

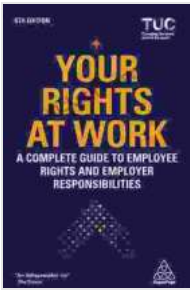
# The Complete Guide to Employee Rights and Employer Responsibilities

The relationship between employees and employers is governed by a complex set of laws and regulations that establish both rights and responsibilities for each party. Understanding these rights and responsibilities is essential for maintaining a fair and harmonious work environment. This guide provides a comprehensive overview of employee rights and employer responsibilities, including:

- Fair labor standards
- Equal employment opportunity
- Workplace safety
- Employee benefits
- Employee compensation
- Employee discipline
- Employee privacy
- Employee termination

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, and recordkeeping requirements for employers. The FLSA applies to most private-sector employers and some public-sector employers.

## Minimum Wage



# Your Rights at Work: A Complete Guide to Employee Rights and Employer Responsibilities

by Trades Union Congress TUC

★★★★★ 5 out of 5

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The FLSA sets a minimum wage that employers must pay to their employees. The current federal minimum wage is \$7.25 per hour. Some states and localities have their own minimum wage laws that may be higher than the federal minimum wage.

## Overtime Pay

The FLSA requires employers to pay overtime pay to employees who work more than 40 hours in a workweek. The overtime rate is 1.5 times the employee's regular rate of pay.

## Recordkeeping

The FLSA requires employers to keep certain records, including:

- Employee time and attendance records
- Payroll records

- Records of any deductions from employees' wages

The Equal Employment Opportunity Commission (EEOC) enforces federal laws that prohibit discrimination in employment on the basis of race, color, religion, sex, national origin, age, disability, and genetic information. The EEOC also enforces laws that prohibit harassment and retaliation in the workplace.

## **Protected Characteristics**

The following characteristics are protected under the EEOC's laws:

- Race
- Color
- Religion
- Sex
- National origin
- Age (40 years or older)
- Disability
- Genetic information

## **Discrimination**

It is illegal for employers to discriminate against employees on the basis of any of the protected characteristics. Discrimination can take many forms, including:

- Denying employment
- Firing
- Demoting
- Harassing
- Retaliating

## **Harassment**

Harassment is a form of discrimination that occurs when an employee is subjected to unwelcome conduct based on a protected characteristic. Harassment can be verbal, physical, or sexual in nature.

## **Retaliation**

Retaliation occurs when an employer takes an adverse action against an employee because the employee has complained of discrimination or harassment.

The Occupational Safety and Health Administration (OSHA) enforces federal laws that protect employees from workplace hazards. OSHA sets standards for workplace safety and health, and it investigates workplace accidents and illnesses.

## **Workplace Hazards**

Workplace hazards can include:

- Chemical hazards

- Physical hazards
- Biological hazards
- Ergonomic hazards
- Psychological hazards

## **Employer Responsibilities**

Employers are responsible for providing a safe and healthy workplace for their employees. This includes:

- Identifying and eliminating workplace hazards
- Providing employees with safety training
- Providing employees with personal protective equipment (PPE)
- Investigating workplace accidents and illnesses

Employee benefits are a form of compensation that employers provide to their employees in addition to wages. Employee benefits can include:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plans
- Paid time off
- Sick leave
- Holidays

## **Employer Responsibilities**

Employers are responsible for providing their employees with the employee benefits that they have promised. This includes:

- Paying for the cost of the benefits
- Administering the benefits plans
- Providing employees with information about the benefits plans

Employee compensation includes all forms of pay that an employee receives from their employer. Employee compensation can include:

- Wages
- Salaries
- Bonuses
- Commissions
- Overtime pay
- Vacation pay
- Sick pay

## **Employer Responsibilities**

Employers are responsible for paying their employees the compensation that they have promised. This includes:

- Paying employees on time

- Paying employees the correct amount of compensation
- Withholding taxes from employees' wages

Employee discipline is a process that employers use to address employee misconduct. Employee misconduct can include:

- Violating company policies
- Not meeting performance expectations
- Engaging in disruptive behavior

## **Employer Responsibilities**

Employers are responsible for disciplining employees in a fair and consistent manner. This includes:

- Investigating employee misconduct
- Providing employees with an opportunity to explain their behavior
- Imposing appropriate disciplinary measures

Employee privacy is the right of employees to have their personal information kept confidential. Employee privacy can include:

- Medical information
- Financial information
- Personal contact information

## **Employer Responsibilities**

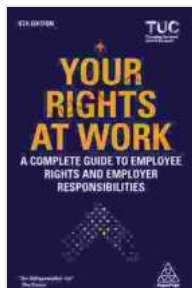
Employers are responsible for protecting the privacy of their employees. This includes:

- Not collecting or using employee information without their consent
- Keeping employee information confidential
- Destroying employee information when it is no longer needed

Employee termination is the process of ending an employee's employment relationship with the company. Employee termination can be voluntary or involuntary.

## Voluntary Termination

Voluntary termination occurs when an employee resigns from their job. Employee



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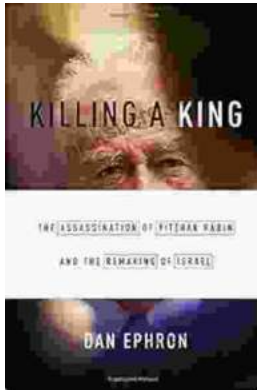
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