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## UNEMPLOYMENT INSURANCE

### Certificate of Coverage and Notice to Workers as to Benefit Rights

Employers covered by the Employment Security Law of North Carolina (Chapter 96 of the North Carolina General Statutes) contribute to a special fund set aside for the payment of unemployment insurance benefits. No money is withheld from workers' checks for unemployment insurance purposes.

If your work hours are substantially reduced or your job is eliminated due to lack of work you may qualify for unemployment insurance benefits. If you work less than the equivalent of (3) customary scheduled full time days, during any payroll week because work was not available, you may be eligible for unemployment insurance benefits. An employer may file claims for employees through the use of automation in case of partial unemployment. An employer may file an attached claim for an employee only once during a benefit year, and the period of partial unemployment for which the claim is filed may not exceed six consecutive weeks. You must notify the employer of any wages earned from all sources during the payroll week. Unemployment insurance benefit payments are processed in Raleigh, North Carolina. Please be sure that your employer has your correct mailing address.

If you lose your job with this employer, you may contact the Department of Commerce, Division of Workforce Solutions (DWS) at [www.nccommerce.com/workforce](http://www.nccommerce.com/workforce) to assist you in securing suitable work. DWS provides a wide variety of services free of charge. If suitable work is not readily available you may file a claim for unemployment insurance benefits with the Division of Employment Security at [des.nc.gov](http://des.nc.gov), or by phone at 877-841-9617.

By law, workers who become unemployed for other reasons or who refuse suitable work may be denied unemployment insurance benefits.

If you have any questions about unemployment insurance benefits or need more information, contact the Division of Employment Security at the address shown on the bottom of this poster.

#### During Labor Disputes [Section 96-14.7(b)]

An individual is disqualified for benefits if the Division determines the individual's total or partial unemployment is caused by a labor dispute at your place of employment or any location owned by the employer within the state of North Carolina. Once the labor dispute has ended, such workers shall continue to be ineligible for unemployment insurance benefits for the period of time that is reasonably necessary to resume operations in the workers' place of employment

#### Instructions for Employers

1. Post this notice on your premises in such a place that all employees may see it. Additional copies may be obtained on-line at [des.nc.gov](http://des.nc.gov).
2. You must notify affected workers of a vacation period within a reasonable period of time before it begins.
3. Benefit claims for attached workers may be filed on-line at [des.nc.gov](http://des.nc.gov).

#### DES HIGHLY RECOMMENDS POSTING THIS INFORMATION.

For More Information, Contact:

North Carolina Department of Commerce, Division of Employment Security  
P.O. Box 25903, Raleigh, N.C. 27611  
Telephone: (919) 707-1237  
[www.ncesc.com](http://www.ncesc.com)



Revised December 16, 2016

## WORKERS' COMPENSATION

FORM 17

Revised 12/20/20

### N.C. WORKERS' COMPENSATION NOTICE TO INJURED WORKERS AND EMPLOYERS

All employees of this business, except specifically excluded executive officers, suffering work-related injuries may be entitled to Workers' Compensation benefits from the employer or its insurance carrier.

#### IF YOU HAVE A WORK-RELATED INJURY OR AN OCCUPATIONAL DISEASE

#### The Employee Should:

- Report the injury or occupational disease to the Employer immediately.
  - Give written notice to the Employer within 30 days.
  - File a claim with the Industrial Commission on a Form 18 immediately, but no later than 2 years from injury date or occupational disease. Give a copy to the Employer.
  - If medical treatment and wage loss compensation are not promptly provided, call the insurance carrier/administrator or request a hearing before the Industrial Commission using a Form 33 Request for Hearing. Commission forms are available at website [www.ic.nc.gov](http://www.ic.nc.gov) or by calling the Help Line.
  - Your employer's workers' compensation insurance carrier is
- 
- The insurance policy number is
- 
- Your employer's workers' compensation insurance policy is valid from

until

For assistance: Call the Industrial Commission HELP LINE—(800) 688-8349.

