



Time Off For Voting

THE OFF TO VOTE

POLLS ARE OPEN FROM 7:00 A.M. TO 8:00 P.M. EACH ELECTION DAY.

If you are scheduled to be at work during that time and you do not have sufficient time outside of working hours to vote at a statewide election, California law allows you to take up to two hours off of work without losing any pay.

You may take as much time as you need to vote, but only two hours of that time will be paid.

Your time off for voting can be only at the beginning or end of your regular work shift, whichever allows the most time for you to vote. You must leave off from your regular working shift, unless you make another arrangement with your employer.

If three working days before the election you think you will need time off to vote, you must notify your employer at least two working days prior to the election.

Access To Medical/ Exposure Records

ACCESS TO MEDICAL AND EXPOSURE RECORDS

www.cdph.ca.gov

BY CAL/OSHA REGULATION
- GENERAL INDUSTRY SAFETY ORDER 3204 -
YOU HAVE THE RIGHT TO SEE AND COPY:

- Your medical records and records of exposure to toxic substances or harmful physical agents.
- Records of exposure to toxic substances or harmful physical agents of other employees with work conditions similar to yours.
- Safety Data Sheets (SDS) or other information that exists for chemicals or substances that are used in your workplace, or which employees may be exposed.

THESE RECORDS ARE AVAILABLE AT:

Read more

FROM:

Person Required

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

The above information satisfies the requirements of GH2302 (a)(6), which may be fulfilled by posting this placard in the workplace, or by any similar method the employer chooses.

www.cdph.ca.gov/occupational-safety-and-health

State of California
Department of Industrial Relations
Division of Occupational Safety and Health
1615 Clay Street, Suite 1201
Oakland, CA 94612
Phone: (415) 289-7232
Fax: (415) 289-7232

OSHA

SAFETY AND HEALTH PROTECTION ON THE JOB

State of California
Department of Industrial Relations

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

WHAT AN EMPLOYER MUST DO:

All employers must provide work and workplaces that are safe and healthful. In other words, as an employer, you must provide a safe and healthful workplace. Failure to do so can result in a threat to the life or health of workers, and substantial monetary penalties.

You must display this poster in a conspicuous place where notices to employees are customarily posted so everyone on the job can be aware of basic rights and responsibilities. You must have a written and effective injury and illness Prevention Program (IIPP) meeting the requirements of California Code of Regulations, title 8, section 3205 (www.dir.ca.gov/OSHA2020.html) and provide access to employees and their designated representatives.

You must be aware of hazards your employees face on the job and keep records showing that each employee has been trained in the hazards unique to each job assignment.

You must correct any hazardous condition that you know may result in injury to employees. Failure to do so could result in criminal charges, monetary penalties, and even incarceration. You must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured employee. Failure to report a serious injury or illness, or death, within 8 hours can result in a minimum civil penalty of \$5,000.

WHAT AN EMPLOYER MUST NEVER DO:

Never permit an employee to do work that violates Cal/OSHA workplace safety and health regulations.

Never permit an employee to be exposed to harmful substances without providing adequate protection.

Never allow an untrained employee to perform hazardous work.

EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:

As an employee, you (or someone acting for you) have the right to file a confidential complaint and request an inspection of your workplace if you believe conditions are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office (see below). Your name is revealed by Cal/OSHA, unless you request that your name be kept confidential.

You also have the right to bring a written or untruthful complaint to the attention of the Cal/OSHA investigator inspecting your workplace.

You and your designated representative have the right to access the employer's IIPP. Any employer has the right to refuse to perform work that would violate an occupational safety or health standard or order where such violation would create a real and apparent hazard to the employee or other employees.

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

Consult your local telephone directory for the office nearest you.

EMPLOYEES ALSO HAVE RESPONSIBILITIES:

To keep the workplace and your coworkers safe, you should tell your employer about any hazard that could result in an injury or illness to an employee. While working, you must always obey workplace safety and health laws.

HELP IS AVAILABLE:

To learn more about workplace safety laws, you may contact Cal/OSHA Consultation Services for free information, required forms, and publications. You can also contact a local district office of Cal/OSHA. If you prefer, you may request a confidential private consultation, or ask your employer for assistance.

