

Texas Labor Law Posters

EMPLOYER NOTE:

Unemployment Insurance - "Texas Unemployment Compensation Act" poster must be obtained from Texas Workforce Commission, Unemployment Insurance Division.



At the time of purchase, our downloadable posters are guaranteed to be compliant and the most up to date versions available. Please refer to our website for additional size and color compliance information. Based on your specific industry, additional posters may be required.

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The State of Texas

EQUAL EMPLOYMENT OPPORTUNITY IS ...
OPORTUNIDAD IGUAL DE EMPLEO ES ...

The
LAW
in
TEXAS

La
LEY
en
TEXAS

The LAW prohibits employers, employment agencies and labor unions from denying equal employment opportunities in

hiring
promotion
discharge
pay
fringe benefits
membership
training
other aspects of employment

because of race, color, national origin, religion, sex, age, or disability.

La LEY prohíbe a los patrones, agencias de empleo y uniones sindicales negar oportunidad igual de empleo en

ocupar
ascensos
desocupar
pago
beneficios
membrecia
entrenamiento
otros aspectos del empleo

por causa de raza, color, nacionalidad, religion, sexo, edad, o incapacidad.

If you believe you have been discriminated against, call or write the Texas Workforce Commission, Civil Rights Division located in Austin, TX at 1117 Trinity Street, Room 144-T

Or mail to: 101 East 15th Street, Rm. 144-T; Austin, TX 78778-0001

<http://www.twc.state.tx.us>

(512) 463-2642

Toll Free (within Texas) 1-888-452-4778

TTY (512) 371-7473

No Appointment Necessary!

Si usted cree que ha habido discriminación en su contra, llame o escriba a Texas Workforce Commission, Civil Rights Division;

(512) 463-2642 or TTY (512) 371-7473

NOTICE TO EMPLOYEES CONCERNING WORKERS' COMPENSATION IN TEXAS

COVERAGE: [_____] has workers' compensation insurance coverage from [_____] to protect you in the event of work-related injury or illness. This coverage is effective from [_____]. Any injuries or illnesses which occur on or after that will be handled by [_____]. An employee or a person acting on the employee's behalf must notify the employer of an injury or illness not later than the 30th day after the date on which the injury occurs or the date the employee knew or should have known of an illness, unless the Division determines that good cause existed for failure to provide timely notice. Your employer is required to provide you with coverage information, in writing, when you are hired or whenever the employer becomes, or ceases to be, covered by workers' compensation insurance.

EMPLOYEE ASSISTANCE: The Division provides free information about how to file a workers' compensation claim. Division staff will explain your rights and responsibilities under the Workers' Compensation Act and assist in resolving disputes about a claim. You can obtain this assistance by contacting your local Division field office or by calling 1-800-252-7031.

SAFETY HOTLINE: The Division has established a 24-hour toll-free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he or she in good faith reports an alleged occupational health or safety violation. Contact Health and Safety at 1-800-452-9595.

Noticia 6

TEXAS DEPARTMENT OF INSURANCE, DIVISION OF WORKERS' COMPENSATION

Rule 110.101

AVISO A EMPLEADOS SOBRE COMPENSACIÓN PARA TRABAJADORES EN TEXAS

COBERTURA: [_____] tiene cobertura de seguros de compensación para trabajadores con [_____] para protegerlo en caso de una lesión o enfermedad relacionada con su trabajo. Esta cobertura está vigente desde el [_____]. Cualquier lesión o enfermedad que ocurra en o a partir de esta fecha será manejada por [_____].

El empleado o la persona que lo representa debe notificar al empleador cuando el empleado sufre una lesión o enfermedad en el trabajo a no más tardar de treinta (30) días después de que ocurrió la lesión o en la fecha en la que el empleado se enteró o debería de haberse enterado de la enfermedad, al menos que la División determine que existe un buen motivo para que no se haya notificado al empleador dentro del tiempo señalado. Su empleador está obligado a proporcionarle información acerca de la cobertura de seguro de compensación, por escrito cuando usted es contratado o cuando su empleador adquiere o deje de tener cobertura de seguro de compensación para trabajadores.

