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HEALTH INSURANCE PROTECTION

esses or injuries.

violations



LaborLawCentercom
 1-800-745-9970 • Product ID: CT50
Compliance Code: CT-0723-F04 • Check Compliance By Scanning Here •

EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGA

Know Your Rights: Workplace Discrimination is Illegal

CONNECTICUT

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've ated against at work or in applying for a job, the EEOC may be able to help.

 Retaliation for filing a charge, reasonably opposing Conduct that might reasonably discourage someone Who is Protected? • Employees (current and former), including managers discrimination, or participating in a discrimination from opposing discrimination, filing a charge, or and temporary employees lawsuit, investigation, or proceedin participating in an investigation or proceeding Job applicants Interference coercion or threats related to exercising Conduct that coerces, intimidates, threatens, or interferes Union members and applicants for membership in a union with someone exercising their rights, or someone rights regarding disability discrimination or pregnancy What Organizations are Covered? assisting or encouraging someone else to exercise Most private employers What Employment Practices can be Challenged as rights, regarding disability discrimination (including Discriminatory? All aspects of employment, including: State and local governments (as employers) accommodation) or pregnancy accommodation What can You Do if You Believe Discrimination has Educational institutions (as employers) • Discharge, firing, or lay-off Unions Harassment (including unwelcome verbal or **Occurred?** Contact the EEOC promptly if you suspect Staffing agencies physical conduct) discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 What Types of Employment Discrimination are Illegal? ring or promotion Assign Under the EEOC's laws, an employer may not discriminate days, depending on where you live/work). You can reach the EEOC in any of the following ways: against you, regardless of your immigration status, on the • Pay (unequal wages or compensation) oases of: Failure to provide reasonable accommodation for a **Submit** an inquiry through the EEOC's public portal: disability; pregnancy, childbirth, or related medical Race https://publicportal.eeoc.gov/Portal/Login.aspx condition; or a sincerely-held religious belief, Color Call 1-800-669-4000 (toll free) Religior observance or practice 1-800-669-6820 (TTY) National origin Renefits 1-844-234-5122 (ASL video phone) • Sex (including pregnancy, childbirth, and related medical Job training Visit an EEOC field office (information at conditions, sexual orientation, or gender identity) Classification www.eeoc.gov/field-office) Age (40 and older) Referral E-Mail info@eeoc.gov Obtaining or disclosing genetic information Additional information about the EEOC. Genetic information (including employer requests for, of employees including information about filing a charge Requesting or disclosing medical information or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) of discrimination, is available at www.eeoc.gov of employees EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of enforces the nondiscrimination and affirmative action commitments of companies 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and doing business with the Federal Government. If you are applying for a job with, or are requires affirmative action to recruit, employ, and advance in employment, disabled an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as mended, prohibits employment discrimination by Federal contractors based on race, complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes color, religion, sex, sexual orientation, gender identity, or national origin, and requires discrimination by Federal contractors under these Federal laws. Any person who believes ffirmative action to ensure equality of opportunity in all aspects of employment. a contractor has violated its nondiscrimination or affirmative action obligations under Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, OFCCP's authorities should contact immediately. protects applicants and employees of Federal contractors from discrimination based on nguiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. **Disability** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other undue hardship to the employer. Section 503 also requires that Federal contractors take calling an OFCCP regional or district office, listed in disabilities at all levels of employment, including the executive level.

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free)

aspects of employment by Federal contractors. Disability discrimination includes not If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to acces making reasonable accommodation to the known physical or mental limitations of an telecommunications relay services. OFCCP may also be contacted by submitting otherwise qualified individual with a disability who is an applicant or employee, barring a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by affirmative action to employ and advance in employment qualified individuals with under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

Ó ARES

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil which receive Federal financial assistance. Individuals with Disabilities Section 504 of Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the prohibits discrimination on the basis of race, color or national origin in programs or basis of disability in any program or activity which receives Federal financial assistance. ctivities receiving Federal financial assistance. Employment discrimination is covered by Discrimination is prohibited in all aspects of employment against persons with disabilitie Title VI if the primary objective of the financial assistance is provision of employment, who, with or without reasonable accommodation, can perform the essential functions of or where employment discrimination causes or may cause discrimination in providing 🛛 the job. If you believe you have been discriminated against in a program of any institutior services under such programs. Title IX of the Education Amendments of 1972 prohibits which receives Federal financial assistance, you should immediately contact the Federa employment discrimination on the basis of sex in educational programs or activities agency providing such assistance.

(Revised 6/27/202)

STATE EMPLOYEE ELECTRONIC MONITORING ACT

STATE OF CONNECTICUT ELECTRONIC MONITORING NOTICE

Pursuant to the requirements of Public Act 98-142, An Act Requiring Notice to or recording in areas designed for the health or personal comfort of the employees or for Employees of Electronic Monitoring by Employers, state employees should recognize safeguarding of their possessions, such as rest rooms, locker rooms or lounges. Employees that their work activities and communications may be subject to electronic monitoring. should understand that their activities involving State computer equipment and computer "Electronic monitoring" is defined by the Act as "the collection of information on an and/or electronic documents, data and communications, including e-mail and internet employer's premises concerning employees' activities or communications by any means 🛛 usage, are subject to being monitored, recorded and reviewed. Employees should be other than direct observation, including the use of a computer, telephone, wire, radio, aware that the fact that a document, data or communication has been "deleted" by the camera, electromagnetic, photo electronic or photo-optical systems, but not including employee does not mean that the item cannot be monitored or retrieved and reviewed the collection of information for security purposes in common areas of the employer's Employees will not be subject to electronic monitoring or recording of the content of remises which are held out for use by the public, or which is prohibited under state or their direct telephone conversations, except as may be permitted under state and federa ederal law." Employees may be subject to electronic monitoring or recording (including law. THIS NOTICE SHALL BE POSTED IN A CONSPICUOUS PLACE WHICH IS READILY sound, voice or video devices) while in State facilities and other locations where State AVAILABLE FOR VIEWING BY EMPLOYEES business is conducted, except that employees will not be subject to any such monitoring Rev. 10/9

PAID SICK LEAVE NOTICE

AVISO LEYES GENERALES DEL ESTADO DE CONNECTICUT §§ 31-57R -**NOTICE CONNECTICUT GENERAL STATUTES** §§ 31-57R - 31-57W - PAID SICK LEAVE 31-57W - LICENCIA POR ENFERMEDAD CON GOCE DE SUELDO