Call the FREE Worker Information Helpline – (833) 579-0927

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)			
HEADQUARTERS: 1515 Clay Street, Ste. 1201, Oakland, CA 94612 • Telephone: (510) 266-7000			
District Offices	Cal/OSHA Consultation Services		
American Canyon	3419 Broadway St., Ste. H8, American Canyon 94503	(707) 649-3700	
Bakersfield	7718 Mayway Ave., Bakersfield 93308	(805) 588-0440	
Foster City	10815 East Hillsdale Bl., Ste. 110, Foster City 94504	(650) 573-3812	
Fremont	39141 Civic Center Dr., Ste. 310, Fremont 94538	(510) 794-2521	
Modesto	2550 Marjopa Street, Rm. 400, Fresno 93721	(559) 445-5302	
Long Beach	3200 Hughes Way, Suite C-201, Long Beach 90810	(424) 450-2630	
Los Angeles	320 West 47th Street, Suite 820, Los Angeles 90013	(213) 545-7310	
Monrovia	2026 Techny Drive, Ste. 4, Modesto 95356	(209) 545-7310	
	800 Royal Oaks Drive, Suite 105, Monrovia 91016	(626) 299-0396	
Oakland	1515 Clay Street, Ste. 1303, Oakland 94612	(510) 622-2891	
Redding	381 Hemsted Drive, Redding 96002	(530) 224-4243	
San Diego	3737 Main Street, Suite 201, Riverside 92501	(619) 767-2280	
Sacramento	1750 Howe Ave., Suite 430, Sacramento 95825	(916) 283-2800	
San Bernardino	464 W. 4th Street, Ste. 332, San Bernardino 92401	(951) 385-4201	
San Bernardino	9175 Metropolis Dr., Ste. 207, San Diego 92108	(619) 767-2060	
San Francisco	455 Golden Gate Ave., Rm. 9516, San Francisco 94102	(415) 557-0300	
Santa Ana	2 MacArthur Place, Suite 720, Santa Ana 92707	(714) 598-4451	
Santa Barbara	11 E. Canon Peridito St., Santa Barbara 93103	(805) 558-4451	
Santa Ana	6150 Van Noy Blvd., Ste. 405, Van Noy 91401	(818) 901-5154	
Santa Ana	6150 Van Noy Blvd., Ste. 405, Van Noy 91401	(818) 901-5154	
Regional Offices	Consulation Regional Office		
San Francisco	455 Golden Gate Ave., Rm. 9516, San Francisco 94102	(415) 557-0300	
San Francisco	1750 Howe Avenue, Suite 430, Sacramento 95825	(916) 283-2800	
Santa Ana	2 MacArthur Place, Suite 720, Santa Ana 92707	(714) 598-4451	
Monrovia	800 Royal Oaks Drive, Suite 105, Monrovia 91016	(626) 471-0322	
Fresno	2550 Marjopa St., Rm. 400, Fresno 93721	(559) 445-5302	

Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health under the California Department of Industrial Relations, which has primary responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Any person desiring to lodge a complaint alleging inadequacy in the administration of the California Occupational Safety and Health Program may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, 1615 Clay Street, Suite 1201, Oakland, CA 94612. OSHA monitors the operation of state laws to assure that continued approval is merited.

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OSHA

PROTECCIÓN DE SEGURIDAD Y SALUD EN EL TRABAJO

Estado de California
Departamento de Relaciones Industriales

La ley de California provee protección a la salud y seguridad laboral de los trabajadores mediante regulaciones impuestas por la División de Seguridad y Salud Ocupacional de California (California Division of Occupational Safety and Health, o Cal/OSHA). Este cartel explica algunos de los requerimientos y procedimientos básicos para cumplir con las normas estatales de seguridad y salud en el lugar de trabajo. La ley exige que este cartel se exhiba. El cumplimiento de esta norma podría resultar en sanciones monetarias. Las normas de Cal/OSHA pueden encontrarse en www.cdph.ca.gov/samplesearch/query.htm.

QUÉ DEBE HACER EL EMPLEADOR:

Los empleadores deben proporcionar trabajo y lugares de trabajo seguros y salubres. Dicho de otra forma, usted como empleador, debe seguir las leyes estatales relativas a la seguridad y la salud laboral. El cumplimiento de estas leyes puede asegurar a una persona la vida o la salud de los trabajadores y resultar en sanciones monetarias. Las normas de Cal/OSHA pueden encontrarse en www.cdph.ca.gov/samplesearch/query.htm.

Debe emitir este cartel en el lugar visible y donde se fijan normalmente los avisos a los empleados con el fin de que todos en el trabajo estén conscientes de sus derechos y responsabilidades básicas. Usted debe contar con un programa de seguridad para la prevención de lesiones y enfermedades (IPP, por sus siglas en inglés) por escrito que cumpla con los requisitos del Código de Regulaciones de California, título 8, artículo 3205 (www.dir.ca.gov/OSHA2020.html) y proporcionar el acceso a los empleados y sus representantes designados.

Debe estar consciente de los peligros que sus empleados enfrentan en el trabajo y mantener registros indicando que cada trabajador ha sido capacitado sobre los riesgos particulares de cada asignación de trabajo.

