reprisal. Your employer may be ordered to abate the reprisal, reinstate your employment, and you may receive compensation to reimburse you for your attorney fees and other financial suffering experienced as a result of the reprisal.

ALTERNATIVES:

You have the right to take action against your employer in civil district court if the Office of Inspector General does not respond within 210 days or determines that there was not an unlawful reprisal.

••• OIG HOTLINE •••

www.oig.dot.gov/recovery/whistleblower_protections.jsp

Phone: 1-800-424-9071

Email: hotline@oig.dot.gov