

Labor Law Compliance Center

OKLAHOMA

Labor Law Compliance Center
posters@laborlawcc.com
www.laborlawcc.com
(800) 801-0597

Oklahoma Labor Law Posters

English

Posting Name & ID	Posting Requirements	Published Date
Child Labor OK01	All employers	-
Discrimination OK02	All employers	-
Minimum Wage OK03	All employers	01/22
Unemployment Insurance OK04	All employers	08/21
Workers' Compensation OK05	All employers	01/21
Oklahoma USERRA OK06	All employers	05/22
Public OSHA OK07	Public employers	07/21



CHILD LABOR LAW

Section 71 et. seq. of Title 40 of the Oklahoma Statutes
Applicable to minors UNDER 16 years of age

Minimum Age 14 years of age

Employment Certificate Employment certificate is issued by the school and is required for all employed minors, including home schooled minors and minors from out-of-state working in Oklahoma.

Employers are required to have an employment certificate from the school before a minor is allowed to work.

Note to Issuing Officer(s): Minors must comply with compulsory School Laws, Title 70 Section 10

Hours Standard School in session – minors restricted to:
No more than three (3) hours per school day
No more than eight (8) hours per non-school day
No more than eighteen (18) hours per school week

School not in session – minors restricted to:
No more than eight (8) hours per non-school day
No more than forty (40) hours per non-school week

Break Periods For every five (5) hours worked – Thirty (30) minute rest period
For every eight (8) hours worked – One (1) hour rest period

Times Standard From Tuesday after Labor Day through May 31st – minors:
Can not work before 7:00 a.m. and not after 7:00 p.m.

From June 1st through Labor Day – minors:
Can not work before 7:00 a.m. and not after 9:00 p.m.

Prohibited Occupations **Occupations which threaten health and well-being include, but not limited to:**

- | | | |
|------------------|------------------|------------------|
| Baking | Communications | Construction |
| Cooking | Coolers | Cutters |
| Demolition | Freezers | Fryers |
| Grills | Hoisting devices | Ladders |
| Loading | Machinery | Manufacturing |
| Mining | Motor vehicles | Mowers |
| Power-Driven | Processing | Public messenger |
| Public Utilities | Repair | Slicers |
| Storage | Transportation | Unloading |
| Warehouse | Weed eaters | Work rooms |
| | Youth peddling | |

For information on hazardous occupations for 16 and 17 year olds, contact the United States Department of Labor at 1-866-487-9243

Oklahoma Department of Labor

1-888-269-5353

www.labor.ok.gov





OKLAHOMA LAW PROHIBITS

DISCRIMINATION IN EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, DISABILITY, AGE, SEX OR GENETIC INFORMATION¹

If you are an employee, or an applicant for employment, and feel that because of race, color, religion, national origin, disability, age, sex or genetic information you have been discriminated against with respect to:

Qualifications, hire, discharge, recall, layoff, promotion, transfer, compensation, conditions, terms, privileges or responsibilities of employment, or sexual harassment, and wish to file or discuss the filing of a complaint contact:

Office of the Oklahoma Attorney General
Office of Civil Rights Enforcement
313 N.E. 21st Street
Oklahoma City, Oklahoma 73105
Oklahoma City Office: (405) 521-3921
Tulsa Office: (918) 581-2342
Website: www.oag.ok.gov
Email: ocre.complaints@oag.ok.gov

Contacting the Office of Civil Rights Enforcement does not conflict with or affect any other rights you may have, including any appeal procedures you may have through the Oklahoma Merit Protection or any internal grievance procedures you may have through your employer. However, an Employment Discrimination Complaint must be filed with the Office of Civil Rights Enforcement **within 180 days** after the alleged discriminatory act(s).

¹ Title 25, Oklahoma Statutes, Section 1302



Your Rights Under the Oklahoma Minimum Wage Act



Employee Health, Morals & Wages

It's against the law for employers to have workers in jobs that hurt their health. It's against the law for employers to have workers in jobs that hurt their morals. It's against the law for employers to pay workers less than adequate wages.

