

RIGHTS & RESOURCES GUIDE

FOR JOB-SEEKERS AND EMPLOYEES



The Prosperity Center
of Greater Jackson

Produced for:



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of Greater Jackson

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I. Introduction

Who is this guide for?

This handbook has been developed for the Prosperity Center of Greater Jackson (Prosperity Center) for job seekers and employees in the Greater Jackson area. However, although the resources listed in this guide are catered for people living in and near Jackson, the rights that are discussed in this handbook apply to all job seekers and workers in Mississippi.

All of us here at the Prosperity Center believe that it is vital that job seekers and employees know their rights, know their local resources, and know how to address their grievances in the event of discrimination, unfair treatment, or exploitation.

What is the Prosperity Center?

The Prosperity Center of Greater Jackson, developed through a partnership with Midtown Partners, Inc. and United Way, is an innovative ‘one-stop-shop’ facility offering a variety of services needed to prepare individuals and families for growth, development, empowerment and financial stability. Services offered at the Prosperity Center include:

- Department of Human Services*
 - *Economic Assistance (TANF, SNAP)*
 - *GED Classes*
 - *Lifeskills & Job Readiness Classes*
- Financial Counseling
- Legal Counseling
- Neighborhood Networking
- Computer & Resource Room
- Volunteer Income Tax Assistance (VITA)

We strongly encourage you to contact or stop by the Prosperity center and take advantage of all of the resources that we provide.

**Eligibility Required*

What is Midtown Partners, Inc.?

Midtown Partners, Inc. is a community-based organization with the mission to make the North Midtown community a desirable area in which to live, work, and raise families. We offer a wide range of services to the community in the areas of educational development, community outreach, and economic housing and development.

II. Disclaimer

This handbook was created to provide a general overview of the rights of employees in the state of Mississippi and was not created to provide legal

advice concerning any specific job, situation or employer. If you have questions or concerns regarding your job or job search, we encourage you to consult the resources listed in this handbook or an attorney.

III. An important note on record keeping

Record keeping is of the utmost importance when it comes to protecting your rights. Make sure you keep copies of important documents such as your employment contract, employee manuals and your pay stubs. Make a copy or keep track of your time sheets, and if you happen to work with chemicals or other potentially hazardous materials, make sure you know what they are and keep a record of them.

IV. Job search

Where can I find a job?

There are far too many places to provide a complete list here, but below are some starting points that we recommend.

WIN Job Centers provide a wide variety of resources, information, local job listings, and trained staff to help job seekers. To look up the nearest WIN Job Center, go to www.wininmississippi.org or call (888) 844-3577.

The **Get to Work Computer Lab at the Eudora Welty Library** has resources and staff members ready to help you with your job search (contact information can be found in the 'Local Resource Guide' in the back of the handbook).

Classifieds and Job Search Engines: Many employers use online classifieds to advertise job openings in newspapers and websites. Some websites to look at are:

- www.clarionledger.com
- www.craigslist.com
- www.jobcentral.com
- www.ms.usa.jobs
- www.mspb.ms.gov (State government jobs)
- www.idealists.org (Non-profit & government jobs)
- www.usajobs.gov (Federal Government jobs)

MS Department of Employment Services (MDES): The MDES website has a number of useful resources and links for finding local jobs as well as job hunting tips and information about available training and education programs: www.mdes.ms.gov

CareerOneStop: This website, sponsored by the US Department of Labor, is an online source for employment information and tools to help job seekers, including links to sites where you can find local job listings:

www.careeronestop.org

Job Fairs: Job fairs are free events that bring together employers who are actively looking for employees. For information on upcoming job fairs, visit the website of the Governor’s Job Fair Network of Mississippi:

www.jobfairs.ms.gov

If you would like some guidance on this issue, we have trained staff and free resources ready to help you at the **Prosperity Center of Greater Jackson**. We encourage you to stop by to get started on your job search.

How do I evaluate a job advertisement?

When evaluating job ads, particularly those listed in classifieds, it is important to make sure that they are legitimate. Always make sure not to give your personal information unless you are certain that the job has been posted by a legitimate business. One way to do this is by looking them up at the Better Business Bureau website: **www.bbb.org**.

Also, make sure to get as much information as possible about the jobs you apply for. A lot of ‘temp agencies’ advertise in classifieds, so if you are looking for a permanent and steady job, make sure that is what you are applying for.

