MAINE & FEDERAL LABOR LAW POSTER

VIDEO DISPLAY TERMINALS

VIDEO DISPLAY TERMINALS

The Maine Video Display Terminal (VDT) Law gives certain rights to people who use computers for work.

1. Bureau. "Bureau" means the Department of Labor, Bureau of Every employer shall establish an education and training program

This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/

Education and training MRSA Title §252.

for all operators as provided in this section.

The program must include, at a minimum:

workplace a copy of this subchapter.

1. Requirements. An employer's education and training program

must be provided both orally and in writing, except that an

employer that uses fewer than 5 terminals at one location may

subchapter by posting in a prominent location in the

provide the education and training program in writing only.

EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

Conduct that might reasonably discourage someone

Conduct that coerces, intimidates, threatens, or interferes

from opposing discrimination, filing a charge, or

with someone exercising their rights, or someone

assisting or encouraging someone else to exercise

rights, regarding disability discrimination (including

accommodation) or pregnancy accommodation
What can You Do if You Believe Discrimination has

Occurred? Contact the EEOC promptly if you suspect

(180 or 300 days, depending on where you live/work).

You can reach the EEOC in any of the following ways:

(Revised 6/27/2023)

Submit an inquiry through the EEOC's public portal:

charge of discrimination, is available at www.eeoc.gov.

https://publicportal.eeoc.gov/Portal/Login.aspx

1-844-234-5122 (ASL video phone)

Visit an EEOC field office (information at

Additional information about the EEOC,

including information about filing a

Call 1–800–669–4000 (toll free)

www.eeoc.gov/field-office)

E-Mail info@eeoc.gov

1-800-669-6820 (TTY)

limits for filing a charge of discrimination

discrimination. Do not delay, because there are strict time

participating in an investigation or proceeding

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Labor Standards

Video Display Terminals MRSA Title 26 §251.

or doing business in the State.

more terminals at one location.

hours, exclusive of breaks, on a daily basis.

For full text of the statute visit MRSA Title 26 §251, 252.

2. Employ. "Employ" means to employ or permit to work.

3. Employee. "Employee" means any person engaged to work on

4. Employer. "Employer" means any person, partnership, firm,

5. Operator. "Operator" means any employee whose primary

6. Terminal. "Terminal" means any electronic video screen data

If you have questions about working safely at the computer,

speak to your supervisor or contact the

Maine Department of Labor

Bureau of Labor Standards

Tel: 1-877-SAFE-345 (1-877-723-3345)

TTY users call Maine Relay 711.

Web site: www.maine.gov/labor/bls

Email: bls.mdol@maine.gov

Maine Law (Title 26 M.R.S.A. § 42-B) requires every

employer to place this poster in the workplace where

workers can easily see it.

presentation machine, commonly called video display terminals.

task is to operate a terminal for more than four consecutive

association or corporation, public or private that uses 2 or

a steady or regular basis as an operator by an employer located

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.

If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help. • Retaliation for filing a charge, reasonably opposing • Employees (current and former), including managers discrimination, or participating in a discrimination and temporary employees lawsuit, investigation, or proceeding

Job applicants Union members and applicants for membership in a union What Organizations are Covered? Most private employers State and local governments (as employers) Educational institutions (as employers)

 Staffing agencies What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the Race

 Hiring or promotion Pay (unequal wages or compensation) • Failure to provide reasonable accommodation for • Color • Religion a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, National origin observance or practice · Sex (including pregnancy, childbirth, and related

Age (40 and older) Genetic information (including employer requests for,

medical conditions, sexual orientation, or

other applicants or employees.

of employment, including the executive level.

which receive Federal financial assistance.