Each employer with 50 or more employees based on the number of Los empleadores con 50 ó más empleados, con base en el número de empleados que existan en prosecution. Employers may be assessed civil money penalties for each willful or employees on its payroll for the week containing October 1, shall provide la nómina de la semana que tenga el 1 de octubre, proporcionarán licencia por enfermedad con paid sick leave annually to each of its service workers in the state. The paid goce de sueldo anualmente a cada uno de sus trabajadores de servicios en el estado. La licencia repeated violation of the minimum wage or overtime pay provisions of the law. sick leave shall accrue beginning January 1, 2012 for current employees, or por enfermedad con goce de sueldo se acumulará a partir del 1° de enero de 2012 para empleados or a service worker hired after January 1, 2012, beginning on the service 🛛 actuales, o para un trabajador de servicios contratado después del 1° de enero de 2012, comenzando worker's date of employment. en la fecha de contratación del empleado. Accrual The accrual is at a rate of one hour of paid sick leave for each 40 Acumulación La acumulación es a razón de una hora de licencia por enfermedad con goce de sueldo nours worked by a service worker up to a maximum of 40 hours per year (the por cada cuarenta horas trabajadas por un trabajador de servicios hasta un máximo de cuarenta cca DV employer shall choose any 365 day period used to calculate employee horas por año del calendario (el empleador deberá elegir el periodo de 365 días a usarse para calcular los beneficios del trabajador a pagarse por la licencia por enfermedad) penefits in order to administer paid sick leave). • No service worker shall be entitled to use more than the maximum • Ningún trabajador de servicios tendrá derecho a usar más del número máximo de horas Connecticut's domestic violence information and resource hub Domestic violence is a pattern of coercive, controlling behavior that can include number of accrued hours. acumuladas emotional abuse, psychological abuse, physical abuse, sexual abuse, and/o Remanente Cada trabajador de servicios tendrá derecho a transferir hasta cuarenta horas no usadas Carry Over Each service worker shall be entitled to carry over up to 40 financial abuse. It is the result of a person's feeling of entitlement to have powe nused accrued hours of paid sick leave from the current year period to the de licencia por enfermedad con goce de sueldo del periodo del año del calendario actual al siguiente and control over their partner or family member and their choice to use abusive following year period Use of Paid Sick Leave A service worker shall be entitled to the use of accrued periodo del año del calendario. behaviors to gain and maintain that power and control. The pattern of abusive Uso de licencia por enfermedad con goce de sueldo Un trabajador de servicios tendrá derecho al behavior is designed to make the victim dependent upon the abuser, leaving the paid sick leave upon the completion of the service worker's 680th hour of uso de la licencia por enfermedad acumulada al cumplir el trabajador de servicios seiscientos victim feeling scared, confused, and insecure about their ability to survive on their mployment ochenta horas de empleo. own, financially or otherwise. • from January 1, 2012, for current service workers, or • a partir del 1° de enero de 2012, para trabajadores de servicios actuales, o If you or someone you know is experiencing an abusive relationship, help is available. • if hired after January 1, 2012, upon the completion of the service worker's • si es contratado después del 1° de enero de 2012, al cumplimiento de seiscientos ochenta horas Whether you need information, help, or just someone to talk to, we're here to listen. shelter and other housing options." 680th hour of employment from the date of hire, unless the employer de empleo por el trabajador de servicios desde la fecha de contratación, a menos que e empleador conceda una fecha más temprana. agrees to an earlier date. service worker shall not be entitled to the use of accrued paid sick leave if trabajador de servicios no tendrá derecho al uso de licencia por enfermedad con goce de sueldo si dicho trabajador no hubiese trabajado un promedio de diez o más horas por semana para e Your employer cannot treat you differently or take actions against you based on (iv) Taking other actions to increase safety from future incidents of domestic such service worker did not work an average of 10 or more hours a week for the employer in the most recent complete calendar quarter. empleador durante el más reciente trimestre completo del calendario. your status as a victim of domestic violence, nor can they deny you reasonable violence, including temporary or permanent relocation; or Pay Each employer shall pay each service worker for paid sick leave at a pay eración Cada empleador pagará a cada trabajador de servicios la licencia por enfermedad a leave of absence for certain issues related to the abuse you or your dependent (v) Obtaining legal services, assisting in the prosecution of the offense, or rate equal to the greater of either una tasa salarial igual al mayor de, ya sea: children have experienced, including: otherwise participating in legal proceedings in relation to domestic violence. • el salario normal por hora de dicho trabajador de servicios, o • the normal hourly wage for that service worker, or Seeking attention for injuries caused by domestic violence, including for a If vou feel you have been discriminated against due to your status as a victim • the minimum fair wage rate under section 31-58 of the general statutes in • la tasa del salario mínimo justo bajo la sección 31-58 de las leyes generales vigentes para el período child of domestic violence or if you have been denied a reasonable leave of absence effect for the pay period during which the employee used paid sick leave. de pago durante el cual el empleado utilizó la licencia por enfermedad con goce de sueldo. (ii) Obtaining services including safety planning from a domestic violence or to deal with issues related to abuse, contact the Connecticut easons for Use of Leave Razones para el uso de licencia rape crisis center service worker may use paid sick leave for his or her own: Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo para las Commission on Human Rights and Opportunities at 860-541-3400, CT (iii) Obtaining psychological counseling related to domestic violence, including Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO illness, injury or health condition: siguientes circunstancias personales: for a child: • the medical diagnosis, care or treatment of his or her mental illness or enfermedad, lesión o condición de salud; physical illness, injury or health condition; or • el diagnóstico, atención o tratamiento de su enfermedad mental o física, lesión o condición de preventative medical care. salud; o • atención médica preventiva. A service worker may use paid sick leave for a child's or spouse's: Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo para las • illness, injury or health condition; the medical diagnosis, siquientes circunstancias de un hijo o cónyuge: • care or treatment of a mental or physical illness, injury or health condition; or NOTICE Connecticut General Statutes §§ 46a-60(a), (b)(7), (d)(1) NOTIFICACIÓN Secciones 46a-60(a), (b)(7), (d)(1) de las enfermedad, lesión o condición de salud; preventative medical care **Pregnancy Discrimination and** • el diagnóstico, atención o tratamiento de una enfermedad mental o física, lesión o condición de service worker may use paid sick leave if the service worker is a victim of family violence or sexual assault: salud; o **Accommodation in the Workplace** • for medical care or psychological or other counseling for physical or • atención médica preventiva. Empleadores contemplados en estas leyes Cualquier empleador que tenga **Covered Employers** Each employer with more than 3 employees must comply Un trabajador de servicios puede usar licencia por enfermedad con goce de sueldo si el trabajador psychological injury or disability; más de 3 empleados debe cumplir estas leyes antidiscriminación y de adaptación with these anti-discrimination and reasonable accommodation laws related to an to obtain services from a victim services organization de servicios es víctima de violencia familiar o agresión sexual: employee or job applicant's pregnancy, childbirth or related conditions, including razonable relativas al embarazo, parto o condiciones relacionadas incluida la • to relocate due to such family violence or sexual assault; • para atención médica o consejería psicológica o de otro tipo por heridas físicas o psicológicas o actancia de una empleada o solicitante de empleo. • to participate in any civil or criminal proceedings related to or resulting discapacidad lactation prohíbe la discriminación Ningún empleador puede discriminar a una from such family violence or sexual assault.

• Documentación firmada por un proveedor de servicios de salud que esté tratando al trabajador de

días de dicha licencia se considerará documentación razonable.

razonable para una víctima de violencia familiar o agresión sexual

servicios o al hijo o cónyuge del trabajador de servicios indicando la necesidad para el número de

• Un acta de tribunal o documentación firmada por un trabajador de servicios o voluntario

trabajando para una organización de servicios a víctimas, un abogado, un agente de policía u otro

consejero que esté interviniendo con el trabajador de servicios se considerará documentaciór

hubiese solicitado o usado licencia por enfermedad con goce de sueldo en conformidad con la ley

• en conformidad con las propias normas del empleador sobre licencia por enfermedad con goce

• hubiese registrado una queja con el Comisionado de Trabajo alegando una violación de la ley de

trabajador de servicios bajo un acuerdo de negociación colectiva, ni reemplazará ni invalidará los

Proceso de queja Cualquier empleado con motivo de queja por una violación de las provisiones de

términos de cualquier acuerdo de negociación colectiva vigente antes del 1° de enero de 2012.

iación colectiva Nada en la Ley disminuirá ningún derecho concedido a cualquier empleado o

IRS

Prohibición de represalia o discriminación Ningún empleador tomará acción de personal er represalia ni discriminará contra un empleado debido a que el empleado:

CONNECTICUT & FEDERAL LABOR LAW POSTER

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USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the

National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform • If you leave your job to perform military service, you have the right to elect service in the uniformed service and: to continue your existing employer-based health plan coverage for you and you ensure that your employer receives advance written or verbal notice of your your dependents for up to 24 months while in the military Even if you don't elect to continue coverage during your military service

service: you have five years or less of cumulative service in the uniformed services while with you have the right to be reinstated in your employer's health plan whe that particular employer you are reemployed, generally without any waiting periods or exclusions

(e.g., pre-existing condition exclusions) except for service-connected you return to work or apply for reemployment in a timely manner after conclusion of service; and

• you have not been separated from service with a disqualifying discharge or under **ENFORCEMENT** • The U.S. Department of Labor, Veterans Employment and Training Service other than honorable conditions.