Debe corregir cualquier condición peligrosa que sepa que puede resultar en lesiones a sus empleados o en la pérdida de vida o salud de los empleados. El incumplimiento de esta obligación puede resultar en cargos penales, sanciones monetarias e incluso de encarcelamiento.

Debe notificar a la oficina del distrito local de Cal/OSHA de cualquier lesión o enfermedad seria o muerte que ocurra en el trabajo. Aguarde de hacer esto inmediatamente después de llamar a servicios de emergencias para asistir al empleado lesionado. No repare una lesión o enfermedad seria o muerte dentro de las primeras 8 horas de ocurrido puede resultar en una sanción civil de \$5,000.

QUÉ NO DEBE HACER NUNCA EL EMPLEADOR:

Nunca permita que un empleado realice trabajo que infrinja las regulaciones de Cal/OSHA de la seguridad y salud en el lugar de trabajo.

Nunca permita que un empleado sea expuesto a sustancias peligrosas sin proporcionar la protección adecuada.

Nunca permita que un empleado que no ha sido capacitado realice trabajo peligroso.

LOS EMPLEADOS TIENEN CERTOS DERECHOS DE SEGURIDAD Y SALUD LABORAL:

Como empleado, usted (o alguien que actúe en su nombre) tiene derecho a presentar una denuncia confidencial y solicitar una inspección de su lugar de trabajo si considera que las condiciones son inseguras o insalubres. Esta se puede hacer al contactar la Oficina local del Distrito de Cal/OSHA (o la continuación). Cal/OSHA no divulgará su nombre, a menos que usted lo solicite.

Usted también tiene derecho de solicitar condiciones inseguras o insalubres al investigador de Cal/OSHA cuando la inspección se realice en su lugar de trabajo.

Usted y su representante designado tienen derecho a acceder al IIPP del empleador. Cualquier empleado tiene el derecho a negarse a realizar un trabajo que infringe en cualquier orden de salud o seguridad laboral donde dicho violación causaría un peligro real o aparente al empleado u otros empleados.

Usted no puede ser despedido o sancionado de ninguna forma por presentar un reclamo de condiciones de trabajo inseguras o insalubres, o por ejercer de cualquier forma su derecho a la seguridad y salud laboral. Si cree que fue despedido o sancionado por ejercer sus derechos, puede presentar un reclamo sobre esta violación de los derechos de los empleados ante la oficina local de la División de Relaciones Industriales de California, División de Cumplimiento de Normas Laborales (OSHA) o la oficina del Distrito de Seguridad y Salud Ocupacional de California, División de Cumplimiento de Normas Laborales (OSHA).

Usted también tiene derecho de presentar una denuncia ante la oficina del Distrito de Seguridad y Salud Ocupacional de California, División de Cumplimiento de Normas Laborales (OSHA), U.S. Department of Labor, 1615 Clay Street, Suite 1201, Oakland, CA 94612. OSHA monitorea la operación de las leyes estatales para asegurar que la autorización continuada sea merecida.

LOS EMPLEADOS TAMBIÉN TIENEN RESPONSABILIDADES:

Para mantener el lugar de trabajo y su compañero de trabajo seguros, debe notificarle a su empleador sobre cualquier peligro que pueda resultar en una lesión o enfermedad a un trabajador. Mientras trabaja, debe siempre obedecer las leyes estatales de seguridad y salud laboral.

LA AYUDA ESTÁ DISPONIBLE:

Para conocer más sobre las normas de seguridad laboral, puede contactar los Servicios de Consulta de Cal/OSHA para recibir información gratuita, documentos requeridos y publicaciones. También puede contactar a la oficina del distrito local de Cal/OSHA. Si lo prefiere, puede contratar un asesor privado independiente o consultarlo con su compañero de seguridad de la División de Seguridad y Salud Ocupacional de California.