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municipal officials.

in the workweek).

gender identity) Classification Referral • Obtaining or disclosing genetic information of employees or purchase, use, or disclosure of genetic tests, genetic Requesting or disclosing medical information services, or family medical history)

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended,

inquiring about, disclosing, or discussing their compensation or the compensation of

ndividuals with disabilities from discrimination in hiring, promotion, discharge, pay,

ringe benefits, job training, classification, referral, and other aspects of employment

accommodation to the known physical or mental limitations of an otherwise qualified

ndividual with a disability who is an applicant or employee, barring undue hardship to

the employer. Section 503 also requires that Federal contractors take affirmative action

to employ and advance in employment qualified individuals with disabilities at all levels

Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended.

prohibits discrimination on the basis of race, color or national origin in programs or

activities receiving Federal financial assistance. Employment discrimination is covered

or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits

employment discrimination on the basis of sex in educational programs or activities

by Federal contractors. Disability discrimination includes not making reasonable

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP)

Job training

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of

Interference, coercion, or threats related to exercising

rights regarding disability discrimination or pregnancy

What Employment Practices can be Challenged as

All aspects of employment, including:

Harassment (including unwelcome verbal or

• Discharge, firing, or lay-off

physical conduct)

1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and enforces the nondiscrimination and affirmative action commitments of companies 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 veterans, recently separated veterans (i.e., within three years of discharge or release under Federal law from discrimination on the following bases: from active duty), active duty wartime or campaign badge veterans, or Armed Forces Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin service medal veterans. Executive Order 11246, as amended, prohibits employment discrimination by Federal Retaliation Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all discrimination by Federal contractors under these Federal laws. Any person who aspects of employment. believes a contractor has violated its nondiscrimination or affirmative action obligations

under OFCCP's authorities should contact immediately protects applicants and employees of Federal contractors from discrimination based on The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. Disability Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified Washington, D.C. 20210

If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil

https://www.dol.gov/agencies/ofccp/contact.

Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or by Title VI if the primary objective of the financial assistance is provision of employment, without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

telecommunications relay services. OFCCP may also be contacted by submitting a

an OFCCP regional or district office, listed in most telephone directories under U.S. nent, Department of Labor and on OFCCP's "Contact Us" webpage at

question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling

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.

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private employers bargaining agreement which is more restrictive with respect to lie detector tests.

the course of employment. PROHIBITIONS Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. **EXEMPTIONS** Federal, State and local governments are not affected by the law. Also,

the law does not apply to tests given by the Federal Government to certain private (a kind of lie detector) tests to be administered in the private sector, subject to AND JOB APPLICANTS CAN READILY SEE IT. restrictions, to certain 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.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective

from using lie detector tests either for pre-employment screening or during **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain

violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions. individuals engaged in national security-related activities. The Act permits polygraph

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES





MAINE MINIMUM WAGE

MINIMUM WAGE Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department

representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to

This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/

Minimum Wage is \$13.80 per hour effective January 1, 2023 **Minimum Wage**

employers who do not comply.

January 1, 2023, the minimum wage in Maine is \$13.80 per hour. Municipal Minimum Wage Ordinances Employers with employees who work in Bangor and/or Portland or any other municipality that passes a local minimum wage ordinance, may be subject to additional regulations and should check with

Service Employee A service employee is someone who regularly receives more than Every employer shall give to each employee with the payment of \$175 a month in tips. As of January 1, 2023, employers must pay a wages a statement clearly showing the date of the pay period, hours direct service wage of at least \$6.90 per hour. If the employee's direct worked, total earnings and itemized deductions. wage combined with earned tips do not average, on a weekly basis, the

state required minimum wage, the employer must pay the difference. Overtime Unless specifically exempted, employees must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time The Department of Labor enforces state wage and hour laws. Employers to allow or deny overtime, but if overtime is worked, it must be paid in department's webpage. accordance with state requirements. Compensatory or "comp" time cannot be used by privatesector employers, although private-sector Minimum Wage Guidance employers can allow employees to flex their time within the workweek <u>www.maine.gov/labor/labor_laws/minimum_wage_faq.html</u>

> For more information, contact: Maine Department of Labor Bureau of Labor Standards 45 State House Station Augusta, Maine 04333-0045 Telephone: 207-623-7900 TTY users call Maine Relay 711. Web site: www.maine.gov/labor/bls Email: bls.mdol@maine.gov

Exemptions from Overtime Under Maine labor laws, any business operating in the state with Maine statutes incorporate by reference the salary requirements under one employee is automatically covered by state law. This includes all the Fair Labor Standards Act (FLSA). The new minimum salary public and private employers regardless of profit or size. Effective requirement will be \$796.17 per week as of January 1, 2023. Salary is only one factor in determining whether a worker is exempt from overtime under federal or state law. The duties of each worker must be considered as part of this analysis. Failure to adhere to both requirements—meeting the duties test and the weekly salary threshold—will result in violations of both federal or state law or of one jurisdiction or the other depending on the discrepancies in the laws.