Bi-Weekly

various non-manufacturing, non-mining, non-hazardous jobs with certain work

TIP CREDIT Employers of "tipped employees" who meet certain conditions may

claim a partial wage credit based on tips received by their employees. Employers

must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a

with the employer's cash wage of at least \$2.13 per hour do not equal the

PUMP AT WORK The FLSA requires employers to provide reasonable break time

for a nursing employee to express breast milk for their nursing child for one year

after the child's birth each time the employee needs to express breast milk.

Employers must provide a place, other than a bathroom, that is shielded from

view and free from intrusion from coworkers and the public, which may be used

NFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime,

and other violations. The Department may litigate and/or recommend criminal

tip credit against their minimum wage obligation. If an employee's tips combined

urs restrictions. Different rules apply in agricultural employment.

mum hourly wage, the employer must make up the difference.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases,

a comparable job.

proceeding under USERRA, even if that person has no service connection.

1-866-487-2365

1/15

readily see it.

ver 40 in a workweek.

y the employee to express breast milk.

Weekl

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit of employment, because of this status. In addition, an employer may not retaliate against anyone assisting in the enforcement

https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. of USERRA rights, including testifying or making a statement in connection with a • You may also bypass the VETS process and bring a civil action against an

Other

ontact VETS at 1-866-4-USA-DOL or visit its website at

employer for violations of USERRA. Publication Date — May 2022

(VETS) is authorized to investigate and resolve complaints of USERRA

For assistance in filing a complaint, or for any other information on USERRA

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may It by displaying the text of this notice where they customarily place notices for employees

PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name)

Shall be as follows

Title:

FEDERAL MINIMUM WAGE

Mont

U.S. Department of Justice

Employer Support Of The Guard And Reserve 1-800-336-4590 Office of Special Counsel

FMLA - FAMILY AND MEDICAL LEAVE ACT

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that You must also inform your employer if FMLA leave was previously taken or approved for pouse, child or parent who is a military servicemember.

reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for end of your leave. more information. FMLA leave is not paid leave, but you may choose, or be required by Your employer cannot interfere with your FMLA rights or threaten or punish you for policy covers the reason for which you need FMLA leave.

ble to take FMLA leave? You are an eligible employee if all of the following apply: aware that your need for leave is for a reason that may qualify under the FMLA, your leave, and • Your employer has at least 50 employees within 75 miles of your work location. Airline flight crew employees have different "hours of service" requirements. You work for a 🛛 if any, will be FMLA-protected leave. covered employer if <u>one</u> of the following applies: • You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year, • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public or private secondary school, or • You work for an elementary or public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management. low do I request FMLA leave? Generally. to request FMLA leave you must: • Follow your WHD or file a private lawsuit against employer's normal policies for requesting leave, Give notice at least 30 days before your your employer in court. need for FMLA leave, or • If advance notice is not possible, give notice as soon as possible. Scan the QR code to learn about

You **do** <u>not</u> have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection.

provides eligible employees with **job-protected leave** for qualifying family and medical the same reason when requesting additional leave. Your **employer** may request certification reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the from a health care provider to verify medical leave and may request certification of a FMLA for most employees. Eligible employees can take up to 12 workweeks of FMLA qualifying exigency. The FMLA does not affect any federal or state law prohibiting leave in a 12-month period for: • The birth, adoption or foster placement of a child with discrimination or supersede any state or local law or collective bargaining agreement that you, • Your serious mental or physical health condition that makes you unable to work, • provides greater family or medical leave rights. State employees may be subject to certain o care for your spouse, child or parent with a serious mental or physical health 🛛 limitations in pursuit of direct lawsuits regarding leave for their own serious health condition, and • Certain qualifying reasons related to the foreign deployment of your conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. An eligible employee who is the spouse, child, parent or next of kin of a covered What does my employer need to do? If you are eligible for FMLA leave, your employer

servicemember with a serious injury or illness may take up to 26 workweeks of FMLA must: • Allow you to take job-protected time off work for a qualifying reason, • Continue eave in a single 12-month period to care for the servicemember. You have the right to your group health plan coverage while you are on leave on the same basis as if you had use FMLA leave in one block of time. When it is medically necessary or otherwise not taken leave, and • Allow you to return to the same job, or a virtually identical job with permitted, you may take FMLA leave intermittently in separate blocks of time, or on a the same pay, benefits and other working conditions, including shift and location, at the

your employer, to use any employer-provided paid leave if your employer's paid leave exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation. After becoming

• You work for a covered employer, • You have worked for your employer at least 12 months, • employer must confirm whether you are eligible or not eligible for FMLA leave. If your You have at least 1,250 hours of service for your employer during the 12 months before your employer determines that you are eligible, your employer must notify you in writing About your FMLA rights and responsibilities, and • How much of your requested leave

Where can I find more info

rights under the FMLA have been violated, you may file a complaint with

WAGE AND HOUR DIVISION UNITED STATES DEPARTMEN OF LABOR





Office of the

Healthcare

Advocate

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from of any State or local law or any collective bargaining agreement which is more restrictive using lie detector tests either for pre-employment screening or during the course with respect to lie detector tests. EXAMINEE RIGHTS Where polygraph tests are of employment. PROHIBITIONS Employers are generally prohibited from requiring or permitted, they are subject to numerous strict standards concerning the conduct and requesting any employee or job applicant to take a lie detector test, and from length of the test. Examinees have a number of specific rights, including the right to a discharging, disciplining, or discriminating against an employee or prospective employee written notice before testing, the right to refuse or discontinue a test, and the right not Federal, State and local governments are not affected by the law. Also, the law does not Labor may bring court actions to restrain violations and assess civil penalties against apply to tests given by the Federal Government to certain private individuals engaged in violators. Émployees or job applicants may also bring their own court actions. THE LAW national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain APPLICANTS CAN READILY SEE IT. prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.)

ing to take a test or for exercising other rights under the Act. EXEMPTIONS to have test results disclosed to unauthorized persons. ENFORCEMENT The Secretary of REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB

WAGE AND HOUR DIVISION **WHE** UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243 WH1462 REV 02/22 www.dol.gov/agencies/who

HEALTH INSURANCE

REQUIRED UNEMPLOYMENT POSTER All liable employers must display a poster furnished by thi agency to inform workers that their employer is covered by the Connecticut Unemployment Compensation Law (UC-8). All employers of one or more persons (full or part-time) must register by filing an Employer Status Report. Failure to receive a copy of the form does not relieve the employer of the obligation to register. Employers can register by completing the appropriate forms which can be obtained by calling the Employer Status Unit at 860-263-6550.



