



JEREMIAH W. (JAY) NIXON
GOVERNOR

MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

OFFICE OF GENERAL COUNSEL

421 EAST DUNKLIN STREET

P.O. BOX 59

JEFFERSON CITY, MO 65104-0059

PHONE: 573-751-3844 FAX: 573-751-2947

www.labor.mo.gov

E-mail: legal@labor.mo.gov

LAWRENCE G. REBMAN
DEPARTMENT DIRECTOR

SMALL BUSINESS
REGULATORY FAIRNESS BOARD
MICHAEL PRITCHETT
GENERAL COUNSEL

June 6, 2011

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RECEIVED

Sherry Anderson
Missouri Small Business Regulatory Fairness Board Coordinator
301 West High Street, Room 680
PO Box 1157
Jefferson City, MO 65102

Dear Ms. Anderson,

Enclosed please find the Missouri Department of Labor and Industrial Relations' 2011 biennial report on its rules which may impact small business, as required by section 536.325.1, RSMo. This report includes those rules which the Department has identified as having the potential to cause a "direct and significant economic burden on a small business" or that are "directly related to the formation, operation, or expansion of a small business."

Please advise if I may be of further assistance.

Sincerely,

Michael Pritchett
General Counsel

Enclosures

cc: D. Adam Crumbliss, Chief Clerk of Missouri House of Representatives
Secretary of Missouri Senate

RULES OF THE DIVISION OF EMPLOYMENT SECURITY
8 CSR 10

8 CSR 10-2.020 Charges for Copies of Records, Reports, Decisions, Transcripts and Other Papers or Documents

Purpose: this rule establishes the method by which the Division sets prices for copies of documents requested by other parties. Small businesses may be affected by this rule if they request documents from the Division. This rule implements section 288.360.3, RSMo, and is also required by federal regulations which require the Division to recover all costs for documents that are not provided for unemployment purposes.

8 CSR 10-2.030 Administrative Orders of the Director to Cover Emergency Situations

Purpose: This rule allows the Division director, under emergency circumstances, to temporarily substitute requirements to the Division's rules in order to preserve the rights of claimants or employers. Small businesses may be affected by this rule depending on the type of emergency and the particular requirements substituted under the rule. This rule is necessary to allow the Division to properly respond to emergency situations.

8 CSR 10-3.070 Notices to Workers Concerning Unemployment Benefits

Purpose: This rule prescribes the methods for employers to notify workers of coverage under the unemployment law. Records and notification are required by section 288.130, RSMo. All businesses which are considered "employers" under Chapter 288, including small businesses, must comply with this requirement. This rule is necessary to ensure that employees are aware of their rights to apply for unemployment benefits.

8 CSR 10-3.085 Charging of Benefits to Reimbursable Employers

Purpose: This rule informs reimbursable employers of their responsibility for unemployment benefits paid to their employees. This rule implements Section 288.220, RSMo. This rule may affect small businesses which are also reimbursable employers. This rule is necessary to inform small businesses of their responsibilities under the law.

8 CSR 10-3.100 Predetermination Interview and Initial Determination

Purpose: This rule provides conditions and procedures for initial interviews and determinations for unemployment claimants. This rule is necessary because the Division is required by federal law to determine whether a person properly qualifies for unemployment benefits before granting or denying benefits. Small businesses may be affected by this rule because, as an employer, a small business may elect to be present at this interview according to the procedures established in the rule.

8 CSR 10-3.110 Filing of Claims Protests by Facsimile Transmission

Purpose: This rule establishes procedures for the Division to accept protests of unemployment claims by facsimile. This rule is necessary to allow employers to conveniently file protests. This rule allows all employers, including small businesses, to file unemployment claim protests by facsimile, and thus provides an additional method for employers to protest unemployment claims.

8 CSR 10-3.140 Reemployment Trade Adjustment Assistance Program

Purpose: This rule defines a "full-time employee" for purposes of the Reemployment Trade Adjustment Assistance program. This rule is necessary because the Division is required by federal law to determine eligibility under the federal Reemployment Trade Adjustment Assistance Act, and this rule sets the parameters for such eligibility. Small businesses may be affected by this definition if they have employees who participate in the Reemployment Trade Adjustment Assistance Program.