Statements to Employees

Employers shall keep, for three years, accurate records of hours worked and wages paid to all employees.

and one and one-half their regular rate of pay. Employers have the right with questions about the law may call 207-623-7900 or may visit the

(but not the pay period if the pay period is longer than a seven day cycle <u>legislature.maine.qov/statutes/26/title26sec664.html</u>

Overtime Guidance www.maine.gov/labor/labor_laws/overtime.html legislature.maine. gov/statutes/26/title26sec664.html

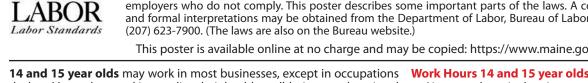
*Note: Maine employers may also be covered under the federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 603-666-7716.

Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in the workplace where workers can easily see it.

The Maine Department of Labor provides equal opportunity in employment and programs Auxiliary aids and services are available to people with disabilities upon request.

CHILD LABOR LAWS

CHILD LABOR LAWS



WORKERS' COMPENSATION

BOARD REGIONAL OFFICES

AUGUSTA

442 Civic Center Drive, Suite 225

156 State House Station

Augusta, ME 04333-0156

207-287-2308

1-800-400-6854

LEWISTON

36 Mollison Way

Lewiston, ME 04240-5811

207-753-7700

1-800-400-6857

BANGOR

106 Hogan Road, Suite

Bangor, ME 04401

207-941-4550

1-800-400-6856

PORTLAND

1037 Forest Avenue, Suite 11

Portland, ME 04103

207-822-0840

1-800-400-6858

CARIBOU

43 Hatch Drive, Suite 110

Caribou, ME 04736-2347

207-498-6428

1-800-400-6855

Visit our website at:

www.maine.gov/wcb

sposizione. Vi preghiamo di rimanere in linea.

elephone: (888) 801-9087 or TTY: 711.

MAINE Child Labor Laws of the State of Maine provide protection for people under the age of 18 in both agricultural and nonagricultural jobs. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply. This poster describes some important parts of the laws. A copy of the actual laws and formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards, by calling (207) 623-7900. (The laws are also on the Bureau website.) This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/



declared hazardous and jeopardize their health, well-being or educational • No more than six days in a row. opportunities. **16 and 17 year olds** may work in most businesses, however • Cannot work before 7 a.m. not in hazardous jobs. These provisions also provide limited exemptions. Contact the Bureau of Labor Standards for details.

All minors under 16 years of age need work permits in order to work. • Superintendent of schools certify academic standing. Minor allowed only one permit during the school year but two during summer vacation. Minor cannot work until permit is approved by Bureau of Labor

Standards. Employer keeps Bureau-approved permit on file. All employers must keep accurate payroll records for workers under 18. Records must show what time the minor began work, total hours worked,

and what time the minor finished work each day Note: Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor

Wage and Hour Office at 603-666-7716 or http://youth.dol.gov/. For more information, contact: Maine Department of Labor Bureau of Labor Standards 45 State House Station, Augusta, Maine 04333-0045

Tel: 207-623-7900 or 207-623-7930 TTY users call Maine Relay 711 Website: www.maine.gov/labor/bls Email: bls.mdol@maine.gov

Maine Law (Title 26, M.R.S.A. § 42-B) requires every employer to

place this poster in the workplace where workers can easily see it.

WORKERS' COMPENSATION

WORKERS' COMPENSATION

Not after 7 p.m. during school year.

· Cannot work after 9 p.m. during summer vacation.

When School <u>Is Not</u> in Session • No more than 8 hours in any one day (weekend, holiday, vacation

or workshop) • Not more than 40 hours in a week (school must be out entire week).

When School <u>Is</u> in Session • No more than 3 hours on a school day, including Friday. • Not more than 18 hours in a week that school is in session one or

Work Hours 16 and 17 year olds (enrolled in school) No more than 6 days in a row.