ELECTRONIC MONITORING DEVICES

actors" when o know the e entitled to tly classified	NOTICE TO THE EMPLOYEES OF: In accordance with §31-48d of the Connecticut General Statues, this will serve as notice that this employer may engage in the following types of Electronic Monitoring of employee's activities or communications;					
orkers with I certificates	Telephone	Computer	Wire	Photo electronic	Other:	
i certificates	Camera (including hidden cameras)	Radio	Electromagnetic	Photo-optical		
WHB	If you have any questions regarding this notice contact:			for additional information		
WH1088	(Company Representative) The Connecticut Department of Labor provides this sample poster as a public service					
REV 04/23	The connecticul department of Labor provides this sample poster as a public service					

The law requires employers to display this poster where employees can Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious iniury of any minor OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked employee, and such assessments may be doubled when the violations are letermined to be willful or repeated. The law also prohibits retaliating agains CHILD LABOR An employee must be at least 16 years old to work in most nonor discharging workers who file a complaint or participate in any proceeding arm jobs and at least 18 to work in non-farm jobs declared hazardous by the under the FLSA Secretary of Labor. Youths 14 and 15 years old may work outside school hours in

ADDITIONAL INFORMATION Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with both.

Some employers incorrectly classify workers as "independent contrac they are actually employees under the FLSA. It is important to rence between the two because employees (unless exempt) are the FLSA's minimum wage and overtime pay protections and correctly pendent contractors are not. inder

Certain full-time students, student learners, apprentices, and wo disabilities may be paid less than the minimum wage under special o issued by the Department of Labor.

Leyes Generales de Connecticut Discriminación

por embarazo y adaptación en el lugar de trabajo

empleada o solicitante de empleo debido a su embarazo, parto u otras

condiciones relacionadas (por ej., amamantar a su bebé o extraerse leche materna

· La terminación del empleo debido a embarazo, parto o condición relacionada

Negar un permiso de ausencia razonable por discapacidad debido a embarazo

(por ej., que el médico hava recetado descanso en cama durante el periodo de

Negar las prestaciones por discapacidad o por permiso de ausencia acumuladas

• No reincorporar a la empleada a su puesto de trabajo original o a un puesto

· Limitar, segregar o clasificar a la empleada de forma tal que la prive de

Establecer términos o condiciones de empleo que discriminen a la empleada

*Nota: No hav requisito alguno de que la empleada deba prestar sus servicios al

empleador durante un cierto periodo antes de que se le otorgue el permiso de

Adaptación razonable El empleador debe proporcionar una adaptación

razonable a una empleada o solicitante de empleo debido a su embarazo, a su

parto o a que necesite amamantar a su bebé o extraerse leche materna en el





EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

that resulted in economic loss to the employer. The law does not preempt any provision UNEMPLOYMENT COMPENSATION FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

 para obtener servicios de una organización de servicios a víctimas; lotice If leave is foreseeable, the employer may require advance notice. If • para mudarse debido a tal violencia familiar o agresión sexual; leave is unforeseeable, the employer may require notice as soon as para participar en cualesquier procedimientos civiles o criminales relacionados con, o resultantes de tal violencia familiar o agresión sexual. Notificación Si la licencia es previsible, el empleador puede exigir notificación previa. Si la licencia es

de sueldo, según sea el caso; o

imponer una multa civil o conceder otro alivio.

parte del empleador.

practicable. Reasonable Documentation Documentation for paid sick leave of 3 or imprevisible, el empleador puede exigir notificación lo más pronto practicable nore consecutive work days may be required

 documentation signed by a health care provider who is treating the service worker or the service worker's child or spouse indicating the need tres o más días laborales consecutivos puede ser requerida. r the number of days of such leave shall be considered reasonable documentation. • a court record or documentation signed by a service worker or volunteer

working for a victim services organization, an attorney, a police officer or other counselor involved with the service worker shall be considered reasonable documentation for a victim of family violence or sexual assault. ohibition of Retaliation or Discrimination No employer shall take retaliatory personnel action or discriminate against an employee because the

employee: requests or uses paid sick leave either in accordance with the act; or • in accordance with the employer's own paid sick leave policy, as the case may be; or

• files a complaint with the Labor Commissioner alleging the employer's violation of the act

ollective Bargaining Nothing in the act shall diminish any rights provided o any employee or service worker under a collective bargaining agreement, r preempt or override the terms of any collective bargaining agreement

effective prior to January 1, 2012. nt Process Any employee aggrieved by a violation of the provisions of the act may file a complaint with the Labor Commissioner. Upon receipt 🛛 la ley puede registrar una queja con el Comisionado de Trabajo. Al recibo de cualquier tal queja, dicho of any such complaint, said Commissioner may hold a hearing. After a 🛛 comisionado podrá celebrar una audiencia. Después de una audiencia, el Comisionado podrá earing, the Commissioner may assess a civil penalty or award other relief.

This is not the complete Paid Sick Leave law. Please contact your Human Esta no es la Ley de Licencia por Enfermedad con Goce de Sueldo completa. Por favor Effective 1/1/15 comuníquese con Recursos Humanos para información adicional. lesources office for additional information

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer did If you can answer "YES"... you... • Marry or divorce? • Gain or lose a depend Change your name? Were there major changes to...

Your nonwage income (interest, dividends, capital gains, etc.)? • Your family wage income (you or your spouse started or ended a job)? • Your itemized deductions? • Your tax credits?

any of these questions or you owed extra tax when you Poster so that your employees will see it. Please indicate filed your last return, you may need to file a new form W-4. where they can get forms and information on this subject See your employer for a copy of Form W-4 or call the IRS at X IV 1-800-829-3676. Now is the time to check your withholdin For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator a www.irs.gov/individuals on the IRS web site. Internal Revenue Service www.irs.gov

SEXUAL HARASSMENT SEVILAL HADASSMENT IS ILLEGAL

State of Connecticut COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES Promoting Equality and Justice for all People and Title VII of the Civ	n Employment Practices Act,	
Sexual harassment means: "Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:	Examples of Sexual Harassment	Remedies For Sexual Harassme
 (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment." Individuals who engage in acts of sexual harassment may be subject to civil and criminal penalties. 	 Unwelcome sexual advances Suggestive or lewd remarks Unwanted hugs, touches, or kisses Requests for sexual favors Retaliation for complaining about sexual harassment Derogatory or pornographic posters, cartoons or drawings 	 Cease and desist orders Back pay Compensatory damages Hiring, promotion or reinstatement Emotional distress damages

Connecticut law requires that a written complaint be filed with the Commission within 300 days of the date the alleged harassment for events occurring on or after October 1, 2019. For harassment occurring before October 1, 2019, complaints must be filed within 180 days of the harassment.

If you feel you have been discriminated against, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHR

DOMESTIC VIOLENCE RESOURCES IN CONNECTICUT

DOMESTIC VIOLENCE RESOURCES IN CONNECTICUT CTSafeConnect

IT IS ILLEGAL TO DISCRIMINATE AGAINST SOMEONE BASED ON THEIR STATUS AS A VICTIM OF DOMESTIC VIOLENCE

PREGNANCY DISCRIMINATION

en el trabaio).

La conducta discriminatoria prohibida incluve:

equivalente después de su ausencia

oportunidades de empleo

Descanso periódico

recuperación de 6 a 8 semanas después del parto)*

conforme a los planes que el empleador mantenga

ausencia con protección del empleo de acuerdo con esta ley.

Ejemplos de adaptaciones razonables incluyen, entre otros:

Permitirle estar sentada mientras trabaja

Prohibition of Discrimination No employer may discriminate against an employee or job applicant because of her pregnancy, childbirth or other related conditions (e.g., breastfeeding or expressing milk at work).