Federal Minimum Wage

Unless the law says it's okay, employers can't pay less than the federal minimum wage.

Employer Defined

The law defines an "employer" as having ten or more full-time workers in one place or more than \$100,000 of business a year.

Employee Defined

The law says an "employee" is a worker for an "employer." But, an "employee" is not:

- (1) a worker on a farm; a worker on a ranch; a worker with animals on a farm or ranch; or a mechanic on a farm or ranch;
- (2) a maid;
- (3) a federal government worker;
- (4) someone who volunteers for a charity, church, or nonprofit club;
- (5) a newspaper vendor or carrier;
- (6) a railroad worker;
- (7) any worker who is already being paid the federal minimum wage or more;
- (8) executives; someone in an administrative job; professionals; or an "outside" salesman;
- (9) any person employed as part-time employee not on permanent status. A part-time employee is defined as an employee who is employed less than twenty-five (25) hours a week;
- (10) anyone younger than 18 who hasn't graduated from school, and anyone younger than 22 who is in school;
- (11) anyone who works in a feedstore; or
- (12) a reserve deputy sheriff.

Uniforms

The law says the cost of uniforms given to workers can be added to wages in figuring the minimum wage.

Investigation of Wage Claims

The law says the Commissioner of Labor, **Leslie Osborn**, can investigate whether wages are due workers. She will write down her findings. If any employee's employment has terminated and the Commissioner finds that wages are due, a penalty of 2% per day up to the total amount of the wage claim may be added to the wages due. She will mail her findings to the employer and the worker by certified mail. If the employer pays the wages (and the penalty) and the worker accepts the payment, that's the end of the wage claim.

Employer Liability

If a court finds an employer hasn't paid all wages due, the law says the employer is liable for double the amount of the wages minus any sums already paid to the worker. The employer is also liable for court costs and reasonable attorney fees of at least \$100. The employer can't defend a wage claim by arguing that there was an agreement with the worker to work for less than the lawful wage. The law says an employer who pays or even agrees to pay less than the lawful wage is guilty of a misdemeanor. The punishment could be a fine of not more than \$500. The punishment could be as much as six (6) months in the county jail. The punishment could be both a fine and jail time.

IT'S THE LAW!

1-888-269-5353

www.ok.gov/odol

Oklahoma Department of Labor  Employment Standards Division

OK03E



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UNEMPLOYMENT INSURANCE BENEFITS

NOTICE TO WORKERS

If you lose your job or if you work less than full time and get less than your full-time wages, you may be entitled to receive Unemployment Insurance (UI) benefits. You can obtain a free copy of “Reemployment Assistance for the Unemployed – Informational Booklet for Workers Who are Unemployed” by visiting the Oklahoma Employment Security Commission’s website at www.oklahoma.gov/oesc/individuals. This document explains your rights and how to file an Unemployment Insurance (UI) claim.

The unemployment claim filing process can all be done online at www.ui.ok.gov. If you have questions or need assistance, you may contact the Oklahoma Employment Security Commission’s Service Center at (405) 525-1500 or visit an Oklahoma Works office. To find your nearest office, go to <https://oklahoma.gov/oesc/locations.html>.

EMPLOYERS: *It is required by Sec. 2-502 of the Oklahoma Employment Security Act that you shall post and maintain this notice in places readily accessible to individuals in your employ. Copies may be obtained from the Oklahoma Employment Security Commission online at www.oklahoma.gov/oesc/employers/employer-resources-and-forms*



All employees of this employer who are entitled to benefits of the Administrative Workers' Compensation Act are hereby notified that this employer has complied with all rules of the Workers' Compensation Commission and that this employer has secured payment of compensation for all employees and their dependents in accordance with the Act. All employees are further notified this employer will furnish first aid, medical, surgical, hospital, optometric, podiatric, chiropractic and nursing services, medicine, crutches and other apparatus as may be reasonably necessary in connection with the injury received by the employee, as well as payments of compensation to any injured employee or the employee's dependents as provided in the Act.