ASISTENCIA AL EMPLEADO:

La División le proporciona información gratuita sobre como someter un reclamo de compensación para trabajadores. El personal de la División le explicará cuales son sus derechos y responsabilidades bajo la Ley de Compensación para Trabajadores de Texas y le asistirá para resolver disputas relacionadas con su reclamo. Usted puede obtener este tipo de asistencia comunicándose con la oficina local de la División al teléfono 1-800-252-7031.

LÍNEA PARA REPORTAR CONDICIONES INSEGURAS:

La División ha establecido una línea gratuita telefónica que está en servicio las 24 horas del día, para reportar condiciones inseguras en el lugar de trabajo que pudiesen violar las leyes ocupacionales de salud y seguridad. La ley prohíbe que los empleadores suspendan, despidan o discriminen al empleado o empleada porque el o ella, de buena fe reporta una alegada violación ocupacional de salud o seguridad. Comuníquese con la Sección de Seguridad y Salud al teléfono 1-800-452-9595.

Noticia 6S

TEXAS DEPARTMENT OF INSURANCE

Rule 110.101

NOTICE TO EMPLOYEES CONCERNING WORKERS' COMPENSATION IN TEXAS

COVERAGE: (_____) has elected not to obtain workers' compensation insurance coverage. As an employee of a non-covered employer, you are not eligible to receive workers' compensation benefits under the Texas Workers' Compensation Act. However, a non-covered employer can and may provide other benefits to injured employees. You should contact your employer regarding the availability of other benefits or compensation for a work-related injury or illness. In addition, you may have rights under the common law of Texas should you suffer an on the job injury or illness. Your employer is required to provide you with coverage information, in writing, when you are hired or whenever the employer becomes, or ceases to be, covered by workers' compensation insurance.

SAFETY HOTLINE: The Division has established a 24 hour toll-free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he or she in good faith reports an alleged occupational health or safety violation. Contact Workers' Health & Safety at 1-800-452-9595.

Wbcrs 5

TEXAS DEPARTMENT OF INSURANCE, DIVISION OF WORKERS' COMPENSATION

R&M 110.101

AVISO A EMPLEADOS SOBRE COMPENSACIÓN PARA TRABAJADORES EN TEXAS

COBERTURA: [_____] ha elegido no obtener cobertura de compensación para trabajadores. Como empleado de un empleador que ha elegido no obtener seguro de compensación para trabajadores usted no es elegible para recibir beneficios de compensación bajo la Ley de Compensación para Trabajadores de Texas. Sin embargo, un empleador sin cobertura puede y debe proporcionar otros beneficios a los empleados lesionados. Usted debe comunicarse con su empleador para obtener información acerca de la disponibilidad de otros beneficios o compensación por una lesión o enfermedad relacionada con el trabajo. Además, usted puede tener derechos bajo la ley de "Derecho Común" de Texas, si usted ha sufrido una lesión o enfermedad relacionada con su trabajo. Es requerido que su empleador le proporcione información acerca de la cobertura, por escrito, cuando es contratado o cuando su empleador obtiene o deja de tener cobertura de seguros de compensación para trabajadores.

LÍNEA DIRECTA PARA REPORTAR CONDICIONES INSEGURAS: La División ha establecido una línea telefónica gratuita las 24 horas, para reportar condiciones inseguras en el lugar de trabajo que pudiesen violar las leyes ocupacionales de salud y seguridad. La ley prohíbe que los empleadores suspendan, despidan o discriminen contra un empleado o empleada porque él o ella, de buena fe, reporta una presunta violación ocupacional de salud o seguridad. Comuníquese con la Sección de Seguridad y Salud al teléfono 1-800-452-9595.

Aviso 50

DEPARTAMENTO DE SEGUROS DE TEXAS, DIVISIÓN DE COMPENSACIÓN PARA TRABAJADORES

Reglamento 110.101

**TEXAS DEPARTMENT OF INSURANCE
DIVISION OF WORKERS' COMPENSATION
NOTICE REGARDING CERTAIN WORK-RELATED COMMUNICABLE
DISEASES AND ELIGIBILITY FOR WORKERS' COMPENSATION BENEFITS**

TO: Law Enforcement Officers, Firefighters, Emergency Medical Service Employees, Paramedics, and Correctional Officers –