8 CSR 10-4.010 Identification of Workers Covered by the Missouri Employment Security Law

Purpose: This rule requires workers to provide social security numbers to employers, and requires employers to provide those numbers to the Division. This rule may impact small businesses because it requires all employers, including small businesses, to ascertain and report all workers' social security numbers. This rule is necessary to ensure that wages are properly credited and that only eligible workers receive unemployment benefits.

8 CSR 10-4.020 Records and Reports

Purpose: This rule prescribes the records that employers are required to maintain, specifies the information that must be contained in those records, and specifies how long such records must be retained. This rule implements the recordkeeping requirements found in section 288.130, RSMo and is necessary to ensure that all employers share in unemployment tax obligations and that eligible claimants receive benefits. Small businesses may be affected by this rule because they, like all employers, must keep and maintain the specified employment records.

8 CSR 10-4.030 Contribution and Wage Reports and Payment of Contributions

Purpose: This rule details the requirements for quarterly tax and wage reports, the reporting of temporary employment, extension of time for filing, establishment of receipt date and exemption from filing reports. This rule is necessary to inform small businesses of the requirements for quarterly reporting. Small businesses may be affected by this rule because they, like all employers, must comply with these reporting requirements.

8 CSR 10-4.040 Experience Rating

Purpose: This rule states the Division's procedures for establishing an experience rating, used to determine the amount of unemployment insurance paid by a particular employer. This rule is necessary to ensure that all Missouri employers pay only their share of unemployment tax obligations. This rule may affect small businesses because the Division calculates an experience rating for all employers, including employers who are small businesses.

8 CSR 10-4.050 Notice of Termination of Coverage

Purpose: This rule prescribes the method for notifying workers of termination of coverage under the unemployment law. This rule is necessary to ensure that workers are aware of their rights. This rule may affect small businesses because all businesses are required to notify their employees that their coverage under the law has been terminated.

8 CSR 10-4.060 Probationary Employment

Purpose: This rule prescribes the method for employers to report probationary employees to the Division. Small businesses, like all businesses, may avoid liability under the unemployment law for probationary employees who were employed less than 28 days, if the requirements of this rule are met. This rule is necessary to inform small businesses of how to utilize this provision.

8 CSR 10-4.070 Supplementary Statistical Reports for Multi-Area Employers

Purpose: This rule prescribes requirements for reporting by employers who have multiple operations. This rule is necessary to inform small businesses which meet the definition of a "multi-area employer" of the reporting requirements.

8 CSR 10-4.080 Joint Accounts

Purpose: This rule allows employers to apply for joint accounts with one or more other employers, and describes the consequences of being a joint-account employer. This rule is necessary to assist small businesses which want to apply to be joint-account employers.

8 CSR 10-4.090 Employer Elections to Cover Multistate Workers

Purpose: This rule allows employers to elect to treat employees who perform duties in more than one state as employees under a designated state for employment security purposes. This rule is necessary to inform small businesses of how to designate employees as multistate workers.

8 CSR 10-4.140 Clarification of Beauty Salon and Similar Establishments

Purpose: This rule clarifies which businesses are considered "beauty salons" and "similar establishments." This rule may affect small businesses which meet the definition of one of these terms and sets out necessary definitions for those terms.

8 CSR 10-4.150 Employer-Employee Relationship

Purpose: This rule states how the Division will determine whether a worker qualifies as an "employee" of a designated employer. This rule is necessary to

advise small businesses of how to determine which workers are employees and which are independent contractors.

8 CSR 10-4.160 Lessor Employing Units

Purpose: This rule defines the reporting and surety requirements for lessor employing units, as established in section 288.032.2(2), RSMo. This rule may affect small businesses which meet the definition of lessor employing units, and sets out requirements which are necessary for compliance.