Also, some advertisements may say that you can “make up to” a certain amount of money per hour/day/week/etc., but the guaranteed pay may be much lower. Make sure you know the base salary, hours, responsibilities as well as all of the benefits that come with the job (and at what point you become eligible for them).

V. Applying & Interviewing

What questions are potential employers prohibited from asking?

It is assumed that pre-employment requests for information will influence hiring decisions. This makes it illegal for employers to request information regarding:

- | | |
|---------------------------|---------------------|
| Race | Age (40 or older) |
| Color | Disability |
| Religion | Genetic Information |
| Sex (including pregnancy) | Height and Weight |
| National Origin | |

However, such requests can be justified if they are shown to be relevant to the job in question, or if they are collected in an anonymous way for affirmative action purposes.

Can potential employers request my credit ratings or economic status?

Potential employers should not request information regarding your assets, liabilities, or credit rating unless it can be shown that such information is necessary for the job in question.

Can potential employers ask about previous arrests and convictions?

There is currently no federal or state law that clearly prohibits an employer from asking about previous arrests and convictions. However, the Equal Employment Opportunity Commission (EEOC) has recognized that arrest and conviction records can be used as a means to discriminate against certain groups that are protected by anti-discrimination laws.

If you have concerns regarding your arrest record or past convictions being used against you in a job interview, stop by the **Prosperity Center** and we can connect you with experts who can help you navigate these questions when looking for employment.

Can potential employers ask about my marital status and number of children I have?

During an interview, potential employers should not ask about

- Your marital status
- Whether you are pregnant
- The number and/or ages of children and dependents
- Future plans to have children
- Anything about your spouse

Such questions are frequently used as a means to discriminate against women with children.

However, such questions may be asked after an employment offer has been made and accepted if needed for legitimate business purposes (such as insurance).

What should I do if I have concerns regarding interview questions?

If you have any questions or concerns regarding questions asked when applying to jobs, please contact the **Prosperity Center**, where we can provide you with guidance and resources.

If you believe that you have been discriminated against in your interview, contact the **Jackson Area Equal Employment Opportunities Commission (EEOC) office** (contact information can be found in the 'Local Resource Guide' in the back of the handbook).

On the EEOC website, there is also an online assessment system for you to find out if the EEOC can help you with your concern. This assessment can be found at: <https://egov.eeoc.gov/eas>. Stop by the Prosperity Center if you require assistance or need to access a computer.

Can employers make hiring decisions based on what they see on the Internet?

There is currently a lot of debate about what employers should or shouldn't do when it comes to researching job applicants on the Internet and social media sites (such as Facebook, Myspace, Twitter, etc.). This is because when employers search for you online, they can often discover information about applicants that they can't ask about in a interview.

However, the reality is that many employers do conduct Internet searches for applicants and look at social media accounts and blogs during the hiring process. It is your responsibility to protect your personal information by applying the appropriate security settings on any social media accounts or blogs you may have.

VI. Wages

What is the minimum wage in Mississippi?

As of July 24, 2009, the minimum wage for all covered, nonexempt workers in the United States is \$7.25 per hour.

There are no additional laws in the state of Mississippi regarding the minimum wage.

Am I covered by minimum wage regulations?

The majority of jobs are covered, but there are some that are exempt from federal minimum wage legislation, including:

- Executive, administrative and professional employees
- Employees of some small newspapers,

- Certain fishing employees and farm workers
- Casual babysitters and companions to the elderly or infirm

What about tipped employees?

Employers must pay tipped employees \$2.13 an hour in direct wages. However, employers must be able to show that the employee receives at least \$7.25 per hour when direct wages and tips are combined.

If that combination does not equal the minimum hourly wage, *the employer must make up the difference.*

Also, employees *must keep all of their tips*, except in the case that they participate in a valid tip pooling or sharing arrangement.

If you think that your employer is stealing wages or tips, make sure that you have records your hours, tips, and pay to provide documentation to the Department of Labor.

What is overtime, and when does my employer owe me overtime?

If you are a nonexempt worker, you are owed overtime pay after 40 hours of work in a workweek.

Overtime must be at least 1 ½ times your regular rate of pay.

Am I covered by overtime regulations?