IN ORDER TO QUALIFY FOR WORKERS' COMPENSATION BENEFITS, AN EMPLOYEE WHO CLAIMS A POSSIBLE WORK-RELATED EXPOSURE TO A REPORTABLE DISEASE, INCLUDING HIV INFECTION, MUST BE TESTED FOR THE DISEASE NOT LATER THAN THE 10TH DAY AFTER THE EXPOSURE AND MUST PROVIDE THEIR EMPLOYER WITH DOCUMENTATION OF THE TEST AND A SWORN AFFIDAVIT OF THE DATE AND CIRCUMSTANCES OF THE EXPOSURE. THE TEST RESULT MUST INDICATE THE ABSENCE OF THE DISEASE. THE EMPLOYEE IS NOT REQUIRED TO PAY FOR THE TEST.

Reportable diseases are those communicable diseases and health conditions required to be reported to the Texas Department of Health. Exposure criteria and testing protocol must conform to Texas Department of Health requirements.

TO: All State Employees –

IN ORDER TO QUALIFY FOR WORKERS' COMPENSATION BENEFITS, A STATE EMPLOYEE WHO CLAIMS A POSSIBLE WORK-RELATED EXPOSURE TO HUMAN IMMUNODEFICIENCY VIRUS (HIV) INFECTION, MUST BE TESTED FOR HIV WITHIN 10 DAYS AFTER THE EXPOSURE AND MUST PROVIDE THEIR EMPLOYER WITH DOCUMENTATION OF THE TEST AND A WRITTEN STATEMENT OF THE DATE AND CIRCUMSTANCES OF THE EXPOSURE. THE TEST RESULT MUST INDICATE THE ABSENCE OF HIV INFECTION. THE EMPLOYEE IS NOT REQUIRED TO PAY FOR THE TEST.

FOR ADDITIONAL INFORMATION: TALK TO YOUR EMPLOYER OR CALL THE TEXAS DEPARTMENT OF INSURANCE, DIVISION OF WORKERS' COMPENSATION AT 1-800-372-7713. ALSO, CONTACT THE TEXAS DEPARTMENT OF HEALTH (TDH) TO ENSURE FULL COMPLIANCE WITH THE HEALTH AND SAFETY CODE AND TDH RULES.

Noticia 9

TEXAS DEPARTMENT OF INSURANCE, DIVISION OF WORKERS' COMPENSATION

Form 110-108

**DEPARTAMENTO DE SEGUROS DE TEXAS, DIVISIÓN DE COMPENSACIÓN PARA
TRABAJADORES AVISO REFERENTE DE CIERTAS ENFERMEDADES CONTAGIOSAS
RELACIONADAS AL EL TRABAJO Y LA ELEGIBILIDAD PARA OBTENER BENEFICIOS DE
COMPENSACIÓN PARA TRABAJADORES**

PARA: Policías, Bomberos, Empleados del Servicio de Ambulancia, Paramédicos, y Oficiales del Departamento de Correcciones -

PARA PODER CALIFICAR PARA RECIBIR BENEFICIOS DE COMPENSACIÓN PARA TRABAJADORES, EL EMPLEADO QUE RECLAMA QUE POSIBLEMENTE FUE EXPUESTO A UNA ENFERMEDAD QUE DEBE SER REPORTADA, INCLUYENDO INFECCIÓN DEL VIRUS DEL VIH, DEBERÁ SER EXAMINADO A NO MÁS TARDAR DEL 10 DÍA DESPUÉS DE QUE HAYA SIDO EXPUESTO Y DEBERÁ PROPORCIONAR AL EMPLEADOR DOCUMENTACIÓN DEL EXAMEN Y UNA COPIA NOTARIADA CON LA FECHA Y CIRCUNSTANCIAS DE LA CAUSA POR LA CUAL FUE EXPUESTO. EL RESULTADO DEL EXAMEN DEBE INDICAR LA AUSENCIA DE LA ENFERMEDAD. NO ES REQUERIDO QUE EL EMPLEADO PAGUE POR EL EXAMEN.

Las enfermedades reportadas son todas las enfermedades contagiosas y condiciones de salud que requieren ser reportadas a la Comisión de Salud y Servicios Humanos de Texas (H&HSC, por sus siglas en inglés). El criterio para estar expuesto y el protocolo del examen debe cumplir los requisitos del H&HSC.

