

NO SMOKING
INCLUDING
ELECTRONIC CIGARETTES



NO FUMAR
INCLUYENDO EL USO DE
CIGARILLOS ELECTRONICOS

Dee Johnson Clean Indoor Air Act
Chapter 24, Article 16 NMSA 1978



DISCRIMINATION is against the law.

If you feel that you have been discriminated against, visit our website or contact us.

Human Rights Bureau

2600 Cerrillos Rd, Santa Fe, NM 87505

Office: (505) 827-6838 • Toll-free: (800) 566-9471 • Fax: (505) 827-6878

NEW MEXICO HUMAN RIGHTS ACT

The Human Rights Bureau enforces the provisions of the Human Rights Act of 1969. Additionally, the Human Rights Bureau has a work-sharing agreement with the Equal Employment Opportunity Commission (EEOC) to enforce the provisions of federal law under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), and the Americans with Disabilities Act of 1990 (ADA), all as amended. Prohibited discriminatory bases include:

- Race
- Color
- National Origin
- Ancestry
- Sex
- Age
- Religion
- Gender
- Physical or Mental Disability or Serious Medical Condition
- Sexual Orientation
- Gender Identity
- Spousal Affiliation
- Pregnancy, Childbirth, or Related Condition

Sexual harassment and harassment based on other protected categories is prohibited by the Act.

The Human Rights Act prohibits discrimination in the areas of employment, housing, credit, and public accommodations, and prohibits retaliation for complaining about discrimination in any of these areas, or participating in an investigation.

If you feel you have been discriminated against, contact the Human Rights Bureau by phone or fill out a complaint form online at:

www.dws.state.nm.us

ENFORCEMENT

The New Mexico Department of Workforce Solutions Human Rights Bureau investigates complaints of discrimination and harassment in employment, housing, credit, and public accommodations.

Complaints must be filed with the Human Rights Bureau within 300 days of the last act of discrimination or harassment.

For assistance in filing a complaint, or for any other information on the Human Rights Act, please call (800) 566-9471 (toll-free) or (505) 827-6838, or visit our website at:

www.dws.state.nm.us

Rev. 7/2023

LA LEY DE DERECHOS HUMANOS DE NUEVO MÉXICO

El Buró de Derechos Humanos impone las provisiones de la Ley de Derechos Humanos de 1969. Adicionalmente, el Buró de Derechos Humanos tiene un acuerdo de reparto de trabajo con la Comisión de Igualdad de Oportunidades en el Empleo (Equal Employment Opportunity Commission, EEOC) para hacer cumplir las provisiones de la ley federal bajo el Título VII de la Ley de Derechos Civiles de 1964 (Civil Rights Act), la Ley de Discriminación por Edad en el Empleo de 1967 (Age Discrimination in Employment Act, ADEA), y la Ley de Americanos con Discapacidades de 1990 (Americans with Disabilities Act, ADA), todas según enmendadas. Las bases discriminatorias prohibidas incluyen:

- Raza
- Color
- Origen Nacional
- Ascendencia
- Sexo
- Edad
- Religión
- Género
- Discapacidad Mental o Física o Condiciones Médicas Graves
- Orientación Sexual
- Identificación de Género
- Afiliación Nupcial
- Embarazo, Parto, o Condición Relacionada

El acoso sexual y acoso basado en otras categorías protegidas están prohibidos por la Ley.

La Ley de Derechos Humanos prohíbe la discriminación en las áreas de empleo, alojamiento, el acceso al crédito, y hospedaje público, y prohíbe la represalia por quejas en cualquiera de estas áreas, o participar en una investigación.

Si usted siente que ha sido discriminado, comuníquese con el Buró de Derechos Humanos por teléfono o complete el formulario de quejas por Internet en:

www.dws.state.nm.us

CUMPLIMIENTO

El Buró de Derechos Humanos del Departamento de Soluciones de Fuerza Laboral de Nuevo México investiga quejas de discriminación y acoso en el empleo, alojamiento, el acceso al crédito, y hospedaje público.

Las quejas deben ser presentadas al Buró de Derechos Humanos dentro de 300 días de que ocurrió el último acto de discriminación o acoso.

Para ayuda en completar una queja, o por cualquier otra información sobre la Ley de Derechos Humanos, por favor llame al (800) 566-9471 (gratuitamente) o (505) 827-6838, o visite nuestra página por Internet en:

www.dws.state.nm.us

Buró de Derechos Humanos

2600 Cerrillos Rd, Santa Fe, NM 87505

Oficina: (505) 827-6838 • Línea Gratuita: (800) 566-9471 • Fax: (505) 827-6878

DISCRIMINACIÓN es contra la ley.