Prohibited discriminatory conduct includes

Terminating employment because of pregnancy, childbirth or related condition Denying reasonable leave of absence for disability due to pregnancy (e.g., doctor prescribed bed rest during 6-8 week recovery period after birth)* Denying disability or leave benefits accrued under plans maintained by the

emplover Failing to reinstate employee to original job or equivalent position after leave

Limiting, segregating or classifying the employee in a way that would deprive her of employment opportunities

Discriminating against her in the terms or conditions of employment *Note: There is no requirement that the employee be employed for a certain length of time prior to being granted job protected leave of absence under this law.

sonable Accommodation An employer must provide a reasonable accommodation to an Employee or job applicant due to her pregnancy, childbirth or needing to breastfeed or express milk at work.

Reasonable accommodations include, but are not limited to: Being permitted to sit while working

More frequent or longer breaks Periodic rest

Assistance with manual labor

Job restructuring

Light duty assignments Modified work schedules

Fecha de vigencia: 1/1/15

Publication 21

(Rev. 8-2009) Cat. No. 11047P

kual Harassment

Employer: Please post or publish this Bulletin Board

Temporary transfers to less strenuous or less hazardous work

Time off to recover from childbirth (prescribed by a Doctor, typically 6-8 weeks Break time and appropriate facilities (not a bathroom) for expressing milk

Denial of Reasonable Accommodation No employer may discriminate against

employee or job applicant by denying a reasonable accommodation due to regnancy

Prohibited discriminatory conduct includes:

 Failing to make reasonable accommodation (and is not an undue hardshin)** Denving job opportunities to employee or job applicant because of request for

reasonable accommodation Forcing employee or job applicant to accept a reasonable accommodation when she has no known limitation related to pregnancy or the accommodation

is not required to perform the essential duties of job Requiring employee to take a leave of absence where a reasonable accommodation could have been made instead

**Note: To demonstrate an undue hardship, the employer must show that the accommodation would require a significant difficulty or expense in light of its circumstances.

Prohibition of Retaliation Employers are prohibited from retaliating against an employee because of a request for reasonable accommodation.

Notice Requirements Employers must post and provide this notice to all existing employees by January 28, 2018; to an existing employee within 10 days after she notifies the employer of her pregnancy or related conditions; and to new

employees upon commencing employment. Complaint Process CHRO Any employee aggrieved by a violation of these statutes may file a complaint with the Connecticut Commission on Human Rights and Opportunities (CHRO). Complainants have 180 days from the date of the alleged act of discrimination, or from the time that you reasonably became aware of the discrimination, in which to file a complaint. It is illegal for anyone to retaliate against you for filing a complaint.

CHRO main number: 860-541-3400

CHRO website: www.ct.gov/chro/site/default.asp

OR POLITICAL SUBDIVISION THEREOF MAY BE PAID 85% OF CTSafeConnect.org | 888.774.2900 THE APPLICABLE MINIMUM WAGE. CALL • TEXT • CHAT • EMAIL • 24/7 MINORS UNDER 18 YEARS OF AGE EMPLOYED IN AGRICULTURE All services are safe, free, confidential & voluntary MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE. Safe Connect advocates can help you think through options and get you MINORS EMPLOYED BY AGRICULTURAL EMPLOYERS WHO DID connected with one of CCADV's 18 local domestic violence organizations fo NOT, DURING THE PRECEDING CALENDAR YEAR, EMPLOY services such as counseling, support groups, advocacy for accessing basic needs, EIGHT OR MORE WORKERS AT THE SAME TIME SHALL BE PAID court-based advocacy, age-appropriate child advocacy, and support in finding

A MINIMUM WAGE OF NOT LESS THAN 70% OF THE MINIMUM WAGE AS DEFINED IN SECTION 31-58. MINORS IN OTHER EMPLOYMENT - SEE SECTION 31-60-6.

MINORS UNDER 18 YEARS OF AGE EMPLOYED BY THE STATE

FOR EXCEPTIONS - SEE SECTION 31-76i OF THE CONNECTICUT GENERAL STATUTES. Sec. 31-60-1. Piece rates in relation to time rates or Sec. 31-60-7. Learners. incentive pay plans, including commissions and [This regulation contains the requirements to apply to the

bonuses. Labor Commissioner for a subminimum rate in an (a) Definitions. For the purpose of this regulation, "piece occupation which is not apprenticeable.] rates" means an established rate per unit of work performed Sec. 31-60-8. Apprentices. without regard to time required for such accomplishment. [Under this regulation, apprentices duly registered by the "Commissions" means any premium or incentive Connecticut State Apprenticeship Council of the Labor ompensation for business transacted whether based on per Department may not be employed at less than the centum of total valuation or specific rate per unit of minimum wage unless permission has been received from accomplishment. "Incentive plan" means any method of the Labor Commissioner through an application process.] compensation, including, without limitation thereto, commissions, piece rate, bonuses, etc., based upon the Sec. 31-60-9. Apparel. amount of results produced, where the payment is in For the purpose of this regulation, "apparel" means Connecticut General Statutes. accordance with a fixed plan by which the employee uniforms or other clothing supplied by the employer for becomes entitled to the compensation upon fulfillment of use in the course of employment but does not include the conditions established as part of the working agreement, articles of clothing purchased by the employee or clothing but shall be subject to the limitation hereinafter set forth. usually required for health, comfort or convenience of the (b) Record of wages. Each employer shall maintain records employee. An allowance (deduction) not to exceed \$1.50 of wages paid to each employee who is compensated for per week or the actual cost, whichever is lower, may be permitted to apply as part of the minimum fair wage for his services in accordance with an incentive plan in such

form as to enable such compensation to be translated the maintenance of wearing apparel or for the laundering readily into terms of average hourly rate on a weekly basis and cleaning of such apparel when the service has been performed. When protective garments such as gloves, for each work week or part thereof of employment. boots or aprons are necessary to safeguard the worker or (c) Piece rates in relation to time rates: prevent injury to an employee or are required in the (1) When an employee is compensated solely at piece interest of sanitation, such garments shall be provided rates he shall be paid a sufficient amount at piece rates

and paid for and maintained by the employer without to yield an average rate of at least the minimum wage charge upon the employee. for each hour worked in any week, and the wage paid Sec. 31-60-10. Travel time. to such employee shall be not less than the minimum wage for each hour worked. (a) For the purpose of this regulation, "travel time" means

(2) When an employee is compensated at piece rates that time during which a worker is required or permitted for certain hours of work in a week and at an hourly rate to travel for purposes incidental to "a performance of his for other hours, the employee's hourly rate shall be at employment but does not include time spent traveling least the minimum wage and his earnings from piece from home to his usual place of employment or return to rates shall average at least the minimum wage for each home, except as hereinafter provided in this regulation. hour worked on piece rate for that work week, and the (b) When an employee, in the course of his employment, is wage paid to such employee shall not be less than the required or permitted to travel for purposes which inure minimum wage for each hour worked. to the benefit of the employer, such travel time shall be

(3) When an employee is employed at a combination of considered to be working time and shall be paid for as hourly rate and piece rate for the same hours of work such. Expenses directly incidental to and resulting from (i.e., an incentive pay plan superimposed upon an such travel shall be paid for by the employer when hourly rate or a piece rate coupled with a minimum payment made by the employee would bring the hourly guarantee), the employee shall receive an employee's earnings below the minimum fair wage. average rate of at least the minimum wage an hour for (c) When an employee is required to report to other than each hour worked in any week and the wage paid to his usual place of employment at the beginning of his such employee shall be not less than the minimum work day, if such an assignment involves

ordinarily required to travel from his home to his usual (1) When an employee is compensated solely on a place of employment, such additional travel time shall be commission basis, he shall be paid weekly an average considered to be working time and shall be paid for as of at least the minimum wage per hour for each hour such

