



You Have Workplace Rights!

Helpful information for employees

Know your Rights! Don't work for free!



Workplace Rights!

You have the right to be paid for your work!

- ▶ The right to receive at least the **minimum wage** for each hour of work—\$7.25 per hour.
- ▶ The right to receive **overtime** pay—time and a half for each hour over 40 hours worked in a week.
- ▶ The right to be paid for your work regardless of **immigration** status.
- ▶ If your employer terminates your employment, the right to receive your **final pay** within 24 hours.

Remember: This doesn't mean that the minimum wage is a reasonable wage for all types of work.

Exceptions

- ▶ Employers may pay tipped employees \$2.13 per hour as long as the tips the employee earns brings the hourly amount to at least the minimum wage of \$7.25.
- ▶ Some workers—usually salaried or professional workers—are exempt from overtime pay requirements.
- ▶ Employers are not required by law to provide breaks or lunch periods for adult employees. However, employers are required to provide breaks for workers under the age of 18.
- ▶ Employers are not required to provide paid vacation, holidays, sick leave or severance pay.



Know your Rights!

How can I protect my right to be paid for my work?

- ▶ **Work for reputable employers!** Avoid employers who have a reputation for not paying employees' wages, or treating employees unfairly in other ways.
- ▶ **Know who you're working for!** Collect the following information as soon as you begin work, and then keep it in your permanent records:

Employer's first and last name _____

Telephone number _____

Office address _____

License plate number _____



- ▶ **Document your hours!** If you aren't certain your employer is maintaining accurate records, keep your own record. Every day, write down the time you begin work, lunch breaks, and the time you stop work. Note the project you worked on. Without this information, it may be difficult to prove that your employer has not paid your wages.
- ▶ **Don't wait!** File your claim for unpaid wages immediately. As time passes, it becomes more difficult to prove you are entitled to the wages; it also becomes more difficult to collect the wages. (*You must file a wage claim with the Labor Commission within one year; you have four years to file a wage claim in court.*)

For more information about protecting your wages

Remember: Without daily time records, it may be very difficult to prove that your employer has not paid you your wages.

Don't work for free!

Other workplace rights.

Workers' Compensation. You have the right to medical care and disability compensation if you are injured or become ill because of your work. If you have an accident, you should:

- ▶ Report the accident to your supervisor;
- ▶ Write down the names of all witnesses; and
- ▶ Obtain necessary medical attention from the doctor or facility authorized by your employer's workers' compensation insurance. But in an emergency, get the fastest medical attention possible.

For more information about workers' compensation

or contact the Industrial Accidents Division at (801) 530-6800
(In-state Toll Free 1-800-530-5090) or by email at iaccd@utah.gov

Employment Discrimination. You have the right to be free from harassment or discrimination at work because of your race, religion, gender, national origin, age, color, pregnancy, disability, gender identity or sexual orientation. You may also have the right to be given a reasonable accommodation based on pregnancy, childbirth, breastfeeding, or a related condition.

To learn more

or contact the Antidiscrimination and Labor Division at (801) 530-6801
(toll free 1-800-222-1238) or by email at discrimination@utah.gov

Occupational Safety and Health. You have the right to work in an environment that does not pose a risk to your health or safety.

To learn more

or contact the Utah Occupational Safety and Health Division (UOSH) at (801) 530-6901.

Coal Mine Safety. You have the right to report a mine safety condition that could cause a serious accident, injury, illness or fatality.

To learn more

or contact the Office of Coal Mine Safety at (888) 988-6463.

Salt Lake City Office

Heber Wells Office Building, 160 East 300 South, 3rd Floor
PO Box 146600 | Salt Lake City, Utah 84114-6600

St George Office

Blackridge Terrace Office Building 1, Suite 304
1173 South 250 West, St George Utah 84770

(801) 530-6800 | Toll free instate: (800) 530-5090
Business Hours: Monday thru Friday 8 am to 5 pm

www.laborcommission.utah.gov