8 CSR 10-4.170 Irrevocable Letter of Credit

Purpose: This rule establishes procedures for an employer to provide an irrevocable letter of credit in lieu of a surety bond as required by section 288.032, RSMo. This rule is necessary to assist small businesses which may want to take advantage of this provision. This rule may affect small businesses which are subject to the surety bond requirement.

8 CSR 10-4.190 State Unemployment Tax Act Dumping

Purpose: This rule implements federally mandated legislation regarding State Unemployment Tax Act Dumping under the Missouri employment security law. This rule is necessary to assist small businesses in complying with federal law. This rule may affect any Missouri businesses, including small businesses.

8 CSR 10-4.200 Unemployment Automation Surcharge

Purpose: This rule establishes the procedures the Division uses to calculate the unemployment automation surcharge and offsetting rate reduction provided in section 288.131, RSMo. This rule may affect all businesses, including small businesses, which are required to pay unemployment contributions. This rule is necessary to establish the contribution rates paid by small businesses.

8 CSR 10-5.010 Appeals to an Appeals Tribunal

Purpose: This rule establishes general procedures to be followed in appeals to the Division's Appeals Tribunals. This rule is necessary to ensure fair hearings in unemployment cases. A small business could be affected by this rule as a party to

a hearing regarding a claim for benefits by a former employee or as a party appealing a contributions assessment.

8 CSR 10-5.015 Appeal Hearing and Procedures

Purpose: This rule establishes the procedures to be followed during a hearing before the Division's Appeals Tribunal. This rule is necessary to advise all parties of the procedures provided to ensure a fair hearing. A small business which is a party to an Appeals Tribunal proceeding would be affected by this rule.

8 CSR 10-5.030 Telephone Hearings Before a Hearing Officer

Purpose: This rule establishes the procedures to be followed by the Division's Appeals Tribunal when conducting hearings by telephone conference, and allows any party to request an in-person hearing. This rule is necessary to ensure that all parties are aware of the procedures for ensuring a fair hearing. A small business which is a party to an Appeals Tribunal proceeding would be affected by this rule.

8 CSR 10-5.035 Appeal Hearings for Interstate Claimants

Purpose: This rule establishes the procedures to be followed by the Division's Appeals Tribunal when conducting hearings for interstate claimants. This rule is necessary to ensure a fair hearing for an interstate claimant and the claimant's employer. A small business which is a party to an Appeals Tribunal proceeding could be affected by this rule.

8 CSR 10-5.040 Orders of a Hearing Officer

Purpose: This rule establishes the guidelines under which the Division's Appeals Tribunal may dismiss an appeal without a hearing and provides a procedure for obtaining review of such an order. This rule is necessary to ensure a fair hearing in unemployment cases. A small business could be affected by this rule as a party to an Appeals Tribunal hearing.

8 CSR 10-5.050 Decisions of an Appeals Tribunal

Purpose: This rule establishes the procedures to be followed by the Division's Appeals Tribunal in determining cases, writing decisions, and notifying the parties

of decisions, and also provides a procedure for appeal of such decisions. This rule is necessary to ensure a fair hearing and decision in unemployment cases. A small business may be affected by this rule as a party to an Appeals Tribunal case.

8 CSR 10-6.010 Veterans' Unemployment Compensation Program

Purpose: This rule establishes the procedures for providing state-funded unemployment compensation for war on terror veterans. Although most provisions of this rule apply only to claimants, small businesses may be affected by the recordkeeping and appeal provisions of this rule. This rule is necessary to ensure that veterans have access to the unemployment benefits they are provided by statute.

RULES OF THE DIVISION OF LABOR STANDARDS

8 CSR 30

8 CSR 30-2.010 Definitions

Purpose: This rule defines the terms used by the Division of Labor Standards in the rules establishing safe practices for the mining industry. This rule is necessary to allow small businesses to comply with the Division's safety requirements. This rule may affect small businesses which are engaged in mining.

8 CSR 30-2.020 Standard Practices for Safety and Organization

Purpose: This rule establishes the specific safety and operating standards that the Division has established for the mining industry. This rule is necessary to ensure mine safety and to provide small businesses with guidance in how to comply with the Division's requirements. This rule may affect small businesses which are engaged in mining.