There are some jobs that are exempt from overtime regulations. These include but are not limited to:

- All jobs that are exempt from minimum wage regulations (See above)
- Certain commissioned employees of retail or service establishments; vehicle and farm implement sales workers and mechanics.
- Employees of railroads and air carriers, taxi drivers, seamen on American vessels, local delivery employees on approved trip rate plans
- Announcers, news editors, chief engineers of certain broadcasting stations
- Domestic service workers living in employer's residence
- Employees of motion picture theaters
- Farmworkers

Jobs that are partially exempt from overtime regulations include:

- Certain employees of bulk petroleum distributors
- Hospitals and residential care establishments may adopt, by agreement, a 14-day work period instead of the usual 7-day workweek.
- Employees who lack a high school diploma can be required to spend up to 10 hours in a workweek engaged in remedial reading or training in other basic skills

without receiving overtime. However, they must receive normal wages and training must not be job-specific.

- Public agency fire and police departments may establish a work period ranging from 7 to 28 days in which overtime need only be paid after a specified number of hours in each work period.

When am I entitled to receive my pay?

Wages are due on the regular payday for the pay period covered. This day and period should be laid out in your employment contract or employee manual.

Can my employer deduct money from my wages?

Deductions from your wages for cash or merchandise shortages, employer-required uniforms, and tools of the trade, are legal as long as they do not reduce your wages below the minimum wage or reduce your amount of overtime pay due.

What is commission?

A commissioned job is one where employees are paid a sum of money after the completion of a task, most often the sale of goods. There are a number of different commission schemes used by employers. For example, some jobs provide a base salary plus your commission from all sales, while others have a quota of sales you must reach before you begin to earn commission.

If more than half of your salary comes from commission, you may no longer be entitled for overtime.

A note on commissioned jobs:

Commission jobs are not for everybody, and it is important that you fully understand how you will be compensated.

With commission jobs, you are not guaranteed a certain amount when you receive your paycheck. However, if you are confident in your ability as a salesperson, then it might be the right choice for you.

Who should I contact if I have any questions or concerns regarding my wages?

If you believe you aren't being paid what is owed to you, or if you have any questions about whether or not you are covered by federal minimum wage or overtime legislation, you should contact the local **Wage-Hour Division Office** of the Department of Labor (contact information can be found in the 'Local Resource Guide' in the back of the handbook). Also, they have a toll-free help line: **1-866-4USWAGE (1-866-487-9243)**.

If you require additional guidance or assistance in this process, please stop by or contact the **Prosperity Center**.

VII. Vacations, Breaks & Sick Leave

Am I entitled to a vacation?

There is currently no federal law requiring companies to give their employees time for vacations. Holidays and vacations are generally a matter of agreement between an employer and an employee or a union.

If your employer does provide vacation time, they must comply with the terms of its established policy or employment contract.

Am I entitled to sick and/or personal days?

Under the Family and Medical Leave Act (FMLA), eligible employees are entitled to up to 12 weeks of unpaid, job-protected leave per year for certain medical situations affecting you or your family. These situations include (but are not limited to):

- When your personal health prevents you from working
- Caring for a newborn or newly adopted or fostered child
- Caring for an immediate family member with a serious health condition

Under the FMLA, you are also entitled to take partial time off and reduce your schedule under certain situations.

Am I eligible for sick and/or personal days under the Family and Medical Leave act?

The FMLA applies to all public agencies, all public and private elementary and secondary schools, and all companies with 50 or more employees.

Eligible employees are all those that:

- Have worked for an employer for at least 12 months
- Have worked at least 1,250 hours during the 12 months prior to your leave
- Work at a location where the company employs 50 or more employees within 75 miles.

If your employer does provide paid sick leave benefits, they must comply with the terms of its established policy or employment contract.

Am I entitled to a break when I am at work?

There is currently no federal or state requirement for employers to provide lunch or coffee breaks. However, when employers do offer short breaks (5-20 minutes), federal law considers these breaks as part of the employee's work hours. These are a matter of agreement between you and your employer.

Meal periods lasting at least 30 minutes are not considered work time.

Who should I contact if I have any questions or concerns regarding vacations, breaks and/or sick leave?

If you have any questions or concerns regarding vacations, breaks, or sick-leave, contact the local **Wage-Hour Division Office** of the Department of Labor (contact information can be found in the 'Local Resource Guide' in the back of the handbook).