PARA: Todos los Empleados Estatales

PARA PODER CALIFICAR PARA BENEFICIOS DE COMPENSACIÓN PARA TRABAJADORES, EL EMPLEADO ESTATAL QUE RECLAMA QUE POSIBLEMENTE HA SIDO EXPUESTO AL VIRUS DE INMUNODEFICIENCIA HUMANA (VIH) Y QUE ESTÁ RELACIONADO CON EL TRABAJO, DEBERÁ HACERSE UNA PRUEBA DEL VIH DENTRO DE 10 DÍAS DESPUÉS DE QUE FUE EXPUESTO Y DEBERÁ PROPORCIONAR AL EMPLEADOR DOCUMENTACIÓN DEL EXAMEN Y UNA DECLARACIÓN POR ESCRITO CON LA FECHA Y CIRCUNSTANCIA DE LA CAUSA POR LA CUAL FUE EXPUESTO. EL RESULTADO DE LA PRUEBA DEBE INDICAR LA AUSENCIA DE INFECCIÓN DEL VIH. NO ES REQUERIDO QUE EL EMPLEADO PAGUE POR EL EXAMEN.

PARA MAYOR INFORMACIÓN: HABLE CON SU EMPLEADOR O LLAME AL DEPARTAMENTO DE SEGUROS DE TEXAS, DIVISIÓN DE COMPENSACIÓN PARA TRABAJADORES AL 1-800-372-7713. TAMBIÉN, COMUNÍQUESE CON LA COMISIÓN DE SALUD Y SERVICIOS HUMANOS PARA ASEGURARSE QUE LOS REQUISITOS DE LAS REGLAS DE SALUD Y SEGURIDAD DEL H&HSC HAN SIDO CUMPLIDOS.

Noticia 10

TEXAS DEPARTMENT OF INSURANCE, DIVISION OF WORKERS' COMPENSATION

Form 110-108

CHILD LABOR LAWS

Texas Workforce Commission
Labor Law Section, Child Labor Enforcement
U.S. Department of Labor
Wage and Hour Division

For further information about Texas' child labor laws, call:

1-800-832-9243

(in Texas only)

TDD 1-800-735-2989

This poster provides some guidelines to the Texas child labor laws, but it is not complete. Chapter 51, Texas Labor Code, governs the employment of children under Texas state law. **MINIMUM AGE FOR EMPLOYMENT IS 14;** however, state and federal laws provide for certain exceptions. Please call TWC's Labor Law Section for a complete copy of the law or for answers to questions about labor law. The Fair Labor Standards Act (FLSA) governs federal laws and guidelines pertaining to child labor. For information concerning federal child labor laws, consult your local listings for the nearest office of the U.S. Department of Labor, Wage and Hour Division or call 1-866-487-9243

The following are prohibited occupations for 14- through 17-year-old children:

Prohibited occupations are the same for both federal and state law. The minimum age applies even when the minor is employed by the parent or a person standing in place of the parent. The hazardous occupations designated by an asterisk (*) have provisions for employment of persons below the age of eighteen (18), provided applicable apprentice or student-leader certification has been obtained. Persons desiring specific information about these exceptions should contact the nearest office of the United States Department of Labor.

Occupations declared particularly hazardous or detrimental to the health or well-being of all children 14 through 17 years of age include occupations:

- (1) in or about plants or establishments which manufacture or store explosives or articles containing explosive components other than retail establishments.
- (2) involving the driving of motor vehicles and outside helpers.
 - A. on any public road or highway.
 - B. in or about any place where logging or sawmill operations are in progress, or
 - C. in excavations.
 (Under certain conditions, driving a motor vehicle for a commercial purpose is NOT considered a hazardous occupation under state or federal law.)
- (3) connected with coal mining.
- (4) including logging operations and sawmill occupations.
- (5) *operating or assisting to operate power-driven woodskinning machines.
- (6) involving exposure to radioactive substances and to ionizing radiations.
- (7) operating or assist to operate power-driven hoisting apparatus such as elevators, cranes, derrick, hoists, high-lift trucks.
- (8) *operating or assisting to operate power-driven metal forming, punching, and shearing machines.
- (9) in connection with mining, other than coal.
- (10) *operating or assisting to operate power-driven meat processing machines, and occupations including slaughtering, meat packing, processing, or rendering with the exception of the killing and processing of poultry, rabbits, or small game in areas separated from the killing floor.
- (11) operating or assisting to operate power-driven bakery machines.
- (12) *Occupations involved in the operation of power-driven paper-products machines, scrap paper balers and paper box compactors. (Under certain conditions, loading a baler or compactor is NOT considered a hazardous occupation under state or federal law.)
- (13) manufacturing brick, tile, and kindred products.
- (14) *operating or assisting to operate power-driven circular saws, band saws and guillotine shears, with the exception of machines equipped with full automatic feed and ejection.
- (15) wrecking, demolition, and ship-breaking operations.
- (16) *occupations in roofing operations and on or about a roof.
- (17) *connected with excavation operations.