Llámele GRATIS a la Línea de Información al Trabajador – (833) 579-0927

DIVISIÓN DE SEGURIDAD Y SEGURIDAD OCCUPACIONAL (CAL/OSHA)			
SEDE PRINCIPAL: 1515 Clay Street, Suite 1201, Oakland, CA 94612 • Teléfono: (510) 266-7000			
Oficinas de distrito	Servicios de Consulta de Cal/OSHA		
American Canyon	3419 Broadway St., Ste. H8, American Canyon 94503	(707) 649-3700	
Bakersfield	7718 Mayway Ave., Bakersfield 93308	(805) 588-0440	
Foster City	10815 East Hillsdale Bl., Ste. 110, Foster City 94504	(650) 573-3812	
Fremont	39141 Civic Center Dr., Ste. 310, Fremont 94538	(510) 794-2521	
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San Francisco	1750 Howe Avenue, Suite 430, Sacramento 95825	(916) 283-2800	
Santa Ana	2 MacArthur Place, Suite 720, Santa Ana 92707	(714) 598-4451	
Santa Barbara	11 E. Canon Peridito St., Santa Barbara 93103	(805) 455-1048	
Van Noy	6150 Van Noy Blvd., Ste. 405, Van Noy 91401	(818) 901-5403	
Oficinas regionales	Oficina regional de Servicios de Consulta		
San Francisco	455 Golden Gate Ave., Rm. 9516, San Francisco 94102	(415) 557-0300	
San Francisco	1750 Howe Avenue, Suite 430, Sacramento 95825	(916) 283-2800	
Santa Ana	2 MacArthur Place, Suite 720, Santa Ana 92707	(714) 598-4451	
Monrovia	800 Royal Oaks Drive, Suite 105, Monrovia 91016	(626) 471-0322	
Fresno	2550 Marjopa St., Rm. 400, Fresno 93721	(559) 445-5302	

El cumplimiento de las normas de seguridad y salud laboral de California se lleva a cabo por la División de Seguridad y Salud Ocupacional, bajo el Departamento de Relaciones Industriales, el cual tiene la responsabilidad principal de administrar el programa de Cal/OSHA. Las normas de seguridad y salud ocupacional son promulgadas por la Junta de Normas de Seguridad y Salud Ocupacional. Quien desee presentar un reclamo alegando deficiencia en la administración del Plan de Seguridad y Salud Ocupacional de California, puede hacerlo contactando a la Oficina Regional de San Francisco de la Administración de Seguridad y Salud Ocupacional (OSHA), el Departamento del Trabajo de los EE. UU. (ULI: (415) 625-2547, OSHA monitorea la operación de las leyes estatales para asegurar que la autorización continuada sea merecida.

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julio de 2025

UNEMPLOYMENT INSURANCE



Your employer is registered with and reporting wages to the Employment Development Department (EDD) as required by law. Wages are used for the following benefit programs, which are available to you.

Unemployment Insurance

Funded entirely by employer's taxes

Provides partial wage replacement when you are unemployed or your hours are reduced due to no fault of your own. You must meet all eligibility requirements to receive unemployment benefits.

Visit [File for Unemployment \(edd.ca.gov/unemployment\)](http://File for Unemployment (edd.ca.gov/unemployment)) to learn how to apply for benefits.

Disability Insurance

Funded entirely by employees' contributions

Provides partial wage replacement when you are unable to work because of a non-work-related illness, injury, pregnancy, or disability. You must meet all eligibility requirements to receive disability benefits.

Visit [Disability Insurance \(edd.ca.gov/DisabilityInsurance.htm\)](http://Disability Insurance (edd.ca.gov/DisabilityInsurance.htm)) to learn how to apply for benefits.

Paid Family Leave

Funded entirely by employees' contributions

Provides partial wage replacement when you need to take time off work to:

- Care for a seriously ill family member.
- Bond with a new child.
- Participate in a qualifying event because of a family member's military deployment to a foreign country.

Visit [California Paid Family Leave \(edd.ca.gov/PaidFamilyLeave\)](http://California Paid Family Leave (edd.ca.gov/PaidFamilyLeave)) to learn how to apply for benefits.

Note: Some employers may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to withhold facts to claim benefits. For additional information, visit the [EDD \(edd.ca.gov\)](http://EDD (edd.ca.gov)).

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats must be made by calling 1-866-480-8879 (voice), TTY users, please call the California Relay Service at 711.

DE 1857A Rev. 45 (1-20) (Revised)

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PAYDAY NOTICE

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

PAYDAY NOTICE

REGULAR PAYDAYS FOR EMPLOYEES OF

(FIRM NAME)

SHALL BE AS FOLLOWS:

THIS IS IN ACCORDANCE WITH SECTIONS 204, 204A, 204B, 205, AND 205.5 OF THE CALIFORNIA LABOR CODE

BY

DATE

PLEASE POST

ELSE 8

MINIMUM WAGE SUPPLEMENT

PLEASE POST NEXT TO YOUR IWC INDUSTRY OR OCCUPATION ORDER

OFFICIAL NOTICE

AMENDED GENERAL MINIMUM WAGE ORDER AND IWC INDUSTRY AND OCCUPATION ORDERS

PLEASE POST NEXT TO YOUR IWC INDUSTRY OR OCCUPATION ORDER

OFFICIAL NOTICE

AMENDED GENERAL MINIMUM WAGE ORDER AND IWC INDUSTRY AND OCCUPATION ORDERS

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