 Cannot work before 7 a.m. on a school day. Cannot work before 5 a.m. on a non-school day. • Cannot work after 10:15 p.m. the night before a school day.

 Can work up to midnight when there is no school the next day. When School *Is Not* in Session • No more than 10 hours in any one day (weekend, holiday, vacation, or

workshop).

 No more than 50 hours in a week. When School <u>Is</u> in Session No more than 6 hours on a school day.

• No more than 10 hours on any holiday, vacation, or workshop day. • On last day of school week, may work up to 8 hours. No more than 24 hours in a week, except may work 50 hours any week that approved school calendar is less than three days or during the first and last week of school calendar.

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request

LABOR FOR DATES OF INJURY ON AND **AFTER JANUARY 1, 2020**

Notice to Employees: State law requires your employer to provide workers' compensation insurance for its

employees. Workers' compensation insurance provides benefits to employees who are injured at work. If you are injured at work, NOTIFY YOUR EMPLOYER AT ONCE. You may lose your right to receive benefits unless your employer is notified within 60 days of your injury. Your claim is also subject to a two year statute of limitations. Worker advocates are available must be notified of any decrease in wages or salary at least one at the Workers' Compensation Board to help injured workers. It is against the law for employers to misclassify employees day prior to the change. as independent contractors for the purposes of avoiding workers' compensation insurance, unemployment coverage, or **Payment of Wages** other employer paid taxes and withholdings. For more information on laws pertaining to the hiring of independent Employees who leave a job must be paid in full on the next contractors, visit the Worker Misclassification Task Force website at www.maine.gov/labor/misclass. If you have any payday or within two weeks, whichever is earlier. This may questions about your rights, please contact one of the regional offices.

A l'intention des Employes: D'après les lois de l'Etat du Maine, votre employeur est tenu de souscrire à une assurance indemnisant ses employés victimes d'un accident du travail. Si vous êtes victime d'un accident du travail, PREVENEZ VOTRE EMPLOYEUR IMMEDIATEMENT. Passé un délai de 60 jours, vous risquez de perdre vos droits à l'indemnisation. Au-delà de deux ans, votre déclaration n'est plus recevable. Pour aider les victimes d'un accident du travail, le Workers'Compensation Board met des conseillers juridiques à leur disposition. La loi interdit aux employeurs de classifier fallacieusement leurs salariés comme étant des contractants privés aux fins d'échapper a l'assurance compensatriceemployé, aux indemnités de chômage, ou aux autres charges et retenues dues par employeur. Pour plus de détails sur la législation relative a l'utilisation des services privés, visitez le site internet de Worker Misclassification Task Force (Unité anti-fraude en matière de classification des salariés): www.maine.gov/labor/misclass. Si vous n'êtes pas sûr de vos droits, veuillez contacter l'un des bureaux régionaux.

Aviso a los Trabajadores: La ley del estado de Maine requiere que su empresario proporcione el seguro de compensaciones para el trabajador a todos los trabajadores. El seguro de compensaciones para el trabajador proporciona beneficios a los trabajadores accidentados en el trabajo. En caso de sufrir accidente o daño laboral, NOTIFÍQUELO INMEDIATAMENTE A SU EMPRESARIO. Podría perder el derecho a recibir compensación a menos que su empresario sea notificado de este accidente o daño en el plazo de 60 días. Así mismo esta reclamación debe hacer referencia a un accidente o daño que no hava ocurrido hace más de dos años. Los defensores del trabajador están disponibles para proporcionar avuda a los trabajadores accidentados en el Consejo de Administración de Compensaciones para el Trabajador (Workers' Compensation Board). El hecho de no clasificar a los empleados como contratistas independientes. con el propósito de evitar el seguro por compensación al trabajador, cobertura para desempleados, ú otros impuestos pagados y retenidos por el empleador; está en contra de la ley del empleador. Para mayor información acerca de las leyes pertenecientes a la contratación de contratistas independientes, visite el Worker Misclassification Task Force en la página web de www.maine.gov/labor/misclass. En caso de tener cualquier pregunta sobre sus derechos, favor de dirigirse a una de las oficinas regionales de compensaciones para el trabajador.