(2) When an employee is paid in accordance with a plan (d) When at the end of a work day a work assignment at providing for a base rate plus commission, the wage other than his usual place of employment involves, on the paid weekly to the employee from these combined part of the employee, travel time in excess of that sources shall equal at least an average of the minimum ordinarily required to travel from his usual place of wage an hour for each hour worked in any work week. employment to his home, such additional travel time shall All commissions shall be settled at least once in each be considered to be working time and shall be paid for as month in full. When earnings are derived in whole or in such. part on the basis of an incentive plan other than these Sec. 31-60-11. Hours worked. defined herein, the employee shall receive weekly at (a) For the purpose of this regulation, "hours worked"

least the minimum wage per hour for each hour include all time during which an employee is required by worked in the work week, and the balance earned shall the employer to be on the employer's premises or to be on be settled at least once monthly. duty, or to be at the prescribed work place, and all time Sec. 31-60-2. Gratuities as part of the minimum fair during which an employee is employed or permitted to

wage work, whether or not required to do so, provided time For the purposes of this regulation, "gratuity" means a allowed for meals shall be excluded unless the employee voluntary monetary contribution received by the is required or permitted to work. Such time includes, but employee from a guest, patron or customer for service shall not be limited to, the time when an employee is endered

equired to wait on the premises while no work is provided by the employer. Working time in every instance shall be (a) Unless otherwise prohibited by statutory provision or computed to the nearest unit of 15 minutes. by a wage order, gratuities may be recognized as (b) All time during which an employee is required to be on constituting a part of the minimum fair wage when all of the following provisions are complied with: call for emergency service at a location designated by the

employer shall be considered to be working time and shall (1) The employee shall be engaged in an employment in which gratuities have customarily and usually be paid for as such, whether or not the employee is constituted and have been recognized as part of his actually called upon to work. remuneration for hiring purposes and

(c) When an employee is subject to call for emergency (2) The amount received in gratuities claimed as credit service but is not required to be at a location designated for part of the minimum fair wage shall be recorded on by the employer but is simply required to keep the a weekly basis as a separate item in the wage record, employer informed as to the location at which he may be hough payment is made more frequently, and contacted, or when an en

\$14.00 per hour effective 7-1-22 \$15.00 per hour effective 6-1-23 (P.A. 19-4) OVERTIME - ONE AND ONE-HALF TIMES THE EMPLOYEES REGULAR RATE OF PAY AFTER 40 HOURS PER WEEK.

Minimum Wage:

the enterprise in which he is employed or of a customarily recognized department or subdivision thereof, and includes the customary and regular direction of the work of two or more other employees therein, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" means a predetermined amount paid for each pay period on a weekly or less frequent basis, regardless of the number of days or hours worked, which amount is not subject to reduction because of variations in the quality or quantity of the work performed, and which amount has been the subject of an employer advisement as required by section 31-71f of the

(1) Although the employee need not be paid for any workweek in which he performed no work, deductions may only be made in the following five (5) instances: (A) During the initial and terminal weeks of employment, an employer may pay a proportionate

part of an employee's salary for the time actually worked: (B) Deductions may be made for one or more full days if the employee is absent for personal reasons

other than sickness or accident; (C) Deductions may be made for one or more full days of sickness or disability provided the deduction is made pursuant to a bona fide plan, policy or practice of making deductions from an employee's salary after sickness or disability leave has been exhausted which has been disclosed to the employee in accordance with section 31-71f of the Connecticut

General Statutes; (D) Deductions may be made for absences of less than one full day taken pursuant to the federal family medical leave act, 29 USC 2601 et seq., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of Connecticut state agencies; or

(E) Deductions may be made for one or more full days if the employee is absent as a result of a disciplinary suspension for violating a safety rule of major significance. Safety rules of major significance include only those relating to the prevention of serious danger to the employer's premises, or to other employees.

(2)(A) No deduction of any kind shall be made for any part of a workweek absence that is attributable to:

(i) lack of work occasioned by the operating requirements of the employer; (ii) jury duty, or attendance at a judicial proceeding in the capacity of a witness; or

(iii) temporary military leave. (B) An employer is permitted to offset payments an employee receives for any of the services described in this subdivision against the employee's regular salary during the week of such absence.

(3) No deduction shall be made for an absence of less than one full day from work unless: (A) The absence is taken pursuant to the federal family

and medical leave act. 29 USC 2601 et seq., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of Connecticut state agencies; or (B) The absence is taken pursuant to a bona fide paid time off benefits plan that specifically authorizes the substitution or reduction from accrued benefits for the time that an employee is absent from work, provided the employee receives payment in an

amount equal to his guaranteed salary. (B) The absence is taken pursuant to a bona fide paid time off benefits plan that specifically authorizes the substitution or reduction from accrued benefits for the time that an employee is absent from work, provided the employee receives payment in an amount equal to his guaranteed salary.

Sec. 31-60-15. Employee in bona fide Administrativ

(a) For the purposes of said section 31-58 (f), "employee

employed in a bona fide administrative capacity" means

any employee (1) whose primary duty consists of either: (A)

the performance of office or nonmanual work directly

related to management policies or general business

operations of his employer or his employer's customers, or

(4) No deduction of any kind shall be made for an absence of less than one week which results from a disciplinary suspension for violating ordinary rules of employee conduct. pecifical

Capacity

 Pausas más frecuentes o más largas Ayuda con el trabajo manual Reestructuración del trabaio wage for each hour worked. Asignaciones de trabajo ligero Horarios de trabajo modificados d) Commissior Transferencias temporales a tareas menos extenuantes o menos peligrosas Tiempo libre para recuperarse del parto (recetado por un médico, por lo eral entre 6 y 8 semanas) Pausas e instalaciones adecuadas (no en un baño) para extraerse leche materna worked Negación de la adaptación razonable Ningún empleador habrá de discriminar a una empleada o solicitante de empleo negándole una adaptación razonable

debido a su embarazo. La conducta discriminatoria prohibida incluye No proporcionar una adaptación razonable (y que no represente una penuria

excesiva para el empleador)* Negar oportunidades de trabajo a una empleada o solicitante de empleo debido a la petición de contar con una adaptación razonable Forzar a la empleada o solicitante de empleo a que acepte una adaptación razonable cuando ella no tiene una limitación conocida relacionada con el embarazo o cuando no se necesita tal adaptación para que realice las tareas esenciales de

su trabaio Pedirle a una empleada que acepte un permiso de ausencia cuando en vez de ello se le pudo haber provisto una adaptación razonable *Nota: Para demostrar una penuria excesiva, el empleador debe presentar

evidencia de que la adaptación supondría una dificultad o gasto considerables tomando en cuenta sus circunstancias. Se prohíbe tomar represalias Los empleadores tienen prohibido tomar

represalias contra una empleada debido a la petición de disponer de una adaptación razonable. **sitos de la notificación** Los empleadores deben publicar y proporcionar esta notificación a todas las empleadas a más tardar el 28 de enero de 2018, a cualquier mpleada dentro de los 10 días posteriores al momento en el que notifique empleador de su embarazo o condiciones relacionadas, y a las nuevas empleadas cuando inicien su relación laboral.

cedimiento de presentación de quejas <u>CHRO</u> Cualquier empleada perjudicada por la inobservancia de estas leves podrá presentar una queja ante la omisión de Derechos Humanos y Oportunidades (Commission on Human Rights and Opportunities, CHRO) de Connecticut. Las denunciantes tienen 180 días a partir de la fecha del presunto acto de discriminación, o a partir del momento en el que se dé cuenta de manera razonable de la discriminación, para presentar una queja. Es ilegal que alguien tome represalias contra usted por presentar una Wage & Workplace Standard Division 200 Folly Brook Boulevard Wethersfield, CT 06109-111

CONNECTICUT MINIMUM WAGE

DOL-75 (Rev. 2/20) These Administrative Regulations must be posted and maintained wherever workers covered by this Act are employed.