Additional prohibited occupations that apply only to 14- and 15-year-olds:

Occupations declared particularly hazardous or detrimental to the health or well-being of 14- and 15-year-old children include:

- (1) Mining.
- (2) Manufacturing.
- (3) The performance of any duties in workrooms or workplaces where goods are manufactured, mined, or otherwise processed.
- (4) The operation or tending of hoisting apparatus or any power-driven machinery other than office machines.
- (5) Operating a motor vehicle or service as helpers on such vehicles, including passenger-type vehicles.
- (6) Public messenger service.
- (7) Occupations in connection with:
 - A. Transportation of persons or property by rail, highway, air, water, pipeline, or other means. However, office or sales work is permitted except on vehicles and other transportation conveyances or at the actual construction site.
 - B. Warehousing and storage.
 - C. Communications and public utilities.
 - D. Construction including demolition and repair.
- (8) Any of the following occupations in a retail food service or gasoline service establishment:
 - A. Work performed in or about boiler or engine rooms.
 - B. Work in connection with maintenance or repair of the establishment, machines or equipment.
 - C. Outside window washing that involves working from window sills, and all work requiring the use of ladders, scaffolds or their substitutes.
 - D. Cooking (except under limited circumstances).
 - E. Baking.
 - F. Occupations which involve operating, setting up, adjusting, clearing, oiling, or repairing power-driven food slicers and grinders, food choppers and cutters, and bakery-type mixers.
 - G. Work in freezers and meat coolers and all work in preparation of meats for sale (except wrapping, sealing, labeling, weighing, pricing and stocking when performed in other areas).
 - H. Loading and unloading goods to and from trucks, railroad cars or conveyors.
- I. All occupations in warehouses, except office and clerical work.

Work times for 14- and 15-year-olds

State Law — A person commits an offense if that person permits a child 14 or 15 years of age who is employed by that person to work:

- (1) more than 8 hours in one day or more than 48 hours in one week.
- (2) between the hours of 10 p.m. and 5 a.m., on a day that is followed by a school day or between the hours of midnight and 5 a.m., on a day that is not followed by a school day if the child is enrolled in school.
- (3) between the hours of midnight and 5 a.m., on any day during the time school is recessed for the summer if the child is not enrolled in summer school.

Federal Law — The FLSA further regulates hours of employment for children:

- (1) may not work during school hours
- (2) may not work more than eight hours on a non-school day or 40 hours during a non-school week.
- (3) may not work more than three hours on a school day or 18 hours during a school week.
- (4) Children may work only between 7 a.m. and 7 p.m., during the school year. However, between June 1 and Labor Day, they may work between the hours of 7 a.m. and 9 p.m.

Certificate of Age/Child Actors

The Texas Labor Code does not require a certificate of age. However, applications for certificates are available by phone by calling the 1-800 number above or from your local office of the Texas Workforce Commission.

- (1) A child who is at least 14 years of age may apply to the Texas Workforce Commission for a certificate of age.
- (2) TWC may authorize the employment of a child younger than 14 as an actor or performer in a motion picture or in a theatrical, radio or television production.

PENALTIES:

State of Texas — An offense under Chapter 51, Texas Labor Code, is a Class B misdemeanor, except for the offense of employing a child under 14 to sell or solicit, which is a Class A misdemeanor. If the Commission determines that a person who employs a child has violated this Act, or a rule adopted under this Act, the Commission may assess an administrative penalty against that person in an amount not to exceed \$10,000 for each violation. The attorney general may seek injunctive relief in district court against an employer who repeatedly violates the requirements established by this Act relating to the employment of children.

