

CAPITA
FINANCIAL NETWORK

UTAH

LABOR LAW POSTERS

WORKERS' COMPENSATION NOTICE

Employer: _____
has complied with the provisions of the Workers' Compensation Act (§34A-2-101, Utah Code Annotated), the Utah Occupational Disease Act (§34A-3-101, Utah Code Annotated), and the rules of the Labor Commission by insuring the liability to pay the compensation and other benefits provided by said Acts through:

Insurance Company: _____

Policy Number: _____

Address for the above insurance company: _____

Telephone number: _____

Check here if the employer has been authorized by the Division of Industrial Accidents to self-insure and directly pay workers' compensation benefits.

WORKERS' COMPENSATION

Workers' Compensation is insurance which pays medical expenses and helps offset lost wages for employees with work-related injuries or illnesses. If you have an on-the-job injury or occupational disease, it may pay for: hospital and medical bills, time lost from work, permanent loss of body function, prosthetic devices, and burial and dependent benefits in case of death.

HOW TO REPORT AN ACCIDENT

1. Report the injury, no matter how slight, immediately to your supervisor. You may lose your rights if your injury is not reported within 180 days of the injury or work-related illness.
2. Ask your employer where you should go for treatment. If your employer has a first-aid room or company designated doctor, go there promptly for treatment. If not, go to a doctor of your choice.
3. Tell the doctor **HOW, WHEN and WHERE** the accident happened. The doctor will fill out a physician's initial report form. A copy of the report is given to you and copies of the report are sent to the insurance company and the Labor Commission within seven (7) days of your doctor visit.
4. Your employer shall fill out the employer's first report of injury form. A copy of this report is sent to the insurance company within seven (7) days of the accident. The insurance company will report the injury to the Labor Commission.

HOW TO START COMPENSATION

1. Ask your employer which insurance company pays workers' compensation benefits for the company.
2. Ask your employer to report the accident to the insurance company and give you the claim number.
3. Call the insurance company and ask them to start your workers' compensation benefits. The insurance company will require the employer's report, the physician's report, and may ask you to fill out a request for compensation. Cooperate with the adjuster's investigation of the injury.
4. Ask your doctor to send medical reports to the insurance company, including the work status statement.

REHABILITATION

If you cannot return to work, you may be eligible for a rehabilitation program. Contact the insurance company listed above or the Utah State Office of Rehabilitation.

FRAUD STATEMENT: "Any person who knowingly presents false or fraudulent underwriting information, files or causes to be filed a false or fraudulent claim for disability compensation or medical benefits, or submits a false or fraudulent report or billing for health care fees or other professional services is guilty of a crime and may be subject to fines and confinement in state prison."



160 East 300 South 3rd Floor P.O. Box 146610 Salt Lake City, Utah 84114-6610
Office: (801)-530-6800 Fax: (801)-530-6804 Toll Free: (800)-530-5090 www.laborcommission.utah.gov

If you want copy of an *Employee's Guide to Workers' Compensation* booklet or have questions, contact the Labor Commission or go to the webpage at www.laborcommission.utah.gov.

Note: This notice must be posted and kept continuously in public and conspicuous places in the office, shop or place of business of the employer as per §34A-2-204 and §34A-2-104.5, Utah Code Annotated.



UNEMPLOYMENT INSURANCE NOTICE TO WORKERS

Your work is covered under the provisions of the Utah Employment Security Act for unemployment insurance purposes, unless specifically exempted by the Act.

Unemployment insurance specifically provides payments to qualified workers who are unemployed through no fault of their own and are able, available, and seeking full-time work. It is not public assistance, Social Security, or a disability payment. Benefits are based upon your previous earnings—not on economic need. The funds to pay unemployment benefits are paid by your employer. No deductions are made from your wages.

FILING FOR UNEMPLOYMENT INSURANCE BENEFITS

To receive unemployment benefits, you may file your claim online at jobs.utah.gov, select “Assistance,” then click “Check Eligibility” under “Unemployment Insurance,” and then choose “File New or Reopen Claims.” No benefits will be paid for weeks prior to the week in which you file your claim. You should, therefore, file immediately after becoming unemployed or when your work hours are reduced to less than full time.

FILING AFTER RECEIVING WORKER’S COMPENSATION BENEFITS

If you are separated from employment due to a work-related illness or injury for which you have received Worker’s Compensation, your rights to unemployment benefits may be preserved for up to THREE YEARS from the date of your injury. In order to use wages earned prior to such an injury or illness, you must file a claim for unemployment benefits within 90 DAYS of your doctor’s release to full time work.