Si siente que ha sido discriminado, visite nuestra página por Internet o póngase en contacto con nosotros.



NOTICE ON HUMAN TRAFFICKING

IF YOU OR SOMEONE YOU KNOW IS A VICTIM
OF THIS CRIME, CONTACT THE FOLLOWING:

IN NEW MEXICO, CALL OR TEXT
505-GET-FREE (505-438-3733)

OR CALL THE NATIONAL HUMAN
TRAFFICKING RESOURCE CENTER
HOTLINE TOLL-FREE AT
1-888-373-7888 FOR HELP

YOU MAY ALSO SEND THE TEXT
"HELP" OR "INFO" TO **BEFREE ("233733")**

YOU MAY REMAIN ANONYMOUS, AND YOUR CALL OR TEXT IS CONFIDENTIAL

505-GET-FREE (505-438-3733)

OBTAINING FORCED LABOR OR SERVICES IS A
CRIME UNDER NEW MEXICO AND FEDERAL LAW





NEW MEXICO MINIMUM WAGE ACT EMPLOYEE RIGHTS



MINIMUM WAGE IN NEW MEXICO *\$12 per hour* as of **January 1, 2023**

OVERTIME PAY	At least 1½ times your regular hourly rate of pay for all hours worked over 40 in a workweek.
TIPPED WORKERS	Employers must pay tipped employees an hourly rate of at least \$3 per hour. If the tips plus the hourly rate do not equal at least \$12 per hour, the employer must make up the difference. Tipped employees have a right to keep all of their tips. Tip pooling may only be among wait staff.
NO SEPARATE RATE FOR STUDENTS OR MINORS	These minimum wage rates apply to all employees regardless of their age or student status.
DAMAGES	Employers who violate the minimum wage or overtime requirements are required to pay impacted employees the full amount of their underpaid wages plus interest, plus an additional amount equal to twice the underpaid wages.
RETALIATION PROHIBITED	It is unlawful to retaliate against an employee for asserting a wage claim or for informing other employees of their rights.
ENFORCEMENT	The Labor Relations Division of the Department of Workforce Solutions investigates claims and recovers back wages for employees who have been underpaid in violation of law, regardless of the dollar value of the claim, going back at least three years, or longer if there was a continuing course of conduct. Violations may result in civil or criminal action.
LOCAL MINIMUM WAGE RATES	The City of Santa Fe and Santa Fe County have higher base minimum wage rates. Albuquerque and Las Cruces have higher tipped minimum wage rates.
ADDITIONAL INFORMATION	Certain jobs or employers are exempt from the minimum wage or overtime provisions.

Employers must display this poster where employees can easily see it.

For more information or to file a wage claim, contact the Labor Relations Division at 505-841-4400, or online at www.dws.state.nm.us

NEW MEXICO JOB HEALTH AND SAFETY POSTER

You Have a Right to a Safe and Healthful Workplace



Site Address / Dirección de la

Agencia:

525 Camino de los Marquez, Ste. 3
Santa Fe, NM 87505

Mailing Address / Dirección de

Correo:

PO Box 5469
Santa Fe, NM 87502-5469

Telephone No./Número de Teléfono:

505-476-8700 or 1-877-610-6742

Fax Number/Número de Fax:

505-476-8734



IT'S THE LAW!

Employees:

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request a New Mexico OSHA inspection if you believe that there are unsafe or unhealthful conditions in your workplace. You or your representative may participate in the inspection.
- You can file a complaint with New Mexico OSHA within 30 days of discrimination by your employer for making safety and health complaints or for exercising your rights under the New Mexico Occupational Health and Safety Act.
- You have a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must 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.
- Your employer must post this notice in your workplace.
- You must comply with all OSHA standards issued under the *OSH Act* that apply to your own actions and conduct on the job.

Employers:

- Employers must furnish your employees a place of employment free from recognized hazards.
- Employers must comply with the OSHA standards issued under the *OSHA Act*.

The Occupational Safety and Health Act of 1970 (OSH Act), P.L. 91-956, assures safe and healthful working conditions for working men and women throughout the Nation. The Occupational Safety and Health Administration, in the U.S. Department of Labor, has the primary responsibility for administering the OSHA Act. The rights listed here may vary depending on the particular circumstances. To file a complaint, report an emergency, or seek free OSHA advice and assistance, call 1-877-610-6742 or (505) 476-8700 or email at Complaints.OSHA@env.nm.gov. Our fax number is (505) 476-8734. For information or assistance relative to the State Occupational Health & Safety program, please refer to address to the left side of poster.