涌訳サービスをご利用いただけます

한국어 통역을 이용하실 수 있습니다.

것입니다. 전화를 끊지 마시고 기다리십시오.

通訳を必要とされる場合は「ジャパニーズ」と

っしゃり、通訳がでるまでそのままでお待ちく

Statewide TTY: 711 Lorsque vous appelez pour demander de l'aide, When calling for assistance, please say the name noncez le mot "French" et nous mettrons un

be called for you. Please stay on the line. Tłumacze dostępni na życzenie Fenemos intérpretes a su disposición Si necesita que le atiendan en español por favor d angielsku "Polish" i czekać na linii, "Spanish" y le conectaremos con un intérprete. Por 'К вашим услугам имеются переводчики'

Se precisar de atendimento em Português, por favor diga "Portuguese" e um intérprete será pronta 提供口譯服務 Se avete bisogno di assistenza in Italiano, Vi preghiamo 塑 打電話請求幫助時,請用英語说"挟音呢斯" di dire "Italian" e un intèrprete sará messo a Vostra

he basis of disability in admission to, access to, or operation of its programs, services or activities.

(произнесите "РАШН"), и мы обеспечим Вас (CHINESE)— 我們將爲您提供口譯人員。請不

пожалуйста скажите, что Вы говорите по-русски

This poster is available in alternative format. For further assistance, contact the Maine Workers' Compensation Board, ADA Coordinator,

"Khi gọi điện thoại để được giúp đỡ, xin quý vị hãy nói "VIETNAMESE" để chúng tôi cho thông dịch ên giúp quý vị. Xin quý vị chờ trên đường dây. Marka aad caawinaad inoogu soo yeeraneysid, fadhlan

luqaddaada af Ingiriisi inoogu sheeg turjubaan ayaa

To the employer: This notice must be posted in a conspicuous place upon your premises accessible to employees. 39-A MRSA §406. The State of Maine does not discriminate on

도움이 필요하여 전화를 거실 때 영어로 코리언 (KOREAN)이라고 말씀하시면 홍 역자를 연결해 드릴 افراد مترجم در دسترس مي باشند راجع به امري به ما تلفن مي كنيد، لطفأ نام زباني

را که بدان صحبت می کنید به انگلیسی ذکر کنید تا قطع نكنيد. هنگاميكه براي درخواست كمك يا شما تماس كرفته شود. لطفاً روي خط منتظر بمانيد.

عند إتصالكم للمساعدة أو لطلب خدمة معينة نرجو منكم أن تتذكروا

(أ-رُ-بِ-كَ) وَنَحَنَّ سَنَقَدُم لَكُم مَارَجِما شَفْهِياً . ابقوا على الخط من

WCB-90 (1/20)

مترجمون شفهيون متيشرون لخدمتكم

living and financial arrangements with the worker. more information.)

Family Medical Leave

of Labor, Bureau of Labor Standards, by calling 207-623-7900. (The laws are also on the Bureau's web site.) This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/ Leave for Victims of Violence, Assault, Sexual Assault or Stalking Employees must be paid in full at least every 16 days. Employees | Must be allowed upon request if an employee (or a child, parent or spouse of an employee) is a victim of violence, assault, sexual assault or stalking or any act that would support an order for protection under Title 19-A M.R.S.A., c. 101 and the employee needs the time to: ♦ Prepare for and attend court proceedings; or

include the payment of all unused paid vacation accrued after ♦ Obtain necessary services to remedy crisis. January 1, 2023. This will also include all accrued Earned Paid Leave to Care for Family Leave if established in company policy or in practice. Employers cannot require that an employee pay for losses such care for an immediate family member who is ill. as broken merchandise, bad checks, or bills not paid by customers, nor for special uniforms and certain tools of the trade.