8 CSR 30-3.010 Prevailing Wage Rates for Public Works Projects

Purpose: This rule establishes the prevailing wage requirements for employers engaged in public works contracts. This rule is necessary to provide small businesses with guidance on how to comply with the prevailing wage law. This rule may affect small businesses which bid on or perform public works contracts.

8 CSR 30-3.020 Definitions

Purpose: This rule sets forth the definitions established by the Division relating to the prevailing wage law. This rule is necessary to provide small businesses with guidance on how to comply with the prevailing wage law. This rule may affect small businesses which bid on or perform public works contracts.

8 CSR 30-3.030 Apprentices and Trainees

Purpose: This rule establishes the conditions under which a worker on a public works project can be paid a training or apprentice wage. This rule is necessary to advise small businesses of when they may take advantage of this provision. This rule may affect small businesses which bid on or perform public works contracts.

8 CSR 30-3.040 Classifications of Construction Work

Purpose: This rule defines what activities are included in the terms "building construction" and "highway and heavy construction." This rule is necessary to advise small businesses of which prevailing wage rates properly fit their employees' duties. This rule may affect small businesses which bid on or perform public works construction contracts.

8 CSR 30-3.050 Posting of Prevailing Wage Rates

Purpose: This rule requires contractors who are engaged in public works projects to post the current prevailing wage rates set by the Division for the type of work they perform. This rule is necessary to advise workers of their rights and also to assist businesses in complying with the prevailing wage law. This rule may affect small businesses which engage in public works projects.

8 CSR 30-3.060 Occupational Titles of Work Description

Purpose: This rule defines what activities are included in each classification set up by the Division for the purpose of establishing the prevailing wage for each classification. This rule is necessary to advise businesses of which prevailing wage rates properly fit their employees' duties. This rule may affect small businesses which engage in public works projects.

8 CSR 30-4.010 Applicability and Definitions

Purpose: This rule establishes the definitions used by the Division in administering the minimum wage law and states how the Division will interpret issues under the minimum wage law. This rule is necessary to inform small businesses of the law's requirements. This rule may affect small businesses which are subject to the minimum wage law.

8 CSR 30-4.020 Minimum Wage Rates

Purpose: This rule describes the minimum wage rate required for certain workers, allows a credit for tipped employees, and defines the term "workweek." This rule is necessary to inform small businesses of the law's requirements. Small businesses which are subject to the minimum wage law may be affected by this rule.

8 CSR 30-4.040 Subminimum Wage Rates for the Physically or Mentally Impaired

Purpose: This rule allows the Division to approve lower wage rates for individuals whose earning capacity is reduced by physical or mental impairment. This rule may affect small businesses which are subject to the minimum wage law and which employ individuals who qualify for this provision. This rule is necessary to assist small businesses in taking advantage of this provision.

8 CSR 30-4.-050 Valuation of Goods and Services

Purpose: This rule allows employers to credit the value of certain goods and services provided to employees against the minimum wage. This rule is necessary to advise small businesses of the types of items that can be deducted and the rules for such deduction. This rule may affect small businesses which are subject to the minimum wage law.

8 CSR 30-4.060 Administrative Complaints; Notices Issued by the Director

Purpose: This rule establishes the procedures and requirements for employees to file, and the Division to investigate, complaints of minimum wage violations. This rule is necessary to preserve employees' rights to be paid at least the

minimum wage, and to advise small businesses of the applicable procedures. This rule may affect small businesses which are subject to the minimum wage law and against which a complaint is filed.

8 CSR 30-5.010 Filing for Arbitration

Purpose: This rule establishes the procedures for an employer to file a request for arbitration after the Division has issued a finding of a prevailing wage law violation. This rule is necessary to advise small businesses of how to take advantage of the statutory right to arbitration. This rule may affect small businesses against which the Division has found a prevailing wage violation.

8 CSR 30-5.020 Hearing Procedures for Arbitration

Purpose: This rule establishes the procedures to be followed when an employer has elected arbitration under the prevailing wage law. This rule is necessary to ensure a fair proceeding for businesses which elect arbitration. This rule may affect small businesses against which the Division has found a prevailing wage violation.