The Federal Occupational Safety and Health Administration monitors the operation of the state program to assure its continued effectiveness. Anyone wishing to register a complaint concerning the administration of the New Mexico Occupational Health and Safety Program may do so by contacting U.S. Department of Labor, Occupational Safety and Health Administration, 525 Griffin Street, Room 602, Dallas, Texas 75202 at (972) 850-4145.

PÓSTER SOBRE LA SALUD Y SEGURIDAD EN EL TRABAJO EN NUEVO MÉXICO

Tiene Derecho a un Lugar de Trabajo Saludable y Seguro

¡ES LA LEY!

Empleado:

- Tiene derecho a notificar a su empleador o a OSHA sobre los peligros en el lugar de trabajo. Usted puede pedir a OSHA que mantenga su nombre confidencial.
- Tiene el derecho a solicitar una inspección de OSHA de Nuevo México si cree que existen condiciones inseguras o insalubres en su lugar de trabajo. Usted o su representante pueden participar en la inspección.
- Puede presentar una queja ante OSHA de Nuevo México dentro de los 30 días siguientes a la discriminación por parte de su empleador por presentar quejas de seguridad y salud o por ejercer sus derechos bajo la Ley de Salud y Seguridad Ocupacional de Nuevo México.
- Tiene derecho a ver las citaciones de OSHA emitidas a su empleador. Su empleador debe publicar las citaciones en el lugar o cerca del lugar de la supuesta violación.
- Su empleador debe corregir los peligros en el lugar de trabajo a más tardar hasta la fecha indicada en la citación y debe certificar que estos peligros han sido reducidos o eliminados.
- Tiene derecho a obtener copias de su historial médico o de los registros de su exposición a sustancias o condiciones tóxicas y nocivas.
- Su empleador debe publicar este aviso en su lugar de trabajo.
- Debe cumplir con todas los estándares de OSHA emitidos bajo la Ley OSH que se aplican a sus propias acciones y conducta en el trabajo.

Empleadores:

- Los empleadores deben proporcionar a sus empleados un lugar de trabajo libre de peligros reconocidos.
- Los empleadores deben cumplir con los estándares de OSHA emitidos bajo la Ley de OSHA.

La Ley de Seguridad y Salud Ocupacional de 1970 (OSH Act), P.L. 91-956, asegura unas condiciones de trabajo seguras y saludables para los trabajadores y trabajadoras de todo el país. La Administración de Seguridad y Salud Ocupacional, en el Departamento de Trabajo de los Estados Unidos, tiene la responsabilidad principal de administrar la Ley OSHA. Los derechos enumerados aquí pueden variar según las circunstancias particulares. Para presentar un reclamo, informar sobre una emergencia o pedir consejos y asistencia gratis de la OSHA, llame 1-877-610-6742 or (505) 476-8700 o email Complaints.OSHA@env.nm.gov. Número de facsímil - (505) 476-8734.

La Administración Federal de Salud y Seguridad Ocupacional monitorea el funcionamiento del programa estatal para asegurar su continua eficacia. Cualquier persona que desee registrar una queja relativa a la administración del Programa de Salud y Seguridad Ocupacional de Nuevo México puede hacerlo comunicándose con el Departamento de Trabajo de los Estados Unidos, Administración de Salud y Seguridad Ocupacional, 525 Griffin Street, Room 602, Dallas, Texas 75202, teléfono (972) 850-4145.

NM OSHA -The Best Resource for Health and Safety

El mejor recurso para la salud y la seguridad



Revision 2023

WORKERS' COMPENSATION ACT

If You Are Injured At Work Si Se Lastima En El Trabajo

1) **Notice** -- In most cases you must tell your employer about the accident within 15 days, using the Notice of Accident Form.

2) **You have the right** to information and assistance from an information specialist known as an Ombudsman at the Workers' Compensation Administration.

3) **Claims information** -- Contact your employer's Claims Representative.

1) **Aviso.** -- En la mayoría de los casos usted debe de avisarle a su empleador del accidente dentro de los primeros 15 días usando las formas de Aviso de Accidente.

2) **Usted tiene el derecho** a información y ayuda contactándose con un especialista en información conocido como "Ombudsman" en la Administración para la Compensación a los Trabajadores.

3) **Información acerca de Reclamaciones.** -- Contáctese con el representante de reclamaciones de su compañía.