SEPARATION INFORMATION

At the time you are separated from your job, you should request information as to the reasons for your separation. You do not need to have a separation notice to file a claim. Both you and your employer will be requested to provide statements explaining the reason for your separation.

WAGES DETERMINE BENEFIT AMOUNT

The amount of your unemployment benefits will be determined from your wages in covered employment. “Wages” are all payments for personal services performed such as salaries, commissions, bonuses, tips, and the cash value of goods and services received for services performed. Tips received but not reported to your employer generally cannot be used to determine your unemployment benefits.

SELF-EMPLOYMENT

If you are classified as “self-employed” (independent contractor), you may want to discuss this with your employer and have your status reviewed by DWS. Work performed in “self employment” cannot be used for unemployment benefits. You are “self-employed” if your work is performed without direction and control and you are in your own established business. This generally means you are properly licensed in business, perform similar services for others, maintain proper accounting records and business reports, pay self-employment taxes, and provide for insurance.

ONLINE SERVICES

Access our web site jobs.utah.gov to search for jobs, find out about available programs, and obtain economic information.

NO FEE EMPLOYMENT SERVICES

DWS services are available on our web site at jobs.utah.gov or by going to any of our Employment Centers listed below. Employment services include job referrals, career counseling, workshops, employer recruitment, Veterans’ services, labor market information, and job training/internships. Supportive services include food stamps, financial assistance, medical assistance, childcare assistance, unemployment assistance, emergency assistance, referrals to community, and other resources. Our Job Connection Rooms provide Internet access along with Information Specialists to assist you in accessing services and resources. Fax and copy machines are also available.

STATE EMPLOYMENT CENTERS • Contact us at: 801-526-WORK (9675)

Beaver875 North Main	Nephi.....625 North Main
Blanding544 North 100 East	Ogden480 27th Street
Brigham City.....138 West 990 South	Panguitch.....665 North Main
Cedar City176 East 200 North	Park City1910 Prospector Ave. Ste. 100
Clearfield.....1290 East 1450 South	Price475 West Price River Dr. #300
Delta44 South 350 East	Provo1550 North 200 West
Emery County550 West Hwy 29	Richfield.....115 East 100 South
Heber City69 North 600 West, Ste. C	Roosevelt.....140 West 425 South 330-13
Junction550 North Main	Salt Lake Metro720 South 200 East
Kanab468 East 300 South	Salt Lake So County5735 South Redwood Rd.
Lehi557 W. State Street	South Davis.....763 West 700 South W. Cross
Loa18 South Main	Spanish Fork1185 North Canyon Creek Parkway
Logan180 North 100 West	St. George162 North 400 East Bldg. B
Manti55 South Main #3	Tooele.....305 North Main, Ste. 100
Moab457 Kane Creek Blvd.	Vernal1050 West Market Dr.

INFORMATION FOR EMPLOYERS

Utah law requires that each employee’s wages must be reported each quarter with the regular quarterly contribution (tax) report. All wage and separation information and correspondence must include your unemployment insurance registration number. You must also maintain and make available records of wages and separation information on all workers for at least four (4) calendar years.

When an unemployment claim is filed by a former employee, the Department of Workforce Services will send you Form 606 “Notice of Claim Filed.” This notice will provide an opportunity for you to report details of the reason for the claimant’s separation from your business and, in some cases, to request relief of potential charges. You will also receive a Form 65 “Employer Notice of Potential Liability” showing any wages from your business being used on the claim and your business’s potential benefit costs.

If you have classified or contemplate classifying any of your workers as “self-employed” (independent contractors), notify the Department in order that a proper determination of status can be made. By doing this, you may avoid unpaid contributions (tax) liabilities, interest, and penalties. Additional information is available in the “Employer Handbook” which you can access on the Internet at:

jobs.utah.gov/ui/employer/public/handbook/employerhandbook.aspx

In accordance with Section 35A-4-406(1)(b) of the Utah Employment Security Act, this notice must be permanently posted by each employer at suitable points (on bulletin boards, near time clocks, etc.) in each work place and establishment.