8 CSR 30-5.030 Awards by the Arbitrator

Purpose: This rule establishes guidelines for when an arbitrator must issue an award, what must be included, who must be notified, and how an award is enforced. This rule is necessary to ensure a fair proceeding for businesses which elect arbitration. This rule may affect small businesses against which the Division has found a prevailing wage violation and which elect arbitration.

8 CSR 30-6.010 Reduction in Minimum Wage Based on Physical or Mental Disabilities

Purpose: This rule allows employers in St. Louis County to pay persons participating in the Summer Work Experience Program \$0.90 less than the minimum wage. This rule is necessary to promote the employment of disabled individuals. This rule may affect small businesses in St. Louis County because the small business may choose to hire a person participating in the Summer Work Experience Program.

**RULES OF THE LABOR AND INDUSTRIAL RELATIONS
COMMISSION
8 CSR 20**

8 CSR 20-2.010 Governing Rules

Purpose: This rule establishes the general practices and procedures of the Commission. This rule is necessary to inform parties of the procedures that will apply to their cases. A small business which is a party to a proceeding before the Commission may be affected by this rule.

8 CSR 20-3.010 Jurisdiction

Purpose: This rule clarifies the jurisdictions of the Division of Workers' Compensation and the Commission in appeals of workers' compensation cases and settlements. This rule is necessary to assist employees and small businesses in proceeding before the Commission. A small business which is a party to a workers' compensation proceeding before the Commission may be affected by this rule.

8 CSR 20-3.020 Motions to Review Awards – Changes in Conditions

Purpose: This rule establishes the Commission's policy on reviewing workers' compensation awards based on changed conditions. This rule is necessary to advise employees and small businesses of their rights in workers' compensation proceedings. A small business which is a party to a workers' compensation proceeding before the Commission may be affected by this rule.

8 CSR 20-3.030 Review of Awards or Orders Issued by Administrative Law Judge

Purpose: This rule outlines the procedures for appealing a final award, order, or decision that was made by an administrative law judge in a workers' compensation case. This rule is necessary to ensure fair hearing and review in cases before the Commission. A small business which is a party to a workers' compensation proceeding before the Commission may be affected by this rule.

8 CSR 20-3.040 Temporary or Partial Awards

Purpose: This rule specifies when an application to review a temporary or partial award may be filed with the Commission. This rule is necessary to inform employees and small businesses of the conditions under which such an award is appropriate. A small business which is a party to a workers' compensation proceeding before the Commission may be affected by this rule.

8 CSR 20-3.050 Consolidation of Claims

Purpose: This rule specifies how the Commission will handle consolidated claims. This rule is necessary to ensure fair hearings before the Commission. A small business which is a party to a workers' compensation proceeding before the Commission may be affected by this rule.

8 CSR 20-3.060 Policy of the Commission

Purpose: This rule states the Commission's policy on continuances, attorney's fees, and agreements or contracts for settlement. This rule is necessary to ensure fair hearings before the Commission. A small business which is a party to a workers' compensation proceeding before the Commission may be affected by this rule.

8 CSR 20-3.070 Posting of Bonds

Purpose: This rule requires uninsured employers to file surety bonds to provide for workers' compensation awards. This rule is necessary to advise small businesses of their obligations under Missouri law. A small business which does not carry workers' compensation insurance may be affected by this rule.

8 CSR 20-4.010 Review – Applications

Purpose: This rule establishes procedures for applications to the Commission for review of the decision of the Division of Employment Security's Appeals Tribunal in unemployment cases. This rule is necessary to provide for a fair hearing in unemployment cases. A small business may be affected by this rule as a party to an unemployment benefits or contribution case.

8 CSR 20-5.010 Objections and Hearing

Purpose: This rule establishes procedures for filing objections to wage orders, including prevailing wage determinations and occupational title of work descriptions, and procedures for the Commission to conduct hearings on these objections. This rule is necessary to provide for review of prevailing wage determinations. A small business which is subject to the prevailing wage law and which wants to challenge a prevailing wage determination by the Division of Labor Standards may be affected by this rule.