Any employee who has suffered a compensable injury covered by the Administrative Workers' Compensation Act is entitled to vocational rehabilitation services, including retraining and job placement, if, as a result of the injury, the employee is unable to perform work for which the person has previous training or experience.

The Oklahoma Workers' Compensation Commission has a Counselor Division to provide information to injured workers, employers, and other interested persons.

Mediation is available to help resolve certain workers' compensation disputes. For information, call the Counselor Division at 405-522-5308 or In-State Toll Free 855-291-3612.



Signature of Employer

Insurer Name and Address

Date of Expiration of Insurance Policy (Not applicable to employers authorized to self-insure.)

Employee's Responsibilities In Case of Work Related Injury

If accidentally injured or affected by cumulative trauma or an occupational disease arising out of and in the course of employment, however slight, the employee should notify the employer immediately. If this employer is a partnership, notice shall be given to any partner. If this employer is a corporation, notice shall be given to any agent or officer of the corporation upon whom legal process may be served. Notice shall also be given to the person in charge of business at the location of operations where the injury occurred. Unless oral or written notice is given to the employer within thirty (30) days, the claim for compensation may be forever barred.

The employee may file a claim for compensation with the **WORKERS' COMPENSATION COMMISSION** for an accidental injury, death, cumulative trauma or occupational disease or illness occurring **ON OR AFTER** February 1, 2014. Forms to file a compensation claim should be furnished by this employer and also are available from the Workers' Compensation Commission. The forms are posted on the Commission's website, www.wcc.ok.gov.

A claim for compensation must be filed with the Commission within the time specified by law, or be forever barred. Based on law effective May 28, 2019, a claim for compensation for any accidental injury must be filed with the Commission within one (1) year of the date of injury or, if the employee has received benefits under Title 85A for the injury, six (6) months from the date of the last issuance of such benefits; a death claim must be filed within two (2) years of the date of death; a claim for compensation for occupational disease or illness must be filed within two (2) years of the last injurious exposure; and a claim for compensation for cumulative trauma must be filed within one (1) year of the date of injury.

Claims for compensation for accidental injury, death, cumulative trauma or occupational disease or illness occurring BEFORE February 1, 2014 may be filed with the WORKERS' COMPENSATION COURT OF EXISTING CLAIMS and are subject to different notice of injury requirements and claims filing deadlines than those for accidental injury, death, cumulative trauma or occupational disease or illness occurring on or after February 1, 2014. Failure to comply with applicable notice requirements and deadlines may operate to forever bar the claim. Contact the WORKERS' COMPENSATION COURT OF EXISTING CLAIMS for additional information.

Employer's Responsibilities

The employer must provide employees with immediate first aid, medical, surgical, hospital, optometric, podiatric, chiropractic, and nursing services, medicine, crutches and other apparatus as may be reasonably necessary in connection with the injury received by the employee. This applies to care for all injuries and illnesses arising out of and in the course of employment, regardless of their character. Within ten (10) days after the date of receipt of notice or knowledge of death or injury that results in the loss of time beyond the shift or medical attention away from the work site, the employer or the employer's representative **MUST** send a report thereof to the Workers' Compensation Commission via Electronic Data Interchange as specified in Commission rules.

No agreement by any employee to pay any portion of the premium paid by the employer to a carrier or a benefit fund or department maintained by the employer for the purpose of providing compensation or medical services and supplies as required by the workers' compensation laws, shall be valid. Any employer who makes a deduction for such purposes from the pay of any employee entitled to benefits under the workers' compensation laws shall be guilty of a misdemeanor.

No agreement by any employee to waive workers' compensation rights and benefits shall be valid.