#### The Employer Should:

- Provide all necessary medical services to the Employee.
- Report the injury to the carrier/administrator and file a Form 19 Report of Injury within 5 days with the Industrial Commission, if the Employee misses more than 1 day from work or if cumulative medical costs exceed \$4,000.00.
- Give a copy of your completed Form 19 to the Employee along with a copy of a blank Form 18 Notice of Accident.
- Ensure that compensation is promptly paid as required under the Workers' Compensation Act.



NORTH CAROLINA INDUSTRIAL COMMISSION

NORTH CAROLINA INDUSTRIAL COMMISSION  
1235 MAIL SERVICE CENTER  
RALEIGH, NORTH CAROLINA 27699-1235

Website: [www.ic.nc.gov](http://www.ic.nc.gov)

TO EMPLOYER: THIS FORM MUST BE PROMINENTLY POSTED IF YOU HAVE WORKERS' COMPENSATION INSURANCE OR QUALIFY AS SELF-INSURED. (N.C. Gen. Stat. §97-93).

## NORTH CAROLINA MINIMUM WAGE & OCCUPATIONAL SAFETY AND HEALTH PROTECTION



N.C. Department of Labor

### WAGE AND HOUR NOTICE TO EMPLOYEES

Anyone having a question about the Wage and Hour Act may call:

**1-800-NC-LABOR (1-800-625-2267)**

#### Employee Classification

Any worker who is defined as an employee by the N.C. Wage and Hour Act (N.C. Gen. Stat. 95-25.2(4)), the N.C. Employee Fair Classification Act, the Internal Revenue Code as adopted under N.C. Employment Security Laws (N.C. Gen. Stat. 96-1(b)(10)), the N.C. Workers' Compensation Act (N.C. Gen. Stat. 97-2(2)), or the N.C. Revenue Act (N.C. Gen. Stat. 105-163.1(4)) shall be treated as an employee.

Any employee who believes that he or she has been misclassified as an independent contractor by his or her employer may report the suspected misclassification to the N.C. Industrial Commission's Employee Classification Section by phone, email or fax. When filing a complaint, please provide the physical location, mailing address, and if available, the telephone number and email address for the employer suspected of employee misclassification:

Employee Classification Section  
N.C. Industrial Commission  
1233 Mail Service Center  
Raleigh, NC 27699-4333  
Email: [emp.classification@ic.nc.gov](mailto:emp.classification@ic.nc.gov)  
Phone: 919-807-2582  
Fax: 919-715-0282

#### Employment at Will

North Carolina is an employment-at-will state. The term "employment-at-will" simply means that unless there is a specific law to protect employees or an employment contract providing otherwise, then an employer can treat its employees as it sees fit and the employer can discharge an employee at the will of the employer for any reason or no reason at all.

#### Right-to-Work Laws

North Carolina is a "right-to-work" state. Right-to-work applies to collective bargaining or labor unions. The right of persons to work cannot be denied or reduced in any way because they are either members of a labor union (including labor organization or labor association) or chose not to be a member of any such labor union. An employer cannot require any person, as a condition of employment or continuation of employment, to pay any dues or other fees of any kind to a labor union. Also, an employer cannot enter into an agreement with a labor union whereby (1) non-union members are denied the right to work for the employer, (2) membership is made a condition of employment or continuation of employment, or (3) the labor union acquires an employment monopoly in any enterprise.

NCDOL has no enforcement authority regarding labor union laws. For employee concerns regarding labor unions, contact the Regional Office of the National Labor Relations Board. The NLRB is an independent federal agency that protects the rights of private sector employees to join together, with or without a union, to improve their wages and working conditions. Regional office contact:

NLRB—Region 11 Office  
Republic Square  
4035 University Parkway, Suite 200  
Winston-Salem, NC 27106-3325  
336-631-5201

#### Retaliatory Employment Discrimination

The department's Retaliatory Employment Discrimination Bureau investigates complaints filed by employees against their employers for alleged violations of the N.C. Retaliatory Employment Discrimination Act (REDA). Under REDA, an employer may not retaliate against an employee for engaging in REDA-protected activities, such as filing a claim or initiating an inquiry, related to certain rights under the following:

- Workers' Compensation Claims
- Wage and Hour Complaints
- Occupational Safety and Health Complaints
- Mine Safety and Health Complaints
- Genetic Testing Discrimination
- Sickle Cell or Hemoglobin C Carriers Discrimination
- N.C. National Guard Service Discrimination
- Participation in the Juvenile Justice System
- Exercising Rights Under Domestic Violence Laws
- Pesticide Regulation Complaints
- Drug Paraphernalia Complaints

Employees who believe they have been retaliated against in their employment because of activities under the above statutes, or employers who have questions about the application of REDA, may call:

**1-800-NC-LABOR (1-800-625-2267)**

A REDA complaint must be filed with the bureau within 180 days of the date of retaliation.

[www.labor.nc.gov](http://www.labor.nc.gov)

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#### Wage and Hour Notice to Employees and OSH Notice to Employees must be posted together.

### OSH Notice to Employees

- Any work-related amputation.
- Any work-related loss of an eye.

To report an accident, call the OSH Division at **1-800-625-2267** or **919-779-8560**.

#### Employee Rights and Responsibilities

Public and private sector employees must comply with occupational safety and health standards, rules, regulations, and those orders issued under OSHA that relate to their own actions and conduct.

**Complaints**—An employee has a right to make a complaint regarding workplace conditions he or she believes are unsafe, unhealthy or in violation of OSHA standards. When an OSH inspector is in an employee's workplace, that employee has a right to point out unsafe or unhealthy conditions and to freely answer any questions asked by the inspector. When making a complaint, the employee may request that his or her name be kept confidential.

**To make a complaint, call 1-800-625-2267 or 919-779-8560.**  
**Complaints also can be made online at [www.labor.nc.gov](http://www.labor.nc.gov).**

**Contesting Abatement**—Employees may contest any abatement period set as a result of an OSH inspection at their workplace. An employee has the right to appear before the Review Commission to contest the abatement period and seek judicial review.

#### Other OSHA Information

**Federal Monitoring**—The OSH Division is monitored by the U.S. Department of Labor. Federal authorities ensure that continued state administration is merited. Any person who has a complaint about the state's administration of OSHA may contact the Regional Office of the U.S. Department of Labor, 61 Forsyth St. S.W., Suite 6T50, Atlanta, GA 30303.

**Additional Information or Questions**—Anyone having a question about any of the above information may write or call:

N.C. Department of Labor  
Occupational Safety and Health Division  
1101 Mail Service Center  
Raleigh, NC 27699-1101  
Phone: **1-800-625-2267**  
Fax: **919-707-7964**  
E-mail: [ask.osh@labor.nc.gov](mailto:ask.osh@labor.nc.gov)  
[www.labor.nc.gov](http://www.labor.nc.gov)



Josh Dobson  
Commissioner of Labor

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25,000 copies of this public document were printed at a cost of \$7,409.00, or \$3.30 per copy.

#### N.C. Workers' Compensation Notice to Injured Workers and Employers (Form 17)

NCDOL does not handle matters relating to workers' compensation. If you would like information about workers' compensation policies or procedures, please contact the N.C. Industrial Commission at N.C. Industrial Commission, 4340 Mail Service Center, Raleigh, NC 27699-4340; 919-807-2500; [www.ic.nc.gov](http://www.ic.nc.gov). Form 17 must be prominently posted and must be printed in the same colors and format that appear on the Industrial Commission website. To download and print the current version of Form 17, visit [www.ic.nc.gov](http://www.ic.nc.gov).

Unemployment Insurance NCDOL does not handle matters relating to unemployment insurance. If you would like information about unemployment insurance policies or procedures, please contact the Department of Commerce, Division of Employment Security, P.O. Box 25903, Raleigh, NC 27611-5903, 1-888-737-0259; [www.ncesc.com](http://www.ncesc.com).