8 CSR 20-6.010 Complaints and Mediation

Purpose: This rule establishes procedures for filing and mediating complaints relating to equal pay for female employees. This rule is necessary to ensure a fair hearing on wage issues. A small business may be affected by this rule if a complaint is filed against it for paying female employees lower wages.

RULES OF THE DIVISION OF WORKERS' COMPENSATION

8 CSR 50

80 CSR 50-2.010 Procedures for Non-contested and Contested Workers' Compensation Cases

Purpose: This rule sets forth procedures relating to workers' compensation injuries in non-contested and contested cases. This rule establishes when workers' compensation injuries and claims must be reported to the Division, to the employers' insurance carrier, and/or third-party administrators. This rule also provides the process for pursuing and defending against such claims. This rule is necessary to provide the parties with the procedures for workers' compensation claims and may affect small businesses which are parties to workers' compensation claims.

80 CSR 50-2.020 Administration

Purpose: This rule sets forth the requirements for administrative functions of the division, including acceptance and withdrawal from Chapter 287, RSMo, filing of documents, storage of documents, request for documents, and maintenance of division records. This rule is necessary to provide small businesses with the

procedures for requesting an exception from the provisions of the workers' compensation law, requesting documents, and submitting documents for storage. This rule may affect small businesses which are required to provide workers' compensation insurance.

80 CSR 50-2.030 Resolution of Medical Fee Disputes

Purpose: This rule sets forth the procedure for employers and insurers to dispute the reasonableness of medical fees and charges due to treatment of workers' compensation injuries. This rule is necessary to provide small businesses with procedures for disputing the reasonableness of a medical fee or charge. Section 287.140.4, RSMo, requires the Division to establish methods to resolve disputes concerning the reasonableness of medical charges, services, or aids for the treatment of workers' compensation injuries. Small businesses which have a workers' compensation claim by an employee may be affected by this rule.

8 CSR 50-3.010 Rules Governing Self-Insurance

PURPOSE: This rule sets forth the procedures for employers to request an exemption from insuring risk under the Workers' Compensation Act in obtaining the privilege of becoming an individual self-insurer. The rule also sets forth the factors considered in making exemption determinations. This rule is necessary to provide small businesses with the requirements, standards, and procedures to self-insure their liability under the Workers' Compensation law. Small businesses which are or want to be self-insured may be affected by this rule.

8 CSR 50-4.010 Rules Governing Rehabilitation

Purpose: This rule sets forth the guidelines for a facility to become a certified rehabilitation facility, and eligibility of workers for Second Injury Fund Benefits. This rule is necessary to provide small businesses guidance on how to become a certified rehabilitation facility so that they are more attractive to workers' compensation patients. This rule may affect small businesses which desire to become certified rehabilitation facilities.

8 CSR 50-7.040 Certification Requirements: Safety Engineering and Management Program

Purpose: This rule outlines the requirements for certification of a safety engineering and management program. This rule is necessary to provide small businesses with guidance on the requirements for certification of a safety engineering and management program. This rule may affect small businesses which want to establish such programs.

8 CSR 50-7.050 Application for Certification: Safety Engineering and Management Program

Purpose: This rule outlines the procedures for obtaining certification as a certified safety engineering and management program. This rule is necessary to provide small businesses with guidance on the procedures for obtaining certification as a certified safety engineering and management program. This rule may affect small businesses which want to establish such programs.

**RULES OF THE MISSOURI COMMISSION ON HUMAN RIGHTS
8 CSR 60**

8 CSR 60-2.025 Complaint, Investigation, and Conciliation Processes

Purpose: This rule describes the process for accepting and investigating complaints and for conciliating complaints when the Commission has found probable cause to believe the Missouri Human Rights Act has been violated. This rule is necessary to inform complainants and respondents of the applicable procedures and standards. A small business against which a complaint is filed would be affected by this rule.