If you require additional guidance or assistance in this process, please stop by or contact the **Prosperity Center**.

VIII. Sexual Harassment

What is sexual harassment?

Sexual harassment is the creation of a disruptive, intimidating, hostile, or offensive work environment due to unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

Both men and women may be victims or perpetrators of sexual harassment, and the 'victim' does not have to be the person harassed but could be anyone affected by the offensive conduct.

What should I do if I've been sexually harassed?

First, always let the harasser know that their conduct is offensive and must stop, and be sure to use the established mechanisms for filing complaints and grievances. This may mean meeting with human resources or speaking to your supervisor or their higher-up if they happen to be the harasser.

If you wish to file a charge of sexual harassment, you must contact the **Equal Employment Opportunity Commission** within 180 days (contact information can be found in the 'Local Resource Guide' in the back of the handbook).

If you would like some guidance regarding this issue, don't hesitate to stop by the **Prosperity Center** and we can arrange for you to meet our legal extern, who can assist you with the process and any questions you may have.

IX. Workplace Safety

What are my rights regarding workplace safety?

Under the Occupational Safety and Health (OSH) Act, workers are entitled to safe and healthful working conditions. This act gives workers the right to:

- Request an inspection from the Occupational Safety and Health Administration (OSHA)
- Use their rights without retaliation and discrimination

- Receive training and information about hazards, how to prevent them, and safety standards that apply to their workplace
- Get copies of test results to find hazards in the workplace
- Review records of work-related injuries and illnesses
- Get copies of their medical records

Am I covered by the Occupational Safety and Health Administration (OSHA)?

OSHA covers private sector employers and employees and federal workers.

Those not covered by OSHA are:

- State and local government employees
- The self-employed
- Family farmers

Also, workers involved in mining, aviation, or maritime work may be covered by different agencies, such as the Mine Safety and Health Administration, the Federal Aviation Administration or the US Coast Guard.

What should I do if I believe my work environment is unsafe or making me sick?

If you believe that your workplace is hazardous or making you sick, you can file a complaint and ask OSHA to inspect your workplace. Go to **www.osha.gov** to file an online complaint, download a complaint form to be mailed or faxed, or call **(800) 321-6724**. You may request that OSHA not reveal your name to your employer.

Also, the OSH Act also states that if employees are in a situation where they must choose between not performing a work task and risking serious injury or death due to hazardous working conditions, they are entitled to not expose themselves to that danger. This is only if there is no immediate way for the employee or employer to address the dangerous condition.

How can I find out how dangerous the chemicals I work with are?

As stated above, under the OSH Act, employees have the right to receive training and information regarding occupational hazards, and that includes access to a Material Safety Data Sheet (MSDS) for chemicals used at work place. An MSDS, produced by the chemical manufacturer, is made to explain any hazards associated with the chemical as well as provide guidelines on how to use the chemical safely.

Employees are required to have ready access to a copy of an MSDS for any chemical used in the workplace and they should not have to ask supervisors to receive one.

Furthermore, OSHA and the Environmental Protection Agency have an online “Occupational Chemical Database” where you can search for any chemicals you work with. It can be found at: www.osha.gov/web/dep/chemicaldata.

What if I’ve been penalized for reporting my employer?

It is illegal for employers to punish or discriminate against workers for exercising their OSHA rights. However, if you believe you have been punished for reporting your employer, contact OSHA within 30 days. Information regarding the Whistleblower Protection Program and how to report any illegal punishment for reporting your employer can be found at:

www.whistleblowers.gov.

You are more than welcome to stop by the **Prosperity Center** to meet with our legal extern if you have questions or need any assistance.

What is workers’ compensation?

Workers’ compensation (‘workers’ comp’) guarantees payment of certain medical and wage loss benefits to non-exempt workers who have been injured on the job.

Who is covered by workers’ compensation?

All employers with at least five employees are required to provide workers’ comp and employers with less than five employees may provide it voluntarily.

Other employers who are not required to provide workers’ comp but may provide it voluntarily include:

- Domestic and farm labor
- Employees of non-profit fraternal, charitable, religious or cultural organizations

Additionally, federal employees and certain transportation and maritime employees aren’t covered by Mississippi’s workers’ comp but are protected by federal compensation laws.

Independent contractors are normally excluded but some protections are given to employees of subcontractors.

