

# Compliance Assistance Initiative Resources



*Our Commitment  
to America's Employers  
and Workers*

U.S. Department of Labor  
Secretary Elaine L. Chao



[www.dol.gov](http://www.dol.gov)



## U.S. Department of Labor's

# Compliance Assistance Tools

### **elaws® Advisors**

[www.dol.gov/elaws](http://www.dol.gov/elaws)

The **elaws** Advisors (Employment Laws Assistance for Workers and Small Businesses) are Web-based, interactive tools that help individuals understand federal employment laws. Each **elaws** Advisor mimics the interaction an individual would have with a DOL employment law expert by asking the appropriate questions and then providing answers based on the individual's responses. The newest **elaws** Advisor, the **FirstStep Employment Law Advisor**, helps employers simply and quickly determine which of the major employment laws administered by DOL apply to their business or organization and provides easy-to-access information about how to comply with each law's requirements.

### **Toll-Free Information Service**

**1-866-4-USA-DOL (TTY: 1-877-889-5627)**

The Toll-Free Information Service is a central access point to information on a range of employment rules and issues. By calling **1-866-4-USA-DOL**, individuals can find answers to questions about job loss, business closures, pay and leave, workplace safety and health, pension and health benefits, and reemployment rights for Veterans, National Guard members and Reservists.

### **Department of Labor Web Site**

[www.dol.gov](http://www.dol.gov)

DOL's principal Web site provides America's employers and workers with access to a wide range of tools and employment and regulatory information around the clock. The Web site—[www.dol.gov](http://www.dol.gov)—provides multiple ways to get information on employment laws and DOL programs, prioritizes access to resources based on customer needs and enables users to find the information they need easily and quickly. The site also offers the opportunity to ask questions about employment and regulatory issues via e-mail.

Easy access to DOL agencies' compliance assistance information and resources is available through DOL's Office of Compliance Assistance Policy Web site, [www.dol.gov/compliance](http://www.dol.gov/compliance). By visiting this site, individuals can also subscribe to receive periodic e-mail updates from DOL when new compliance assistance tools or resources become available.



# U.S. Department of Labor's

## Compliance Assistance Initiative Resources

### *Helping America's Employers and Workers Understand U.S. Department of Labor Laws and Regulations*



The U.S. Department of Labor (DOL) has launched a new effort to help America's employers and workers understand how to comply with the federal employment laws it administers.

Under the leadership of Secretary Elaine L. Chao, DOL has committed to significantly enhance its compliance assistance efforts. The goal of compliance assistance is to protect the wages, health benefits, retirement security, safety and health of America's workforce by preventing employment law violations.

DOL has developed the following tools to ensure that America's employers and workers have access to clear and accurate information and assistance—when and where they need it, and in the format that suits them best.

## A Message from Elaine L. Chao, Secretary of Labor

*"There is a new culture of responsibility being built at the Department of Labor—a responsibility for us to help you understand DOL's rules and regulations. Our responsibility to clearly communicate with employers is a top priority for all of us at the Department of Labor. We want to work together to make worker protections work."*







## Wage and Hour Issues

The Employment Standards Administration's Wage and Hour Division (WHD) administers some of the nation's most comprehensive labor laws, including the minimum wage, overtime and child labor provisions of the Fair Labor Standards Act (FLSA), the Family and Medical Leave Act (FMLA), the Migrant and Seasonal Agricultural Workers Protection Act (MSPA), employment standards and worker protections provided in several non-immigrant worker programs of the Immigration and Nationality Act, and the prevailing wage requirements of the Davis-Bacon Act (DBA), the Service Contract Act (SCA) and related statutes.

WHD delivers compliance assistance in a variety of formats, including the WHD Web site, interactive online elaws Advisors on major laws such as the FLSA and FMLA, a toll-free number for assistance, e-mail and a wide range of printed materials. WHD also assists employers and employees in understanding their rights and responsibilities through nationwide workshops and presentations on different wage and hour issues.

*WHD on the Web:* [www.wagehour.dol.gov](http://www.wagehour.dol.gov)

*WHD Contact Information:* [www.dol.gov/esa/contacts/whd/america2.htm](http://www.dol.gov/esa/contacts/whd/america2.htm)

*Telephone Number:* **1-866-4-US-WAGE (1-866-487-9243)**

## Occupational Safety and Health

The Occupational Safety and Health Administration (OSHA) works to save lives, prevent injuries and protect the health and safety of America's workers. Nearly every worker in the nation comes under OSHA's jurisdiction as defined by the Occupational Safety and Health Act of 1970 (exceptions include miners, transportation workers, many public employees and the self-employed).

A number of informational tools, such as the OSHA Web site, printed compliance guides, toll-free telephone service, e-mail and online interactive advisors, offer guidance on how to prevent on-the-job injuries and illnesses. Free workplace consultations are available in every state to small businesses that need assistance in establishing safety and health programs and identifying and correcting workplace hazards, and a network of OSHA Compliance Assistance Specialists in local offices provides tailored information and training to employers and employees. Voluntary Protection Programs (VPP) and other strategic partnerships help to recognize and build upon successful practices in occupational safety and health management.

*OSHA on the Web:* [www.osha.gov](http://www.osha.gov)

*OSHA Contact Information:* [www.osha.gov/html/oshdir.html](http://www.osha.gov/html/oshdir.html)

*Telephone Number:* **1-800-321-OSHA (1-800-321-6742)**

## Retirement and Health Benefits

The Employee Benefits Security Administration (EBSA) assists employers and employee benefit plan practitioners in understanding and complying with the requirements of the Employee Retirement Income Security Act (ERISA) as it applies to the administration of employee pension and health benefit plans.