8 CSR 60-2.045 Parties at hearing

Purpose: This rule sets out who is considered a party at a hearing to determine whether the Missouri Human Rights Act was violated, and the procedures for appearing at a hearing. This rule allows all non-corporation respondents, including small businesses, to appear with or without counsel. A small business against which a complaint is filed could be affected by this rule.

8 CSR 60-2.065 Pleadings

Purpose: This rule describes the process for the filing of pleadings for public hearings. This rule is necessary to provide the parties with guidance on the procedures and form of pleadings for public hearings. This rule may affect small businesses that are parties to cases set for public hearing.

8 CSR 60-2.090 Pre-hearing Conferences

Purpose: This rule describes the process and purpose for scheduling pre-hearing conferences. This rule is necessary to inform the parties of the process necessary to have a fair hearing. This rule may affect small businesses that are parties to cases set for public hearing.

8 CSR 60-2.100 Prehearing Discovery

Purpose: This rule describes the methods and procedures for pre-hearing discovery. This rule is necessary to inform the parties of the allowable methods of discovery and the processes for conducting discovery. This rule may affect small businesses that are parties to cases set for public hearing.

8 CSR 6002.110 Subpoenas and Subpoenas *Duces Tecum*

Purpose: This rule describes the procedures for obtaining subpoenas issued by the Commission for discovery or for attendance at hearing. This rule is necessary to secure a fair hearing and allow the parties to present their evidence at hearing. This rule may affect small businesses that are parties to cases set for public hearing.

8 CSR 60-2.130 Continuances

Purpose: This rule describes the process of requesting continuances of public hearings. This rule is necessary to provide the parties with guidance on the procedure for requesting a continuance of a public hearing. This rule may affect small businesses that are parties to cases set for public hearing.

8 CSR 60-2.150 Evidence

Purpose: This rule describes the process of introducing evidence at a public hearing. This rule is necessary to provide the parties with guidance on the procedure for introducing evidence at a public hearing. This rule may affect small businesses that are parties to cases set for public hearing.

8 CSR 60-2.170 Settlement Negotiations

Purpose: This rule describes the procedures for settlement negotiations of a disputed case prior to or after hearing. This rule is necessary to inform the parties of the right of settlement and the procedures for entering into an enforceable settlement. This rule allows all parties, including small businesses, to avoid a hearing or to limit potential liability by settling a disputed claim.

8 CSR 60-2.180 Stipulations

Purpose: This rule describes the procedure for entering into a stipulation of the facts and allowing the hearing officer to enter a decision and order. This rule is necessary to inform the parties of the right of stipulation and the procedures for entering into a stipulation. This rule allows all parties, including small businesses, to avoid a full hearing on a disputed claim.

8 CSR 60-2.190 Default

Purpose: This rule sets forth the procedures for entering a default judgment against a party that does not participate at hearing, and for setting aside such a default judgment. This rule is necessary to inform the parties of the possibility of default and how to request that a default be set aside. This rule may affect small businesses that are parties to cases set for public hearing.

8 CSR 60-2.200 Post-Hearing Procedure

Purpose: This rule describes the procedures to be followed after a public hearing has been held. This rule is necessary to provide the parties with guidance on the procedures that are followed after a public hearing has been held. This rule may affect small businesses that are parties to cases set for public hearing.

8 CSR 60-2.210 Orders

Purpose: This rule establishes the content, issuance, service and filing of orders. This rule is necessary to provide the parties with guidance on the requirements by which the hearing panel must comply. This rule may affect small businesses that are parties to cases set for public hearing.

8 CSR 60-2.260 Election of Civil Action

Purpose: This provides the procedures by which any party in certain Commission proceedings to elect to have the matter heard in circuit court rather than before the Commission's hearing officer. This rule is necessary to inform the parties of their right to elect a civil action, and of the procedures and time limit for doing so. This rule may affect small businesses that are parties to cases set for public hearing.

8 CSR 60-3.010 Preservation of Records and Posting of Posters and Interpretations

Purpose: This rule sets forth the rules for employer preservation of records, posting of posters, and the Commission's interpretation. This rule is necessary to provide small businesses notice of how long to retain employee records under the Missouri Human Rights Act, where and which posters must be posted, and of the Commission's interpretations. Small businesses which are subject to the Act may be affected by this rule because they are required to maintain records and provide notice in compliance with this rule.

