



## FirstStep Employment Law Advisor

### A tool designed for the business owner

The **elaws** FirstStep Employment Law Advisor helps businesses determine which DOL laws apply to them.

By asking a few questions regarding relevant factors such as the nature, location and size of the business, and whether or not the business has federal contracts or subcontracts, the Advisor lets employers simply and quickly identify which major DOL employment laws apply to their business. It also provides information about how to comply with each law's requirements.

*"The elaws Advisors represent the best of business at the start of the 21st century. They combine the knowledge of employment law experts, the practical experience of America's business people, cutting edge technology and the vast power of the Internet to reach anyone at anytime."*

**Elaine L. Chao**  
Secretary of Labor

The **elaws Advisors** are one of a number of free tools developed to further DOL's dedication to provide clear, accurate and easy-to-access compliance assistance for employers and to protect the wages, health benefits, retirement security, safety and health of America's workforce. To subscribe to receive e-mail updates when new **elaws Advisors** or other Compliance Assistance resources become available, visit [www.dol.gov/compliance/CA\\_subscribe.htm](http://www.dol.gov/compliance/CA_subscribe.htm).

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# elaws<sup>®</sup>

**Employment Laws Assistance for  
Workers and Small Businesses**

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

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**A U.S. Department of Labor  
Compliance Assistance Resource**

# eLaws<sup>®</sup> Advisors

## Answering Your Questions About Federal Employment Laws

The **eLaws** (Employment Laws Assistance for Workers and Small Businesses) Advisors are interactive online tools that help employers and workers understand their rights and responsibilities under the federal employment laws administered by the U.S. Department of Labor (DOL).

The **eLaws** Advisors are:

- Easy to understand.
- Free of charge.
- Available 24 hours a day, seven days a week at [www.dol.gov/eLaws](http://www.dol.gov/eLaws).

The **eLaws** Advisors simulate interactions between you and an employment law expert. Simply visit [www.dol.gov/eLaws](http://www.dol.gov/eLaws) and answer the online questions. Each **eLaws** Advisor will clarify complex issues specific to your workplace and employment situation.

The Advisors also include links to more detailed information, such as regulatory text, fact sheets, posters and other compliance assistance materials.

## Topics Addressed by eLaws<sup>®</sup> Advisors:

### Wage and Hour Issues

**Family and Medical Leave Act (FMLA) Advisor**—Allows employers and employees to determine coverage, rights and responsibilities regarding family and medical leave.

**Fair Labor Standards Act (FLSA) Advisors**—Addresses coverage and exemptions, minimum wage, hours worked, overtime, record keeping requirements and child labor.

### Poster Requirements

**Poster Advisor**—Provides a simple one-step process for determining DOL poster requirements and allows businesses to print required posters free of charge.

### Workplace Safety and Health

**OSHA Advisors and MSHA Advisors**—Help employers identify and address hazards in their workplace and improve the safety and health of their employees' work environment.

**Drug-Free Workplace Advisor**—Helps employers develop online, customized drug-free workplace policies and training programs and determine coverage and responsibilities under the Drug-Free Workplace Act of 1988.

### Veterans' Issues

**USERRA Advisor**—Reviews veterans' employee eligibility and job entitlements, employer obligations, benefits and remedies under the Uniformed Services Employment & Reemployment Rights Act (USERRA).

**Veterans' Preference Advisor**—Helps veterans examine preferences they may be entitled to with regard to federal employment.

**e-VETS Advisor**—Assists veterans to access online resources on a broad range of topics, such as job search tools and tips, employment openings, career assessment, education and training, and benefits.

### Employee Benefits

**Health Benefits Advisor**—Helps workers and their families better understand employer and employee (such as a union) organization-provided group health benefits and the laws that govern them.

**Small Business Retirement Savings Advisor**—Addresses retirement savings options for small business employers and determines which program may be most appropriate for a particular business.

### Government Contracts

**Federal Contractor Compliance Advisor**—Helps federal contractors and subcontractors understand basic coverage and compliance information on equal employment opportunity laws administered by the Office of Federal Contract Compliance Programs (OFCCP).

The **eLaws** Advisors are continually being updated to reflect changes in laws and regulations, and new Advisors are added every year.