REGULATION OF EMPLOYMENT

compliance. Citations and penalties may be issued to employers who do not comply. This poster describes some

Most employees must be offered a 30 consecutive minute paid or unpaid rest break after 6 hours of work. Nursing mothers must be provided with unpaid break time or be permitted to use their paid break or meal time to express milk. The employer must make reasonable efforts to provide a clean room or location, other than a bathroom, where the milk can

workplace with 15 or more employees may be entitled to up to 10 weeks of paid or unpaid leave for a qualifying event. ♦ Birth or adoption of a child or domestic partner's child; Serious health condition of the employee or immediate family member, including domestic partner; domestic partner's child, grandchild, domestic partner's grandchild;

domestic partner, parent or child is on active duty; Serious health condition or death of a sibling who shares joint (Federal family medical leave is different, call 866-487-9243 for

♦ Death or serious health condition of the employee's spouse

domestic partner, parent or child if it occurs while the spouse,

If the employer's policy provides for paid time off, the employee must be allowed to use up to 40 hours in a 12-month period to

calendar year shall permit each employee to earn paid leave based on the employee's base pay. An employee is entitled to earn one hour of paid leave from a single employer for every 40 hours worked, up to 40 hours in one year of employment. Accrual of leave begins at the start of employment, but the employer is not required to permit use of the leave before the employee has been employed by that employer for 120 days during a one-year period. Earned Income Tax Credit An employee who has worked for the last 12 months at a Employees may be eligible for federal and state earned income tax

> Note: Maine employers may also be covered under the Federal Fair Labor Standards Act. For more information, contact the U.S. Department of Labor Wage and Hour Office at 866-487-9243. For more information, contact:

Maine Department of Labor Bureau of Labor Standards 45 State House Station, Augusta, Maine 04333-0045 located at: 45 Commerce Drive

At-Will Employment —Under Maine law, an at-will employee may be terminated for any reason not specifically prohibited by law. In most instances, you are an at-will employee unless you are covered by a collective bargaining agreement or other contract that limits termination. If you have questions about at-will employment, contact your human resources department or the Bureau of Labor Standards. The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

Vhat is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that orovides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period

The birth, adoption or foster placement of a child with you. Your serious mental or physical health condition that makes you unable to work. To care for your spouse, child or parent with a serious mental or physical health condition, and

Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember. n eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the service

You have the right to use FMLA leave in one block of time. When it is medically A. Notification of the rights and duties created under this necessary or otherwise permitted, you may take FMLA leave **intermittently in separate** blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the

ow do I request FMLA leave? Generally, to request FMLA leave you must:

Follow your employer's normal policies for requesting leave,

Give notice at least 30 days before your need for FMLA leave, or

If advance notice is not possible, give notice as soon as possible

B. An explanation or description of the proper use of terminals eason for which you need FMLA leave. and the protective measures that the operator may take to m I eligible to take FMLA leave? You are an eligible employee if all of the following avoid or minimize symptoms or conditions that may result

You work for a covered employer, from extended or improper use. You have worked for your employer at least 12 months. C. Instruction related to the importance of maintaining proper You have at least 1,250 hours of service for your employer during the 12 months before posture during terminal operation and a description of methods your leave, and our employer has at least 50 employees within 75 miles of your work location to achieve and maintain this posture, including the use of any Airline flight crew employees have different "hours of service" requirements. adjustable work station equipment used by the operator.

MAINE

(Name)

your service:

You work for a **covered employer** if **one** of the following applies: You work for a private employer that had at least 50 employees during at least 2. Literature; clearinghouse. The bureau shall recommend 20 workweeks in the current or previous calendar year, to employers, for use in education and training programs, You work for an elementary or public or private secondary school, or occupational safety literature that provides appropriate, current You work for a 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 and pertinent data on terminal use. Personnel Management

3. Training schedule. Employers shall provide operators with this education and training program within 30 days of employment and annually thereafter. The Maine Department of Labor provides equal opportunity in

employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

PAYDAY NOTICE

Regular Paydays for Employees of

Shall be as follows:

Other

WITHHOLDING STATUS

1-800-829-3676.

YOU MAY NEED TO CHECK YOUR WITHHOLDING See your employer for a copy of Form W-4 or call the IRS at

Since you last filed form W-4 with your employer did you... Marry or divorce? Gain or lose a dependent? 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 Your itemized deductions? Your tax credits?

To any of these questions or you owed extra tax when you filed

your last return, you may need to file a new form W-4.

If you can answer "YES"...