8 CSR 60-3.020 Employment Advertising Practices

Purpose: This rule sets forth the guidelines and interpretations governing, but not limited to, the major aspects of employment advertising practices. This rule is necessary to provide small businesses notice of lawful and unlawful employment advertising practices. Small businesses which want to advertise for employment openings may be affected by this rule.

8 CSR 60-3.030 Employment Testing

Purpose: This rule sets forth the guidelines and interpretations governing, but not limited to, the major aspects of employment testing. This rule is necessary to provide small businesses notice of lawful and unlawful employment testing

practices. Small businesses which want to engage in employment testing may be affected by this rule.

8 CSR 60-3.040 Employment Practices Related to Men and Women

Purpose: This rule sets forth the guidelines and interpretations governing, but not limited to, the major aspects of employment practices such as advertising, recruiting, hiring, promoting, fringe benefits, wages, and hours in relation to an employee's sex. This rule is necessary to provide small businesses notice of lawful and unlawful employment practices related to men and women. Small businesses may be affected by this rule because all employers are required to comply.

8 CSR 60-3.050 Religious Discrimination

Purpose: This rule sets forth the Commission's guidelines and interpretations of the prohibitions in Chapter 213, RSMo, against religious discrimination, and of the requirement that employers must reasonably accommodate the religious beliefs of employees. This rule is necessary to provide small businesses notice of prohibited employment practices related to religion, and to provide small businesses guidance on the types of mandatory religious accommodations they must provide employees. All businesses covered by the Act, including small businesses, could be affected by this rule.

8 CSR 60-3.060 Handicap Discrimination in Employment

Purpose: This rule represents the Commission's interpretations of provisions dealing with handicap discrimination in employment. This rule is necessary to provide small businesses notice of lawful and unlawful employment practices related to the handicapped. All businesses covered by the Act, including small businesses, could be affected by this rule.

8 CSR 60-3.070 National Origin Discrimination

Purpose: This rule sets forth the guidelines and interpretations of the prohibitions in Chapter 213, RSMo, against national origin discrimination. This rule is necessary to provide small businesses notice of prohibited employment practices related to national origin. All businesses covered by the Act, including small businesses, could be affected by this rule.

8 CSR 60-3.080 Affirmative Action

Purpose: This rule sets forth guidelines for developing a voluntary affirmative action plan which will not result in unlawful discrimination. This rule is necessary to provide small businesses guidance on developing a voluntary affirmative action plan that does not result in unlawful employment practices. This rule may affect small businesses which want to establish a voluntary affirmative action plan.

8 CSR 60-4.015 Inquiries Regarding Handicaps

Purpose: This rule clarifies lawful and unlawful inquiries regarding the handicaps of an applicant for a dwelling, a person intended to reside in that dwelling or any person associated with that person. This rule is necessary to advise landlords of lawful and unlawful inquiries that may be made. This rule may affect small businesses which are in the business of processing or accepting dwelling applications or which are in the property sale or rental industry.

8 CSR 60-4.020 Reasonable Modification of Existing Premises

Purpose: This rule establishes guidelines regarding modifications made to premises for a person with special needs. This rule is necessary to provide landlords guidance on conditions that they may and may not require of a person requesting to make a reasonable modification of existing premises. This rule may affect small businesses which are in the property sale or rental industry.

8 CSR 60-4.025 Design and Construction Requirements

Purpose: This rule establishes accessibility requirements in the design and construction of covered multi-family dwellings. This rule is necessary to inform landlords of the applicable requirements. This rule may affect small businesses which are involved in the design or construction of multi-family dwellings.

8 CSR 60-4.030 Prohibited Coercion and Retaliation

Purpose: This rule clarifies the unlawful discriminatory practices prohibited by section 213.070, RSMo. This rule is necessary to provide small businesses notice

of unlawful coercion and retaliation under Chapter 213, RSMo. This rule may affect small businesses because all employers are required to comply.