CONNECTICUT \$11.00 per hour effective 1-1-19

\$12.00 per hour effective 9-1-20 **DEPARTMENT OF LABOR** \$13.00 per hour effective 8-1-21 WAGE AND WORKPLACE **STANDARDS DIVISION**

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT



Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Employers must:

Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.

 Comply with all applicable OSHA standards

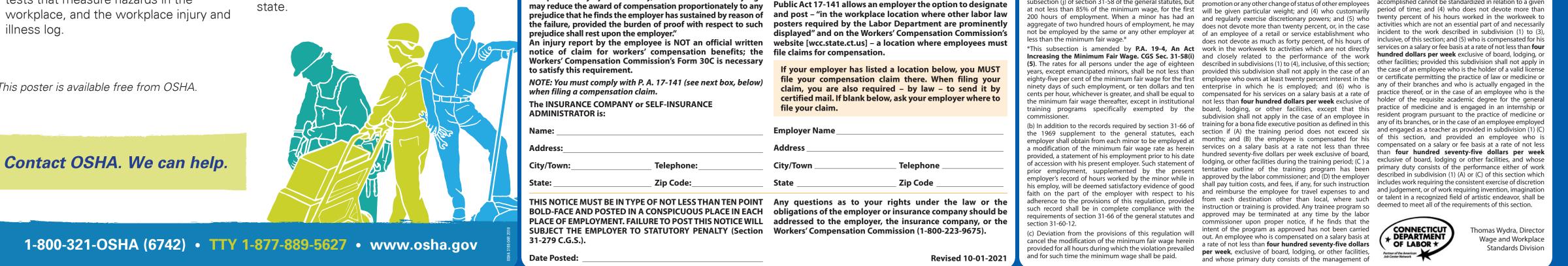
 Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.

Provide required training to all workers in a language and vocabulary they can understand.

Prominently display this poster in the workplace.

Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHAsupported consultation programs in every



CHRO link "How to File a Discrimination Complaint" http://www.ct.gov/chro/taxonomy/v4_taxonomy asp?DLN=45570&chroNav=|45570|

<u>http://www.ct.gov/chro/taxonomy/v4_taxonomy</u> DOL Additionally, women who are denied the right to breastfeed or express milk asp?DLN=45570&chroNav= 45570 at work, or are discriminated or retaliated against for doing so, may also file a DOL Además, las mujeres a las que se les niegue el derecho a amamantar o extraerse complaint with the Connecticut Department of Labor (DOL). leche materna en el trabajo, o que se vean expuestas a discriminación o represalias por hacerlo, podrán presentar una queja ante el Departamento del Trabajo (Departmen

DOI phone number: 860-263-6791 DOL complaint form:

For English:

http://www.ctdol.state.ct.us/wgwkstnd/form/dol-80%20fillable.doc

For Spanish: http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80S%20fillable-Spa.doc of Labor, DOL) de Connecticut. Número telefónico del DOI : 860-263-6791 Formulario de presentación de quejas ante el DOL: http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80%20fillable.doc En españo

Enlace de la CHRO sobre "Cómo Presentar una Queja por Discriminación":

Número principal de la CHRO: 860-541-3400

Sitio web de la CHRO: www.ct.gov/chro/site/default.asp

http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-805%20fillable-Spa.doc

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688

DISCRIMINATION

DISCRIMINATION IS ILLEGAL

Connecticut law prohibits discrimination in EMPLOYMENT

On the basis of:

- age ancestry color genetic information learning disability marital status past or present history of mental disability intellectual disability • national origin • physical disability • race • religious creed • sex, including pregnancy, sexual harassment, transgender status, gender identity or expression sexual orientation or civil union status • workplace hazards to reproductive systems • criminal record (in state employment and licensing) • Veteran status recruiting • hiring • referring • classifying • promoting • advertising • discharging • training • laying off • compensating • terms and conditions
- By: employers • employment agencies • labor organization

Connecticut law prohibits discrimination in HOUSING & PUBLIC ACCOMMODATIONS On the basis of:

- age ancestry breastfeeding in a place of public accommodation color familial status (in housing) lawful source of income learning disability marital status • mental disability • intellectual disability • national origin • physical disability • race • religious creed • sex, transgender status, gender identity or expression, sexual orientation or civil union status • use of a guide dog/training a guide dog • Veteran status services rendered the public • rentals and sales of public and private housing
 - Connecticut law prohibits discrimination in **CREDIT TRANSACTIONS**
- On the basis of: age • ancestry • blindness • color • learning disability • marital status • intellectual disability • national origin • physical disability • race • religious creed • sex, ransgender status, gender identity or expression, sexual orientation or civil union status • Veteran status
 - loans mortgages any credit transactions

If you believe you have experienced illegal discrimination, the CT Commission on Human Rights will investigate without cost to you. It is illegal for anyone to retaliate against you for filing a complaint.

For assistance contact: Connecticut Commission on Human Rights & Opportunities

		Telephone	TDD	FAX	row
Southwest Region:	350 Fairfield Avenue, Bridgeport, CT 06604	203-579-6246	203-579-6246	203-579-6950	ST. IC
West Capitol Region:	55 West Main Street, Suite 210,	203-805-6579	203-805-6579	203-805-6559	C12)
	Waterbury, CT 06702				Con Pranty Street
Capitol Region:	450 Columbus Blvd Suite 2, Hartford, CT 06103	860-566-7710	860-566-7710	860-566-1997	
Eastern Region:	100 Broadway, Norwich, CT 06360	860-886-5703	860-886-5707	860-886-2550	
Administrative Office:	450 Columbus Blvd Suite 2, Hartford, CT 06103	860-541-3400	860-541-3459	860-246-5419	
	website: www.state.ct.us/chro				

This notice provides general information about Connecticut law and is not to be considered as equivalent of the complete text.