If you have any questions regarding whether or not you are covered by workers’ comp, contact the **Mississippi Workers’ Compensation**

Commission (Contact information can be found in the ‘Local Resource Guide’ in the back of the handbook).

What is covered by workers’ compensation?

Any injury is covered if it is the result of employment tasks, as are occupational illnesses and diseases, and work-related deaths.

What does workers' compensation provide?

Workers' comp provides medical benefits and wage loss benefits.

Medical benefits include whatever medical services are required to treat any injuries/illnesses. This includes but is not limited to doctor and hospital services, nursing, medication, physical therapy, crutches, as well as mileage expenses.

Wage Loss benefits provide injured workers up to 2/3 of the workers' weekly wage for time missed from work due to a work-related injury or illness. Pay for the period of care and recovery is called 'temporary disability'.

If an injury results in permanent disability, workers' may be due 'permanent disability' payments.

If an injury causes death, the surviving spouse or certain dependents are entitled to payments, equal to a portion of the workers' average weekly wage, and may continue for up to 450 weeks. The employer or insurance carrier is also obligated to pay up to \$2,000 in funeral expenses and an immediate payment of \$250 to the surviving spouse.

When does coverage begin?

All eligible workers are covered as soon as they start employment.

What should I do if I am injured at work?

Always immediately notify your supervisor once you are injured or become sick at work. They are then required to report the injury and notify the insurance company or the Workers' Compensation Commission.

Note: There is a two-year statute of limitations on workers' comp. This means that injured employees must file a claim to the Workers' Compensation Commission within two years if there is any problem regarding their workers' comp benefits.

Who should I contact if I have an issue with receiving workers' compensation?

If you have any questions or concerns regarding workers' compensation, contact the **Mississippi Workers' Compensation Commission** (Contact information can be found in the 'Local Resource Guide' in the back of the handbook).

X. Unions

What is a union?

A union is a group of workers who form an organization in order to negotiate collectively with their employer to improve working conditions. Unions bargain

on behalf of workers to negotiate employment contracts for workers, to obtain better employment conditions and protections that have not already been guaranteed by law.

What are some benefits of joining or forming a union?

Employees join unions to give themselves a collective voice and improve working conditions, increase wages and benefits, as well as influence practices regarding hiring, firing and promotions.

Can I form or join a union?

The National Labor Relations Act (NLRA) gives non-exempt employees the right to form or join a union and collectively bargain with their employer.

Workers that are exempt from the NLRA include:

- Agricultural laborers
- Domestic service workers
- Independent contractors
- Supervisors
- Employees of federal, state and local government

Additionally, the rights of federal employees to collectively bargain are protected by the Federal Labor Relations Authority (www.flra.gov), and the National Mediation Board protects those same rights for railway and airline employees (www.nmb.gov).

There are also unions for public employees in the state of Mississippi. However, there is currently no law that grants Mississippi's public employees the right to join a union and bargain collectively. Mississippi state law also bans public employees from striking.

Can my employer penalize me for wanting to form or join a union?

The NLRA forbids employers from interfering with or intimidating employees who wish to organize for collective bargaining purposes.

However, it is common for many employers to try to discourage workers from supporting unions through intimidation. Make sure you document all attempts at discouraging union activity. For advice on how to address intimidation and other illegal practices, contact the regional **National Labor Relations Board Office** (Contact information can be found in the 'Local Resource Guide' in the back of the handbook).

Who should I contact if I am interested in forming a Union?

If you are interested in forming a union and would like some guidance, contact the Mississippi State office of the **American Federation of Labor and**

Congress of Industrial Organizations (AFL-CIO) (Contact information can be found in the 'Local Resource Guide' in the back of the handbook).

Also, regional offices within Mississippi and other state offices can be found at: <http://www.aflcio.org>.

Who should I contact if I am having problems with my union?

If you are having issues with your union's leadership and believe that they are violating the law or your rights, and you are unable to address the problem through union meetings and elections, you can contact the **Office of Labor-Management Standards (OLMS)** (Contact information can be found in the 'Local Resource Guide' in the back of the handbook).

XI. Workplace Discrimination

What types of workplace discrimination are illegal?