Federal — The FLSA prescribes a maximum administrative penalty of \$11,000 per violation and/or criminal prosecution and fines.

ATTENTION EMPLOYEES

The Texas Payday Law, Title 2, Chapter 61, Texas Labor Code, requires Texas employers to pay their employees who are exempt from the overtime pay provisions of the Fair Labor Standards Act of 1938 at least once per month. All other employees must be paid at least as often as semi-monthly and each pay period must consist as nearly as possible of an equal number of days.

Scheduled paydays: (You must indicate date or dates of the month for employees paid monthly or semi-monthly, and day of the week for employees paid weekly or at other times.)

MONTHLY

SEMI-MONTHLY

WEEKLY

OTHER

For more information write or contact the Texas Workforce Commission in Austin or contact your nearest TWC office. TWC offices are located in major cities throughout the state.

TEXAS WORKFORCE COMMISSION

Labor Law Section
101 East 15th Street, Room 124T
Austin, Texas 78778-0001

1-800-832-9243

TDD 1-800-735-2989 (Hearing Impaired)

TO EMPLOYERS: *The law requires that this notice or its equivalent be posted (in full view) at your business.*

LL-10

NOTIFICATION OF OMBUDSMAN PROGRAM

OFFICE OF INJURED EMPLOYEE COUNSEL

As an injured employee in Texas, you have the right to free assistance from the Office of Injured Employee Counsel (OIEC). OIEC is a state agency that is responsible for assisting injured employees with their claims in the workers' compensation system.

You can contact OIEC by calling its toll-free telephone number: 1-866-EZE-OIEC (1-866-393-6432). More information about OIEC and its Ombudsman Program is available at the agency's website (www.oiec.state.tx.us).

OMBUDSMAN PROGRAM

WHAT IS AN OMBUDSMAN?

An ombudsman is an employee of OIEC who can assist you if you have a dispute with your employer's insurance carrier. An ombudsman's assistance is free of charge. Each ombudsman has a workers' compensation adjuster's license, and has completed a comprehensive training program designed specifically to assist you with your dispute.

If you have a proceeding scheduled before the Texas Department of Insurance, Division of Workers' Compensation, an ombudsman can:

- Help you prepare for the proceeding (Benefit Review Conference and/or Contested Case Hearing);
- Attend the proceeding with you and communicate on your behalf; and
- Assist you with your appeal and response to insurance carrier appeals.

28 TAC §276.5. Employer Notification of Ombudsman Program to Employees

OFFICE OF INJURED EMPLOYEE COUNSEL

Como empleado lesionado en Texas, usted tiene el derecho de recibir ayuda gratis por parte de La Oficina de Asesoría Pública para el Empleado Lesionado (OIEC, por sus siglas en inglés) la cual es una agencia estatal que ayuda a empleados lesionados que tienen reclamos en el sistema de compensación para trabajadores.

Usted puede llamar a nuestro número de teléfono gratuito al 1-866-EZE-OIEC (1-866-393-6432). Para mayor información sobre OIEC y su Programa del Ombudsman, por favor visite nuestra página de Internet www.oiec.state.tx.us.

PROGRAMA DEL OMBUDSMAN

¿QUÉ ES UN OMBUDSMAN?

Un ombudsman es un empleado de OIEC que puede ayudarlo si usted tiene alguna disputa con el seguro de compensación de su empleador. La ayuda que presta el ombudsman es gratis. Cada ombudsman tiene licencia de ajustador, y un entrenamiento comprensivo y completo designado específicamente para ayudarlo con su disputa.

Si usted ya tiene un procedimiento fijado con el Departamento de Seguros de Texas, División de Compensación para Trabajadores un ombudsman puede:

- Ayudarlo a prepararse para el procedimiento (una Conferencia para Revisión de Beneficios o una Audiencia para Disputar Beneficios);
- Asistir al procedimiento con usted y comunicarse con la División en su nombre; y
- Además puede ayudarlo a apelar una decisión y responder a apelaciones hechas por parte de la compañía de seguros.

28 TAC §276.5. Employer Notification of Ombudsman Program to Employees