

What You Need to Know

Short-term
Labor / Employee

Rights and Responsibilities

- ✓ You are agreeing to work for the employer, not the Department of Labor and Regulation. The DLR is only a referral agent, helping employers and job seekers find each other.
- ✓ You have a right to healthy and safe working conditions, freedom from discrimination and to be paid the wage you and the employer agreed to at the time you were hired.
- ✓ You may have to fill out and sign certain forms in order for the employer to legally hire you. The employer may be required to report information about you, such as your name and Social Security number, to various government agencies.
- ✓ If the employer has workers' compensation insurance, you are covered against possible injury while you are working. Find out if the employer has insurance before you agree to be hired.



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Your workforce experts.
www.sdjobs.org

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What You Need to Know

Short-term Labor / Employer

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- ✓ If you are a covered employer for Unemployment Insurance, you must report all wages, including those for part-time, short-term or day labor.
- ✓ You must report all new employees to the New Hire office of the SD Department of Labor and Regulation.
- ✓ You must file FUTA, FICA and Medicare returns and taxes if applicable. You must withhold federal income tax and Medicare taxes as needed.
- ✓ You must file an I-9 form for anyone you hire.
- ✓ All employees become covered under your workers' compensation insurance, even if hired for a very short time. If you are un-insured, you can be sued for double damages if a worker is injured on the job.
- ✓ Short-term employees must be protected on the job by all required safety, health and non-discrimination precautions and policies.
- ✓ You must pay your short-term employee the wage you agreed to at the time of hire. If you do not, the employee has a right to take you to court for payment.

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