EBSA promotes voluntary compliance through programs such as the Voluntary Fiduciary Correction Program and the Delinquent Filer Compliance Program, as well as through educational outreach programs and seminars, and through strategic alliances with professional organizations and federal, state and local governments. Information also is provided through a range of informational tools such as the EBSA Web site, interactive online elaws Advisors, e-mail, printed publications and videos.

*EBSA on the Web:* [www.dol.gov/ebsa](http://www.dol.gov/ebsa)

*EBSA Contact Information:* [www.askebsa.dol.gov](http://www.askebsa.dol.gov)

*Telephone Number:* **1-866-444-EBSA (1-866-444-3272)**

## Federal Contract Compliance

The Employment Standards Administration's Office of Federal Contract Compliance Programs (OFCCP) administers three equal employment opportunity (EEO) programs that apply to federal contractors and subcontractors: Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973; and the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974. OFCCP also shares authority for the regulations requiring equal employment opportunity and affirmative action in apprenticeship programs, Title I of the Americans with Disabilities Act, the Immigration Reform and Control Act and the Family and Medical Leave Act.

OFCCP helps employers understand the requirements and their responsibilities under these laws through its Web site, interactive online elaws Advisors, e-mail, workshops and seminars.

*OFCCP on the Web:* [www.dol.gov/esa/ofccp](http://www.dol.gov/esa/ofccp)  
*OFCCP Contact Information:* [www.dol.gov/esa/contacts/ofccp/ofcpkeyp.htm](http://www.dol.gov/esa/contacts/ofccp/ofcpkeyp.htm)  
*Telephone Number:* **1-866-4-USA-DOL (1-866-487-2365)**

## Mine Safety and Health

The Mine Safety and Health Administration (MSHA) works to protect the health and safety of workers in America's mines by working cooperatively with industry, labor and other federal and state agencies. MSHA's responsibilities are outlined in the Federal Mine Safety and Health Act of 1977, commonly called the Mine Act, which applies to all mining and mineral processing operations in the U.S., regardless of size, number of employees or method of extraction.

Assistance is provided to mine operators and workers through a range of informational tools, including the MSHA Web site, e-mail and interactive online elaws Advisors that provide guidance on mine safety and health issues, training program development and filing requirements. MSHA also approves equipment for use in mines, maintains the National Mine Health and Safety Academy to train MSHA and mining industry personnel and provides assistance and support to mine operators on improving their education and training programs and solving safety and health problems. Through MSHA, assistance also is provided to states in the development of mine safety and health and education and training programs.

*MSHA on the Web:* [www.msha.gov](http://www.msha.gov)  
*MSHA Contact Information:* [www.msha.gov/contactmsha/contactmsha.htm](http://www.msha.gov/contactmsha/contactmsha.htm)  
*Telephone Number:* **1-866-4-USA-DOL (1-866-487-2365)**

## Veterans' Employment and Training

The Veterans' Employment and Training Service (VETS) helps Veterans, Reservists and National Guard members effectively prepare for and secure employment, and also works to protect their employment- and training-related rights. VETS offers employment and training assistance, particularly the provision of services to eligible veterans, including homeless veterans, through grants to states, local governments and non-profit organizations.

VETS also administers the Uniformed Services Employment and Reemployment Rights Act (USERRA) and provides information about veterans' rights under the Jobs for Veterans Act, the Veterans Employment Opportunities Act (VEOA) and the Federal Contractor Program, which requires federal contractors to take affirmative action to hire and promote qualified veterans. VETS provides assistance through a variety of tools and resources, including the VETS Web site, printed materials such as fact sheets, brochures and guidebooks, e-mail and interactive online elaws USERRA, e-VETS Resource, and Veterans' Preference Advisors.

*VETS on the Web:* [www.dol.gov/vets](http://www.dol.gov/vets)  
*VETS Contact Information:* [www.dol.gov/vets/aboutvets/contacts/main.htm](http://www.dol.gov/vets/aboutvets/contacts/main.htm)  
*Telephone Number:* **1-866-4-USA-DOL (1-866-487-2365)**

## Labor-Management Standards

The Employment Standards Administration's Office of Labor-Management Standards (OLMS) administers and enforces most provisions of the Labor-Management Reporting and Disclosure Act (LMRDA) of 1959. OLMS also administers provisions of the Civil Service Reform Act of 1978 and the Foreign Service Act of 1980 relating to standards of conduct for federal employee unions. In addition, OLMS administers employee protections provisions in federal mass transit law.

OLMS provides compliance assistance through the OLMS Web site, publications, e-mail, workshops and other group presentations. Also, a new OLMS Web site—[www.union-reports.dol.gov](http://www.union-reports.dol.gov)—permits users to view and print union annual financial reports and features a powerful data search system that can produce listings tailored to users' specific needs.

*OLMS on the Web:* [www.dol.gov/esa/olms\\_org.htm](http://www.dol.gov/esa/olms_org.htm)  
*OLMS Contact Information:* [www.dol.gov/esa/aboutesa/org/olms/contact.htm](http://www.dol.gov/esa/aboutesa/org/olms/contact.htm)  
*Telephone Number:* **1-866-4-USA-DOL (1-866-487-2365)**





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