Workplace Safety and Health in the State of Utah

THIS NOTICE MUST BE POSTED IN THE WORKPLACE

The Utah Occupational Safety and Health Act of 1973 requires Utah employers to provide a safe and healthful workplace, free from recognized hazards that are likely to cause death or serious physical harm to employees. The Utah Occupational Safety and Health Division (UOSH) of the Utah Labor Commission, has the primary responsibility for administering the Utah Occupational Safety and Health Act.

NOTICE TO EMPLOYEES

You have **the obligation to comply** with all workplace safety and health rules established by your employer.

You have the right **to notify your employer or UOSH about workplace hazards**. You may ask to keep your name confidential.

You have the right **to request a UOSH inspection** if you believe that there are unsafe or unhealthful conditions in your workplace.

You can **file a complaint with UOSH** if you feel that your employer has retaliated against you for making safety or health complaints, or for exercising your rights under the Utah Occupational Safety and Health Act. Such whistleblower complaints must be filed within 30 days.

You have a right to **see all UOSH citations issued to your employer**. Your employer must post the citations at or near the place of the alleged violation. You may request an informal review of the abatement period granted to the employer.

You have the right to **know your employer is obligated to 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** or records of your exposure to toxic and harmful substances or conditions.

NOTICE TO EMPLOYERS

UTAH EMPLOYERS ARE REQUIRED TO PROVIDE EMPLOYEES A SAFE AND HEALTHFUL WORKPLACE

REPORTING REQUIREMENTS

Employers are required to notify UOSH at (801) 530-6901 **within 8 hours of occurrence of all fatalities, disabling, significant, and serious injuries or illnesses to workers**. You can call in your report 24 hours a day, 7 days a week. Tools, equipment, materials, or other evidence that might pertain to the cause of such accidents shall not be removed or destroyed until authorized by UOSH. You are also required to investigate all incidents of worker injuries and occupational illnesses.

REPORTING GUIDANCE

“Disabling and serious” includes, but is not limited to any injury or illness resulting in immediate admittance to the hospital, permanent or temporary impairment where part of the body is made functionally useless or is substantially reduced in efficiency and which would require treatment by a medical doctor, such as amputation, fracture, deep cuts, severe burns, electric shock, sight impairment, loss of consciousness, and concussions; illnesses that could shorten life or significantly reduce physical or mental efficiency inhibiting the normal function of a part of the body, such as cancer, silicosis, asbestosis, hearing impairment and visual impairment.

INSPECTIONS, CITATIONS, ASSESSED PENALTIES

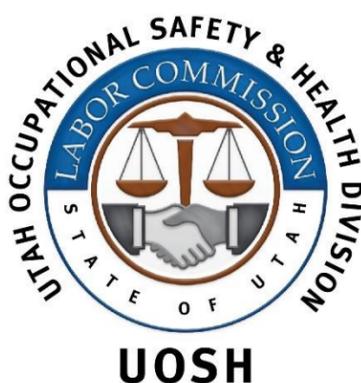
UOSH may enter at reasonable times without delay any work place under its jurisdiction to conduct an inspection, investigation, or interview a reasonable number of employees to determine compliance with the Utah Act, rules and standards. Citations may be issued if an employer is in violation of any of those rules or standards. A serious violation may be assessed a proposed penalty of up to \$7,000. Willful or Repeated violations may be assessed a proposed penalty up to \$70,000. Failure to correct or abate a violation may result in additional penalties not to exceed \$7,000 for each day each violation is not corrected.

CONTESTS, APPEALS, INFORMAL REVIEW

The Utah Labor Commission will provide an adjudicative formal hearing with its Division of Adjudication, when an employer files a written notice of contest within 30 days of receipt of the citation. Upon expiration of that 30 day period, the citation and proposed penalties are final and not subject to review by any court or agency. Employers may also request an informal review of any citation, proposed penalty or abatement period. Informal reviews do not extend the 30 days in which an employer must file a written notice of contest for a formal hearing.

To report a workplace fatality or injury, file a workplace safety complaint, or for assistance please call (801) 530-6901 or (800) 530-5090. To file a safety complaint online or obtain more information about UOSH programs please visit our website www.laborcommission.utah.gov. To obtain more information about safety and health in the workplace, please contact the Consultation Program at (801) 530-6855

State of Utah Labor Commission
Utah Occupational Safety and Health
160 East 300 South, Third Floor
PO Box 146650
Salt Lake City, Utah 84114-6650
(801) 530-6901
Fax (801) 530-7606
Toll-Free 1-800-530-5090
www.laborcommission.utah.gov



Reporting Injuries (801) 530-6901
Compliance Program (801) 530-6901
Consultation Program (801) 530-6855



Pregnancy and Related Conditions under the Utah Antidiscrimination Act

The Utah Antidiscrimination Act **requires** employers to provide **reasonable accommodations** for employees related to **pregnancy, childbirth, breastfeeding, or related conditions**, upon an employee's request.