Employer's Insurer / Claims Representative:

Name: _____

Phone #: _____

Address: _____

Note: Employer must fill in this insurer / claims representative information.



YOUR RIGHTS

If you are injured in a work-related accident:

Your employer / insurer must pay all reasonable and necessary medical costs.

You may or may not have the right to choose your health care provider. If your employer / insurer has not given you written instructions about who chooses first, call an ombudsman. In an emergency, get emergency medical care first.

If you are off work for more than 7 days, your employer / insurer must pay wage benefits to partially offset your lost wages.

If you suffer "permanent impairment," you may have the right to receive partial wage benefits for a longer period of time.

Ombudsmen are located at the following offices:

Albuquerque:	Farmington:	Las Cruces:	Las Vegas:	Lovington:	Roswell:	Santa Fe:
1-800-255-7965	1-800-568-7310	1-800-870-6826	1-800-281-7889	1-800-934-2450	1-866-311-8587	1-505-476-7381
1-505-841-6000	1-505-599-9746	1-505-524-6246	1-505-454-9251	1-505-396-3437	1-505-623-3997	

SUS DERECHOS

Si se lastima en el trabajo:

Su empleador / asegurador debe de pagar por los gastos médicos necesarios y razonables.

Es posible que usted tenga, o no tenga, el derecho de escoger el proveedor de servicios para la salud. Si su empleador / asegurador no le ha dado instrucciones por escrito de quien es él que selecciona primero, pregúntele o llame a un ombudsman. En una emergencia, obtenga asistencia médica de emergencia primero.

Si usted está fuera del trabajo por más de siete días, su empleador / asegurador debe de hacerle un pago compensatorio de prestaciones para compensar parcialmente la pérdida de su salario.

Si usted sufre "daño permanente," usted puede tener el derecho a recibir prestaciones parciales de salario por un periodo de tiempo más largo.

ATTACH TOP OF POSTER HERE
WCA POSTER (BOTTOM)
PART 2 OF 2



If You Need HELP Call:

Ask for an Ombudsman

Si Usted Necesita Ayuda Llame Al:

Pregunte por un Ombudsman

1 - 8 6 6 - W O R K O M P (1-866-967-5667)

Visit our website at: www.workerscomp.state.nm.us

For **FREE** copies of this poster and Notice of Accident Forms call: 1-866-967-5667

USE A NOTICE OF ACCIDENT FORM TO REPORT YOUR ACCIDENT TO YOUR SUPERVISOR

EMPLOYER: You are required by law to post this poster where your employees can read it and to post Notice of Accident forms with it. This poster without Notice of Accident forms does not comply with law. You have other rights and duties under the law.

Company	WC Company	Account Number	Phone Number	WC Company Address
Creative	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
Indigenous	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
DN Investments	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
Channel Blend	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
ET	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
Professional Services	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
DNEDA	Hudson Insurance Group/Tribal First	OBH-0105127-10	866.546.3981	100 William St, New York, NY 10038
Unami	Hudson Insurance Group/Tribal First	OBH-0105127-10	866.546.3981	100 William St, New York, NY 10038

This Is To Certify That

ADMINISTRATIVE OFFICES OF THE COURTS

237 DON GASPER RD RM # 25
SANTA FE, NM 87501
EMPLOYER ACCOUNT NUMBER: 520000
UNIT 00119

HAS BEEN

REGISTERED

AS AN

EMPLOYER

Under the Provisions of the
UNEMPLOYMENT COMPENSATION LAW OF NEW MEXICO

NOTICE TO EMPLOYEES

If you lose your job or have your working hours reduced, you may be eligible for unemployment insurance.

Information and assistance concerning a claim for unemployment insurance may be obtained at a New Mexico Department of Workforce Solutions One Stop Career Center nearest you.

LOCATIONS:

ALAMOGORDO
ALBUQUERQUE
ARTESIA
CARLSBAD
CLOVIS
DEMING

ESPANOLA
FARMINGTON
GALLUP
GRANTS
HOBBS
LAS CRUCES

LAS VEGAS
PORTALES
RATON
RIO RANCHO
ROSWELL
RUIDOSO

SANTA FE
SILVER CITY
SOCORRO
SUNLAND PARK
TAOS
TUCUMCARI

Visit www.dws.state.nm.us or write to the New Mexico Department of Workforce Solutions for more information.



P. O. Box 2281, Albuquerque, New Mexico 87103

THE LAW REQUIRES EACH EMPLOYER TO POST AND MAINTAIN THIS NOTICE IN A READILY ACCESSIBLE PLACE FOR INDIVIDUALS IN THEIR SERVICE.