Any person who commits workers' compensation fraud, upon conviction, shall be guilty of a felony punishable by imprisonment, a fine or both.

Workers' Compensation Commission
1915 North Stiles Avenue
Oklahoma City, Oklahoma 73105-4918
Tele. 405-522-5308 (OKC) · 918-295-3732 (TU) · In-State Toll Free 855-291-3612
Web Site · www.wcc.ok.gov



YOUR RIGHTS UNDER OKLAHOMA'S USERRA THE OKLAHOMA UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

Oklahoma's USERRA, 44 O.S. § 4300 *et seq.*, protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service in the Oklahoma state military forces. USERRA also prohibits employers from discriminating against past and present members of the Oklahoma state military forces, and applicants to the Oklahoma state military forces.

Oklahoma state military forces include the National Guard of the State of Oklahoma, which includes an army component and an air force component; the Oklahoma State Guard; and any other military force organized under the Constitution and laws of the State of Oklahoma when not in a status placing them under exclusive federal jurisdiction. Unless otherwise established by Oklahoma law, the unorganized militia or any other state military force that does not meet this definition shall not be considered part of the "state military forces."

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the Oklahoma state military forces 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 Oklahoma state military forces;
- have applied for membership in the Oklahoma state military forces; or
- are obligated to serve in the Oklahoma state military forces;

Then an employer, including a state agency, 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 in the Oklahoma state military forces, 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 service of the Oklahoma state military forces.
- Even if you don't elect to continue coverage during your service in the Oklahoma state military forces, 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 Oklahoma Commissioner of Labor is authorized to investigate and resolve complaints of Oklahoma USERRA violations.
- For assistance in filing a complaint, or for any other information on USERRA, contact the Oklahoma Department of Labor's Wage & Hour Division at 1-405-521-6100 or visit its website at <http://www.ok.gov/Labor>.
- If you file a complaint with the Oklahoma Department of Labor ("ODOL") against a state government employer and ODOL is unable to resolve it, you may request that your case be referred to the District Attorney with relevant jurisdiction for representation.
- You may also bypass the ODOL complaint process and bring a civil action against an employer for violations of Oklahoma's USERRA.

The rights listed here may vary depending on the circumstances. 44 O.S. § 4334 requires employers to notify employees of their rights under Oklahoma's USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



OK06E



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Public Employees Have a Right to a Safe & Healthful Workplace

The Oklahoma Occupational Health & Safety Standards Act of 1970 provides job safety and health protection for public workers. Rules have been adopted which include both employer and employee responsibilities. These include state, county, city and public school agencies and certain public trusts.

Responsibility of Employers

Public employers are responsible for workplace safety and health of employees. This includes written programs, processes and training.

Responsibility of Employees

Employees are responsible for following safety and health rules. This includes using equipment and personal protective devices properly.

Unsafe Equipment and/or Procedures

You have the right to bring unsafe equipment and/or procedures to the attention of a supervisor or the designated safety officer.

Adverse Action Remedy

You have the right to file a complaint with the Oklahoma Department of Labor for any adverse action taken against you for reporting hazards.

Employees' Right to File Complaint

You have the right to file a complaint with the Oklahoma Department of Labor concerning investigations of unsafe working conditions.

Employees' Right to View Certain Records

You have the right to view certain records regarding workplace injuries, illnesses, or fatalities for your agency. A summary for this information must be posted at your work site each year from February through April.

Employees' Right to View Their Files

You have the right to view or make copies of your medical records or records of your exposure to toxic and harmful substances or conditions.

Required Posting of this Notice

This notice must be posted in your workplace.