Current federal laws prohibit workplace discrimination against employees based on:

Race	Age (40 or older)
Color	Disability
Religion	Genetic Information
Sex (including pregnancy)	Immigration and Citizenship Status
National Origin	

Employers are not allowed to use the above information to make decisions related to:

- Job assignments & promotions
- Pay and benefits
- Discipline and discharge (including layoff decisions)
- Terms and conditions of employment

Additionally, employers are required to provide reasonable accommodation for employees with disabilities and the religious beliefs of employees.

Dress codes must not treat certain employees less favorably because of national origin, and must be made to accommodate the religious beliefs or disabilities of employees.

Do anti-discrimination laws apply to all employers?

Protections against discrimination for workers are provided by a number of different laws, which have different eligibility criteria for employers.

To determine if you are covered, contact the **Equal Employment Opportunity Commission Jackson Area Office** (Contact information can be found in the 'Local Resource Guide' in the back of the handbook).

Are sexual orientation and gender identity included in anti-discrimination protections?

While some states have provided additional protections to workers from discrimination on the basis of sexual orientation or gender identity, there are currently no laws in Mississippi that prevent employers from doing so.

Is language discrimination included in anti-discrimination protections?

The EEOC considers language-based discrimination as national origin discrimination. That is, employers may not discriminate due to accent and English fluency unless it is shown that is necessary for job performance.

English-only rules may only be imposed at a workplace if it is shown to be necessary for a safe or efficient operation of a business.

Who should I contact if I've been discriminated against?

If you've been discriminated against, you must file a report to the **Equal Employment Opportunity Commission Jackson Area Office** within 180 days (Contact information can be found in the 'Local Resource Guide' in the back of the handbook).

If you need advice or guidance on this issue, we encourage you to stop by the **Prosperity Center** and meet with our legal extern.

XII. Termination & Unemployment

What can I be fired for?

In Mississippi, employees who are not working under a contract are considered 'at will.' These employees may be fired for any reason, or no reason, as long as the employer isn't violating any laws by doing so.

You cannot, however, be fired for:

- Reasons that are discriminatory
- Reasons that violate existing public policies
 - o Such as: firing an employee for reporting their employer or applying for workers' comp.

Generally, employees who work under a contract can only be fired for reasons specified in the contract.

Note: employee manuals can count as an ‘implied contract’, meaning that if the termination of an employee violates the terms of the manual, that employee may have grounds to get their job back and/or collect lost wages.

What if my employer is trying to make me quit?

The discriminatory practices prohibited by the EEOC also include ‘constructive discharge’, or trying to make an employee quit by creating an intolerable work environment. If you think this is occurring at your workplace, contact the EEOC as well as the Prosperity Center’s legal extern.

If I am fired or quit my job, will I be eligible for unemployment insurance benefits?

It depends. To be eligible for unemployment benefits, you must

- Must be unemployed through no fault of your own
- File a weekly claim as required
- Be ready and able to work
- Be actively seeking work

Also, you need to have been working during at least two quarters* during the 15 months before filing for unemployment insurance benefits, and earned at least \$780 during one of those quarters.

**A quarter is one of the three-month periods that calendar years are divided into:*

Q1: Jan 1 – Mar 31;

Q3: July 1 – Sept 30;

Q2: April 1 – June 30;

Q4: Oct 1 – Dec 31.

How do I receive unemployment insurance benefits?

To receive unemployment insurance benefits, you must file a claim as soon as you become unemployed. You may do so by applying online at the **Mississippi Department of Economic Security** website (www.mdes.ms.gov) or by calling **601-855-3133** or **1-888-844-3577**.

To receive benefits, you must provide the following information:

- Your social security number
- Your mailing address and phone number
- Names, addresses and phone numbers of all employers for the last 18 months
- The dates you work and the reason you left each employer
- Alien Registration number or Visa number, if you are not a U.S. Citizen

Once you file a claim and are deemed eligible, you must continue to file weekly claims.

How is my benefit amount determined?

The benefit amount is based on your previous wages and may be between \$30.00 and \$235.00.

How long will I receive unemployment insurance benefits?

The maximum amount one can receive is 26 times their weekly benefit, but in times of high unemployment, the Federal Government may choose to offer extensions of unemployment insurance benefits.

What if I am denied unemployment insurance benefits?

If you disagree with the eligibility decision regarding your unemployment insurance benefits, you have the right to file an appeal and receive a hearing. You may do so by requesting a repeal in writing *within 14 days* of the mailing date of your decision. You may file this appeal at your local WIN Job Center or by mailing a request to the Mississippi Department of Economic Security.