Further, the Act **prohibits** an employer from **terminating an employee, or denying an employment opportunity**, instead of providing reasonable accommodation.

However, an employer is not required to provide reasonable accommodation if it can demonstrate that doing so would create an **undue hardship on its operations**.

UTAH CODE § 34A-5-106(1)(g) (2016)

To learn more about your rights, please visit:

<https://laborcommission.utah.gov/divisions/utah-antidiscrimination-and-labor-uald/employment-discrimination/>

or email the Utah Antidiscrimination & Labor Division
at discrimination@utah.gov



Biweekly Payroll Calendar 2025			
Pay Period	Pay Period Start Date	Pay Period End Date	Pay Date
1	Monday, December 23rd, 2025	Sunday, January 5th, 2025	Friday, January 10th, 2025
2	Monday, January 6th, 2025	Sunday, January 19th, 2025	Friday, January 24th, 2025
3	Monday, January 20th, 2025	Sunday, February 2nd, 2025	Friday, February 7th, 2025
4	Monday, February 3rd, 2025	Sunday, February 16th, 2025	Friday, February 21st, 2025
5	Monday, February 17th, 2025	Sunday, March 2nd, 2025	Friday, March 7th, 2025
6	Monday, March 3rd, 2025	Sunday, March 16th, 2025	Friday, March 21st, 2025
7	Monday, March 17th, 2025	Sunday, March 30th, 2025	Friday, April 4th, 2025
8	Monday, March 31st, 2025	Sunday, April 13th, 2025	Friday, April 18th, 2025
9	Monday, April 14th, 2025	Sunday, April 27th, 2025	Friday, May 2nd, 2025
10	Monday, April 28th, 2025	Sunday, May 11th, 2025	Friday, May 16th, 2025
11	Monday, May 12th, 2025	Sunday, May 25th, 2025	Friday, May 30th, 2025
12	Monday, May 26th, 2025	Sunday, June 8th, 2025	Friday, June 13th, 2025
13	Monday, June 9th, 2025	Sunday, June 22nd, 2025	Friday, June 27th, 2025
14	Monday, June 23rd, 2025	Sunday, July 6th, 2025	Friday, July 11th, 2025
15	Monday, July 7th, 2025	Sunday, July 20th, 2025	Friday, July 25th, 2025
16	Monday, July 21st, 2025	Sunday, August 3rd, 2025	Friday, August 8th, 2025
17	Monday, August 4th, 2025	Sunday, August 17th, 2025	Friday, August 22nd, 2025
18	Monday, August 18th, 2025	Sunday, August 31st, 2025	Friday, September 5th, 2025
19	Monday, September 1st, 2025	Sunday, September 14th, 2025	Friday, September 19th, 2025
20	Monday, September 15th, 2025	Sunday, September 28th, 2025	Friday, October 3rd, 2025
21	Monday, September 29th, 2025	Sunday, October 12th, 2025	Friday, October 17th, 2025
22	Monday, October 13th, 2025	Sunday, October 26th, 2025	Friday, October 31st, 2025
23	Monday, October 27th, 2025	Sunday, November 9th, 2025	Friday, November 14th, 2025
24	Monday, November 10th, 2025	Sunday, November 23rd, 2025	Friday, November 28th, 2025
25	Monday, November 24th, 2025	Sunday, December 7th, 2025	Friday, December 12th, 2025
26	Monday, December 8th, 2025	Sunday, December 21st, 2025	Friday, December 26th, 2025

Off-Cycle Bonus Pay Calendar 2025*		
Quarter	Processing Date	Pay Date
4 (2024)	Friday, January 24th, 2025	Tuesday, January 28th, 2025
1	Friday, April 25th, 2025	Tuesday, April 29th, 2025
2	Friday, July 25th, 2025	Tuesday, July 29th, 2025
3	Friday, October 24th, 2025	Tuesday, October 28th, 2025

*Eligible employees will receive a bonus on this payroll.
 **401k (ONLY the deductions that have been set up as a percentage) and normal payroll taxes would be deducted from bonus payments