Contact Information

You may contact the Oklahoma Department of Labor at the website and toll-free number below or contact the Department direct: 3017 North Stiles, Suite 100, Oklahoma City, OK 73105, 405-521-6100, www.labor.ok.gov

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1-888-269-5353

www.labor.ok.gov

Oklahoma Department of Labor
Public Employee Occupational Safety & Health Unit



OK07E

PUBLIC EMPLOYEE JOB SAFETY & HEALTH PROTECTION

The Oklahoma Occupational Health & Safety Standards Act of 1970 provides job safety and health protection for public workers by promoting safe and healthful working conditions. As authorized by the Act, rules have been adopted to prevent accidents in all public work places, including public schools and all political subdivisions of city, county and state government. These rules include standards contained in the Federal Occupational Safety & Health Act of 1970 (OSHA) and other safety and health standards derived from national consensus standards.

EMPLOYERS

Each public employer shall establish and maintain safe and healthful workplace conditions. Appropriate safety devices shall be used where necessary to protect the life, health and safety of all public employees. No employer shall interfere with the use of any method or process adopted for the protection of an employee or any other person lawfully within such place of employment. No employer shall fail to obey orders necessary to protect the life, safety and health of public employees. Public employers must allow their employees to participate in mandatory training and education programs.

EMPLOYEES

No public employee shall willfully remove, displace, damage, destroy, carry off or in any way interfere with the use of any safety device or safeguard furnished or provided for use in any place of public employment. No employee or agent of employees shall interfere with any method or process adopted for the protection of any employee or of any other person lawfully within such place of employment. No employee shall fail to obey orders necessary to protect the life, safety and health of public employees. Public employees must participate in mandatory training and education programs.

INSPECTIONS

Without prior notification, authorized inspectors from the Oklahoma Department of Labor may, at any reasonable time, enter and inspect public places of employment in order to investigate matters deemed appropriate, and to determine if any person is violating any provision of the Act or any standards promulgated pursuant to it.

COMPLAINTS

Public employees have the right to file a complaint requesting an investigation of unsafe or unhealthful conditions. No adverse personnel action may be taken against any employee who files a work- place safety or health complaint. Employees who believe they have been discriminated against on this basis may file a complaint with the Oklahoma Department of Labor.

VIOLATIONS

If upon inspection the Oklahoma Department of Labor believes a public employer has violated the Act, a notice alleging such violation(s) will be issued to the employer. The notice will specify the time frame in which each violation must be corrected or a response provided. The Commissioner of Labor may require the violation(s) be corrected immediately and/or the alleged violator appear before the Commissioner or a designated representative at a specified time and place to answer the charges.

PROPOSED PENALTIES

The Attorney General, upon request of the Commissioner of Labor, shall bring an action against any person who violates any of the provisions of the Act or violates any order or determination of the Commissioner promulgated pursuant to the Act.

Any public employer or political subdivision failing to comply with any standards or interfering with, impeding or in any manner obstructing the administration of standards pursuant to the provisions of the Act may be charged with a misdemeanor. Additionally, such employers or political subdivisions may be prevented, by cease and desist orders, from continuing such violation(s). Each day in which each violation occurs shall constitute a separate violation.

VOLUNTARY COMPLIANCE

Safety and health education and training is the best way to help prevent and control occupational accidents. The Department of Labor provides public employers with free consultation services. The Department recognizes the outstanding efforts of participating employers.

RECORDKEEPING REQUIREMENTS

Public employers must maintain accurate work-related injury, exposure and illness incident records. Employers are to use the OK-300 recordkeeping system or its substantial equivalent. Calendar year totals (excluding names of employees) must be posted no later than February 1st of the year following the calendar year to which the report applies. This information must remain posted through the month of April. Public employers are required to maintain written safety and health programs.

POSTING INSTRUCTIONS

This poster must be displayed in one or more conspicuous places where notices to employees are customarily posted. For assistance or additional information, contact:

Oklahoma Department of Labor
Public Employee Occupational Safety & Health

3017 North Stiles, Suite 100
Oklahoma City, OK 73105
405-521-6100
888-269-5353

Leslie Osborn
Commissioner of Labor



Oklahoma Department of Labor

www.labor.ok.gov



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