XIII. Other

I am not a US Citizen. Does the information in this handbook apply to me?

Yes. The rights and protections for workers that are discussed in this handbook to not just apply to US citizens, but to all workers. However, employers don't always provide the same protections to non-citizens, and may use tactics such as intimidation in order to prevent workers from exercising their rights.

If you are not a US citizen and have any questions or concerns regarding your rights, we suggest you contact the **Mississippi Immigrants Rights Alliance**, the **American Civil Liberties Union of Mississippi**, or stop by the **Prosperity Center** to speak to our legal extern (Contact information can be found in the 'Local Resource Guide' in the back of the handbook).

What about undocumented workers?

These protections also apply, to a large extent, to undocumented workers. This includes protection from discrimination, the right to the minimum wage and a safe workplace, even the right to unionize. However, there are significant risks for undocumented workers when trying to address rights violations.

Undocumented workers are also not eligible to receive back wages or unemployment insurance.

If you are an undocumented worker and have any questions or concerns regarding your rights, we suggest you contact the **Mississippi Immigrants Rights Alliance**, the **American Civil Liberties Union of Mississippi**, or stop

by the **Prosperity Center** to speak to our legal extern (Contact information can be found in the 'Local Resource Guide' in the back of the handbook).

What if I didn't find what I was looking for in this handbook?

If you have a question that was not answered in this manual, we encourage you to stop by the **Prosperity Center of Greater Jackson** and talk to us. We have trained, professional staff and free resources to help you with any questions, concerns, or obstacles you might be dealing with.

XIV. Local Resource Guide

American Civil Liberties Union of Mississippi (ACLU-MS)

www.aclu-ms.org

ACLU of Mississippi
P.O. Box 2242
Jackson, MS 39255
Phone: (601) 355 6464

American Federation of Labor and Congress of Industrial Organizations (AFL-CIO)

www.aflcio.org (national site)

www.ms.aflcio.org (MS site)

MS AFL-CIO Office
760 West Street
Jackson, MS 39202
Phone: (601) 948-0516

Equal Employment Opportunity Commission (EEOC)

www.eeoc.gov

Jackson Area Office
McCoy Federal Building
100 West Capitol Street, Suite 207
Jackson, MS 39269
Phone: (800) 669-4000
Fax: (601) 948-8401

Get to Work Computer Lab at the Eudora Welty Public Library

www.jhlibrary.com/Get_to_Work.htm

300 N. State Street
Jackson, MS 39201
Phone: (601) 968-5813

Midtown Partners, Inc.

www.midtownpartners.org

329 Adelle Street
Jackson, MS 39202
Phone: (601) 352-3706, (601) 354-5373

Mississippi Immigrants Rights Alliance

www.yourmira.org

Central Office
P.O. Box 1104
Jackson, MS 39215
Phone: (601) 968-5182

Mississippi Workers' Compensation Commission

http://www.mwcc.state.ms.us/

1428 Lakeland Drive
Jackson, MS 39296
Phone: (601) 987-4200

National Labor Relations Board

www.nlrb.org

NLRB Region 15 Office
600 South Maestri Place, 7th Floor
New Orleans, LA 70130
Phone: (504) 589-6361
Fax: (504) 589 4069

The Prosperity Center of Greater Jackson

www.midtownpartners.org

215 McTyere Street
Jackson, MS 39202
(769) 257-5757

Wage & Hour Division of the US Department of Labor

http://www.dol.gov/WHD/

Jackson Area Office
McCoy Federal Building
100 West Capitol Street, Suite. 608
Jackson, MS 39269
Phone (601) 965-4347
Fax (601) 965-5408

Toll-free help line: 1-866-4USWAGE (1-866-487-9243)

WIN Job Center

www.winmississippi.org

Jackson WIN Job Center
5959 I-55 North Frontage Road Suite C
Jackson, MS 39212
Phone: (601) 321-7931

Office of Labor-Management Standards (OLMS)

www.dol.gov/olms

New Orleans District Office
600 S. Maestri Place, Room 604
New Orleans, LA 70130
Phone: (504) 589-6174
Fax (504) 589-7174

To file a complaint:

(202) 693-0143

OLMS-Public@dol.gov