

EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

Know Your Rights: Workplace Discrimination is Illegal. The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment.

Who is Protected? Employees (current and former), including managers and temporary employees. Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.

What Employment Practices Can Be Challenged as Illegal? Hiring or promotion decisions based on race, color, sex, religion, national origin, age, or disability. Retaliation for filing a charge of discrimination.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS. Protected Veteran Status. The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, prohibits employment discrimination against, and requires affirmative action to recruit, hire, promote, advance in employment, discharge, and discipline veterans.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE. Race, Color, National Origin, Sex. In addition to the protections of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1964, as amended, prohibits employment discrimination on the basis of race, color, or national origin in programs or activities receiving Federal financial assistance.

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which documents(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.

MASSACHUSETTS MINIMUM WAGE Massachusetts Wage & Hour Laws

The minimum wage is \$15.00. Fair Labor Hotline (617) 727-3465. TTY (617) 727-4765. www.mass.gov/ago/fairlabor

State law requires all employers to post this notice at the workplace in a location where it can easily be read. M.G.L. Chapter 151B, § 27A(11).

Minimum Wage. M.G.L. Chapter 151B, § 27A(11). Effective July 1, 2023, the minimum wage in Massachusetts is \$15.00 per hour. In Massachusetts, all workers are presumed to be employees.

Overtime. M.G.L. Chapter 151B, § 27B(1). Generally, employees who work more than 40 hours in any week must be paid for each hour worked over 40 hours in a week.

Payment of Wages. M.G.L. Chapter 151B, § 27B(2). The law says when, what, and how employees must be paid every week (bi-weekly). The deadline to pay is 6:00 a.m. after the pay period ends, depending on how many days in an employer's workweek.

Pay Deductions. M.G.L. Chapter 151B, § 27B(3). An employer cannot deduct money from an employee's pay for the employer's benefit or to make good on an employee's own benefit (such as to pay money aside in the employee's savings account).

Hours Worked. M.G.L. Chapter 151B, § 27B(4). Hours worked or "working time" includes all time that an employee must be on duty at the employer's workplace or other location, and works before or after the normal shift to complete the work.

Meal Breaks. M.G.L. Chapter 151B, § 27B(5). Most employees who work more than 6 hours must get a 30-minute meal break. Employees must be paid for their meal break.

Payroll Records. M.G.L. Chapter 151B, § 27B(6). Payroll records must include the employee's name, address, social security number, and other identifying information. Each pay period, records must be kept for 3 years.

Sick Leave. M.G.L. Chapter 151B, § 27B(7). Most employees have the right to earn 1 hour of sick leave for every 20 hours they work, and they may earn and take up to 40 hours of sick leave a year.

Employees Under 18 - Child Labor. M.G.L. Chapter 149B, § 26B. All persons in Massachusetts must follow state and federal laws for employees who are under 18 (minors). These laws say when, where, and how long minors may be employed.

Dangerous Jobs & Tasks Minors Not To Do. M.G.L. Chapter 149B, § 26B(1). Pursuant to M.G.L. c. 151B, § 41(1) and c. 149, § 105B every EMPLOYEE AND DOMESTIC WORKER IS ENTITLED AS A MATTER OF LAW TO AT LEAST EIGHT HOURS OF ELEGIBLE LEAVE FOR THE PURPOSE OF GIVING BIRTH OR ADOPTING A CHILD.

FACT SHEET ON PARENTAL LEAVE. Massachusetts Commission Against Discrimination. NOTICE: PARENTAL LEAVE IN MASSACHUSETTS. Issued: May 17, 2023.

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT. FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009.

The law requires employers to display this poster where employees can readily see it. OVERTIME Pay at least 1 1/2 times regular rate of pay for all hours worked over 40 hours in a workweek.

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.

FEDERAL MINIMUM WAGE. 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 injury of any minor employee, and such assessments may be doubled when the violators are determined to be willful or repeated.

EMPLOYEE POLYGRAPH PROTECTION ACT. The Employee Polygraph Protection Act (EPPA) prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

WORKERS' COMPENSATION. The above-named insured is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Workers' Compensation Act.

NOTICE TO EMPLOYEES. The Commonwealth of Massachusetts DEPARTMENT OF INDUSTRIAL ACCIDENTS. LAFAYETTE CITY CENTER, 2 AVENUE DE LAFAYETTE, BOSTON, MA 02111 • (617) 727-4900 • www.mass.gov/dia

EMPLOYMENT INSURANCE. Information on Employees' Unemployment Insurance Coverage. The Commonwealth of Massachusetts DEPARTMENT OF UNEMPLOYMENT ASSISTANCE.

EMPLOYMENT INSURANCE. Information on Employees' Unemployment Insurance Coverage. There are two ways to apply for UI Benefits: Apply by using UI, Online Service. UI Online is a secure, easy-to-use, self-service system.

EMPLOYMENT INSURANCE. Information on Employees' Unemployment Insurance Coverage. Apply by calling the TeleClaim Center. Unemployment Insurance services are available by telephone. You can apply for Unemployment Insurance benefits, reopen a current claim, obtain up-to-date information on the status of your claim and benefits payment, resolve problems, and sign up for direct deposit.

EMPLOYMENT INSURANCE. Information on Employees' Unemployment Insurance Coverage. If the last digit of your Social Security Number is: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, Any last digit.

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There are two ways to apply for UI Benefits: Apply by using UI, Online Service. UI Online is a secure, easy-to-use, self-service system.

Apply by calling the TeleClaim Center. Unemployment Insurance services are available by telephone. You can apply for Unemployment Insurance benefits, reopen a current claim, obtain up-to-date information on the status of your claim and benefits payment, resolve problems, and sign up for direct deposit.

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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 provides eligible employees with job-protected leave for qualifying family and medical reasons.

How do I request FMLA leave? You must give your employer 30 days advance notice of your intent to take FMLA leave. You must also provide medical certification from a health care provider to verify medical necessity.

What does FMLA leave cover? FMLA leave covers 12 workweeks of leave in a 12-month period for: the birth, adoption or foster placement of a child with you; a serious mental or physical health condition that makes you unable to work; or care for your spouse, child or parent with a serious mental or physical health condition.

What does my employer need to do? If you are eligible for FMLA leave, your employer must provide you with a written notice of your rights and responsibilities. Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law.

How do I find more information? Call 1-800-745-9970 or visit www.dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with the EEOC or file a private lawsuit against your employer.

MASSACHUSETTS PAID FAMILY AND MEDICAL LEAVE. Notice of Benefits Available Under M.G.L. Chapter 175M Paid Family and Medical Leave (PFML).

Available Leave. Covered individuals may be entitled to family and medical leave for the following reasons: covered 20 weeks of paid medical leave in a benefit year if they have a serious health condition that incapacitates them from work; up to 12 weeks of paid family leave in a benefit year related to the birth, adoption, or foster care placement of a child.

How do I request FMLA leave? You must give your employer 30 days advance notice of your intent to take FMLA leave. You must also provide medical certification from a health care provider to verify medical necessity.

What does FMLA leave cover? FMLA leave covers 12 workweeks of leave in a 12-month period for: the birth, adoption or foster placement of a child with you; a serious mental or physical health condition that makes you unable to work; or care for your spouse, child or parent with a serious mental or physical health condition.

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