MAINE

LABOR

get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at **www.irs.gov/individuals** on the **Employer:** Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject. Publication 213

(Rev. 8-2009) Cat. No. 11047P Department of the Treasury Internal Revenue Service www.irs.gov

Now is the time to check your withholding. For more details,

UNEMPLOYMENT INSURANCE

This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/

Maine Employment Security Law This poster is designed to notify individuals of their rights regarding the filing of claims for unemployment benefits. It does not have the force or effect of law. For more information, call 1-800-593-7660 toll free.

Full- and Part-Time Workers How to file a claim for unemployment benefits All new and reactivated claims for unemployment benefits are filed either online, telephone or by mail. Do not delay in filing your

you should have the names and addresses of all employers for whom you worked, and your dates of employment in the last 18 months. To file online: www.maine.gov/reemployme This is the fastest, easiest way to file. To file by phone: 1-800-593-7660

TTY Users Call Maine Relay 711.

claim once you are out of work. Claims cannot be backdated.

When filing, you will need to know your Social Security Number. Also,

All individuals filing for Unemployment Insurance benefits are required by law to be registered with the Maine JobLink. Visit www.mainecareercenter.gov to access Maine JobLink. We provide language interpreter services in approximately 140 commonly spoken languages. Arrangements will be made to have an interpreter assist you when you call the Unemployment To claim by mail: In some cases, your employer will give you a claim form. Mail your initial claim form to the Unemployment Claims Center listed below.

Maine Department of Labor Bureau of Unemployment Compensation 97 State House Station, Augusta, ME 04333-0097

Rules Governing The Administration of the Employment Security Law states every employer shall post and maintain such notices to its workers. The Maine Department of Labor provides equal opportunity in employment

and programs. Auxiliary aids and services are available to people with disabilities

Basic eligibility requirements Earnings during the base period: The "base period" is a one-year period that includes four calendar guarters. To establish a claim, an individual must have earned two times the annual average weekly wage in Maine in each of two different calendar quarters, and a total of six times the annual, average, weekly wage in Maine in the whole base period. In most cases, the Department of Labor has your wage information on file. If it is not on file, the Department will take steps to obtain it. Separation: If you were laid off from your last job due to a lack of work, no additional investigation is required. If you separated from your last job for reasons other than lack of work, you will be scheduled for a fact-finding interview. A determination will then be made regarding your eligibility for benefits.

Weekly requirements: Weekly eligibility requirements include being able to work and being available for work, making an active search for work (unless your work search has been "waived"), not refusing offers of suitable work or referral to suitable job opportunities from the CareerCenters. Aliens: If you are not a U.S. Citizen, your Social Security Number and/or your Alien Permit number will be checked with the United States Citizenship and Immigration Services. **Unemployment benefits are taxable:** Unemployment benefits

are taxable and have to be reported when you file your income Child support: If you owe child support that you pay to the Department of Health and Human Services (DHHS), up to fifty percent (50%) of your unemployment check may be withheld and sent to DHHS.

Benefits for partial unemployment: An employer shall issue a properly completed partial unemployment claim form to each employee who is customarily employed full-time and who is given less than full-time hours during a week due to lack of work, and who is not separated from that employer. Me. I-1 (rev. 11/2019)

HUMAN RIGHTS ACT

EQUAL OPPORTUNITY IS THE LAW Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

race, color, sex, sexual orientation, age, physical or mental Whistleblowers' Protection Act, to: disability, genetic information, religion, ancestry or national origin. The Maine Human Rights Act also prohibits discrimination because of filing a claim or asserting a right against a prior employer under the Workers' Compensation Act or retaliation under the

Whistlehlowers' Protection Act **EQUAL EMPLOYMENT RIGHTS** The opportunity for an individual to secure employment without discrimination because of race, color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin is a civil right. UNLAWFUL EMPLOYMENT DISCRIMINATION It is unlawful

employment discrimination for any employer, because of race,

color, sex, sexual orientation, age, physical or mental disability,

genetic information, religion, ancestry or national origin, or

because of an individual's previous assertion of a claim or right

against a prior employer under the Workers' Compensation Act, or

employees can readily see it.