WORKERS' COMPENSATION

NOTICE TO EMPLOYEES State of Connecticut Workers' Compensation Commission

Address:

City/Town:

State

The Workers' Compensation Act (Connecticut General Approved Medical Care Plan YES Statutes Chapter 568) requires your employer,

to provide benefits to you in case of injury or occupational disease in the course of employment. Section 31-294b of the Workers' Compensation Act states "Any employee who has sustained an injury in the course of his employment shall immediately report the injury to his employer, or some person representing his employer. If the employee fails to report the injury immediately, the administrative law judge

(3) Each employer claiming credit for gratuities as part required by his employer to be subject to call but is of the minimum fair wage paid to any employee shall contacted by his employer or on the employer's provide substantial evidence that the amount claimed, authorization directly or indirectly and assigned to duty. which shall not exceed the allowance hereinafter working time shall begin when the employee is notified of provided, was received by the employee. For example, his assignment and shall end when the employee has a statement signed by the employee attesting that completed his assignment. wages received, including gratuities not to exceed the Sec. 31-60-12, Records. amount specified herein, together with other authorized allowances, represents a payment of not less than the minimum wage per hour for each hour showing: worked during the pay period, will be accepted by the commissioner as "substantial evidence" for purposes of this section, provided all other requirements of this and other applicable regulations shall be complied with. Public Act 19-4, An Act Increasing the Minimum Fair Wage.

minimum fair wage per hour, and effective January 1

minimum fair wage per hour, and effective January 1

2015, and ending on June 30, 2019, equal to eighteen and

one-half per cent of the minimum fair wage per hour for

persons employed as bartenders who customarily and

regularly receive gratuities, and (3) not to exceed thirty-

(1) His name (2) his home address; (3) the occupation in which he is employed: (4) the total daily and total weekly hours worked. showing the beginning and ending time of each work period, computed to the nearest unit of 15 Sec. 31-60(b) The Labor Commissioner shall adopt such regulations, in accordance with the provisions of chapter (5) his total hourly, daily or weekly basic wage; 54, as may be appropriate to carry out the purposes of this (6) his overtime wage as a separate item from his basic part. Such regulations may include, but are not limited to. regulations defining and governing an executive,

(7) additions to or deductions from his wages each pay dministrative or professional employee and outside period: salesperson; learners and apprentices, their number, (8) his total wages paid each pay period proportion and length of service; and piece rates in (9) such other records as are stipulated in accordance elation to time rates; and shall recognize, as part of the with sections 31-60-1 through 31-60-16;

travel time on the part of the employee in excess of that

minimum fair wage, gratuities in an amount (1) equal to) working certificates for minor employees (sixtee twenty-nine and three-tenths per cent, and effective to eighteen years). True and accurate records shall January 1, 2009, equal to thirty-one per cent of the be maintained and retained at the place of employment for a period of 3 years for each 2014, equal to thirty-four and six-tenths per cent of the emplovee. inimum fair wage per hour, and effective January 1

The labor commissioner may authorize the 2015, and ending on June 30, 2019, equal to thirty-six and nance of wage records and the retention of both eight-tenths per cent of the minimum fair wage per hour wage and hour records as outlined either in whole or in for persons, other than bartenders, who are employed in part at a place other than the place of employment when the hotel and restaurant industry, including a hotel it is demonstrated that the retention of such records at the restaurant, who customarily and regularly receive place of employment either gratuities, (2) equal to eight and two-tenths per cent, and

effective January 1, 2009, equal to eleven per cent of the (1) works an undue hardship on the employer without materially benefiting the inspection procedures of 2014, equal to fifteen and six-tenths per cent of the the labor department, or minimum fair wage per hour, and effective January 1, (2) is not practical for enforcement purposes. Where

employee shall also be available for inspection in nnection with such wage records

five cents per hour in any other industry, and shall also recognize deductions and allowances for the value of c) In the case of an employee who spends 75% or more of board, in the amount of eighty-five cents for a full meal his working time away from his employer's place of business and forty-five cents for a light meal, lodging, apparel or and the maintaining of time records showing the beginning other items or services supplied by the employer; and and ending time of each work period for such employee other special conditions or circumstances which may be either imposes an undue hardship upon the employer or usual in a particular employer-employee relationship. The exposes him to jeopardy because of his inability to control commissioner may provide, in such regulations, the accuracy of such entries, a record of total daily and total modifications of the minimum fair wage herein established veekly hours will be approved as fulfilling the record for learners and apprentices; persons under the age of keeping requirements of this section. However, in such eighteen years; and for such special cases or classes of cases, the original time entries shall be made by the

cases as the commissioner finds appropriate to prevent employee in his own behalf and the time entries made by he employee shall be used as the basis for payroll records. (d) The employer shall maintain and retain for a period of 3 years the following information and data on each individual employed in a bona fide executive, administrative or professional capacity. (1) His name

(2) his home address; (3) the occupation in which he is employed; (4) his total wages paid each work period;

capacity.

Sec. 31-60-6. Minors under the age of 18.

(a) For the purposes of this regulation, "minor" means a person at least 16 years of age but not over 18 years of age. To prevent curtailment of employment opportunities for minors, and to provide a reasonable period during which training for adjustment to employment conditions may be accomplished, a minor may be employed at a modification of the minimum fair wage established by subsection (j) of section 31-58 of the general statutes, but

(a) For the purpose of this regulation, "true and accurate (B) the performance of functions in the administration of a records" means accurate legible records for each employee school system or educational establishment or institution. or of a department or subdivision thereof, in work directly related to the academic instruction or training carried on therein; and (2) who customarily and regularly exercises discretion and independent judgement; and (3) (A) who regularly and directly assists a proprietor, or an employee nployed in a bona fide executive or administrative capacity, as such terms are defined in section 31-60-14 and 31-60-15, or (B) who performs under only general supervision work along specialized or technical lines requiring special training, experience or knowledge, or (C) who executes under only general supervision special assignments and tasks; and (4) who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours worked in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (3), inclusive, of this section; and (5)(A) who is compensated for his services on a salary or fee basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities, or (B) who, in the case of academic administrative personnel, is compensated for his services as required by subparagraph (A) of this subdivision or on a salary basis which is at least equal to the entrance salary for teachers in the school system or educational establishment or institution by which he is employed provided an employee who is compensated on a salary or ee basis at a rate of not less than four hundred seventy five dollars per week, exclusive of board, lodging, or other facilities, and whose primary duty consists of the performance of work described in subdivision (1) of this section, which includes work requiring the exercise of permission is granted to maintain wage records at discretion and independent judgement, shall be deemed other than the place of employment, a record of to meet all of the requirements of this section. total daily and weekly hours worked by each (b) "Salary basis" [refer to Section 31-60-14.]

(c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this section.

Sec. 31-60-16. Employee in bona fide Professional Capacity.

(a) For the purposes of said section 31-58 (f) "employe employed in a bona fide professional capacity" means any employee (1) whose primary duty consists of the performance of: (A) work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectua instruction and study, as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes, or (B) work that is original and creative in character in a recognized field of artistic endeavor, as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training, and the result of which depends primarily on the ention, imagination or talent of the employee or (C) teaching, tutoring, instructing or lecturing in the activity of imparting knowledge while employed and engaged in this activity as a teacher certified or recognized as such in the school system or educational establishment or institution by which he is employed; and (2) whose work requires the consistent exercise of discretion and judgement in its performance; and (3) whose work is predominantly intellectual and varied in character, as opposed to routine mental, manual, mechanical or physical work, and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given

Telephone: Zip Code:

curtailment of employment opportunities, avoid undue hardship and safeguard the minimum fair wage herein established. Regulations in effect on July 1, 1973, providing for a board deduction and allowance in an amount differing from that provided in this section shall be construed to be amended consistent with this section. Sec. 31-60-3. Deductions and allowances for reasonable value of board and lodging was repealed. Sec. 31-60-4. Physically or mentally handicapped employees. The State of Connecticut Workers' Compensation Commission minimum wage.] office for this workplace is located at:

[This regulation defines a "physically or mentally handicapped person" as a person whose earning capacity is impaired by age or physical or mental deficiency or injury and provides guidelines for a modification of the

(5) the date of payment and the pay period covered by Sec. 31-60-14. Employee in a bona fide Executive (a) For the purposes of section 31-58 (f) of the general statutes, as amended, "employee employed in a bona fide executive capacity" means any employee (1) whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof; and (2) who customarily and regularly directs the work of two or more other employees

therein; and (3) who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and