The Maine Human Rights Act prohibits discrimination because of because of previous actions taken that are protected under the • Fail or refuse to hire or otherwise discriminate against an applicant for employment. · Discharge an employee or discriminate with the respect to hire, tenure, promotion, transfer, compensation, terms, conditions or privileges of employment.

> or opposed a violation of the Maine Human Rights Act. IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT: MAINE HUMAN RIGHTS COMMISSION 51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051 PHONE (207) 624-6290 FAX (207) 624-8729 TTY 1-888-577-6690

Retaliate against a person who has filed a charge of

discrimination, participated in a discrimination proceeding,

www.maine.gov/mhrc

Printed under appropriation: 01094H1010012 (2011 REV)

FEDERAL MINIMUM WAGE

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

OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked over 40 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. Youths 14 and 15 vears old may work outside school hours in various non-ADDITIONAL INFORMATION manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment. Certain occupations and establishments are exempt from the 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 tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. **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 by the employee to express breast milk. **ENFORCEMENT** 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 prosecution. Employers

may be assessed civil money penalties for each willful or repeated

violation of the minimum wage or overtime pay provisions of the

law. 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 injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

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 contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified

independent contractors are not. Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



Regulation of Employment Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure

important parts of the laws. A copy of the actual laws or formal interpretations may be obtained from the Department

♦ Receive medical treatment; or

Earned Paid Leave (Effective 01.01.2021) An employer that employs more than 10 employees in the usual and regular course of business for more than 120 days in any

credits. Employees may apply for the tax credits on the employee's

Telephone: 207-623-7900 | TTY users call Maine Relay 711. Website: www.maine.gov/labor/bls Email: bls.mdol@maine.gov Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to

place this poster in the workplace where workers can easily see it.

FMLA - FAMILY AND MEDICAL LEAVE ACT

Your Employee Rights Under the Family and Medical Leave Act

You do not 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. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave Your **employer** <u>may</u> request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides

> State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain sional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress What does my employer need to do? If you are eligible for FMLA leave, your employer must: · Allow you to take job-protected time off work for a qualifying reason,

greater family or medical leave rights.

Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave. Your **employer** cannot interfere with your FMLA rights or threaten or punish you for 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 aware that your need for leave is for a reason that may qualify under the

FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify vou in writing: About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected leave. Call 1-866-487-9243 or visit dol.gov/fmla

to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court.



SCAN ME WAGE AND HOUR DIVISION

WH1420 REV 04/23

Scan the OR code to learn about our WHD complaint process. UNITED STATES DEPARTMENT

SEXUAL HARASSMENT ACT

THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION

SEXUAL HARASSMENT ON THE JOB IS ILLEGAL UNWELCOME SEXUAL ADVANCES • REQUESTS FOR SEXUAL FAVORS RETALIATION FOR COMPLAINING SUGGESTIVE OR LEWD REMARKS UNWANTED HUGS, TOUCHES, KISSES ABOUT SEXUAL HARASSMENT

> IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT: MAINE HUMAN RIGHTS COMMISSION - 51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051 Phone: (207) 624-6290 - Fax: (207) 624-8729 • TTY: MAINE RELAY 711 • www.maine.gov/mhrc

OR CONTACT YOUR PERSONNEL DEPARTMENT: DEPARTMENT / AGENCY CONTACT Printed under appropriation: 01094H1010012 (102012 REV)

WHISTLEBLOWER'S PROTECTION ACT

WHISTLEBLOWER'S PROTECTION ACT **Protection of Employees Who Report or Refuse to Commit Illegal Acts** DEPARTMENT OF

This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling 207-623-7900. (The laws are also on the Bureau's web site.)

4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer

This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/

It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because: 1. You reported a violation of the law; 2. You are a healthcare worker and you reported a medical error; 3. You reported something that risks someone's health or safety;

5. You have been involved in an investigation or hearing held by the government. You are protected by this law ONLY if: 1. You tell your boss about the problem and allow a reasonable time for it to be corrected; or 2. You have good reason to believe that your boss will not correct the problem.

To report a violation, unsafe condition or practice or an illegal act in your workplace, contact: (This information should be filled in by the employer)

(Title)

For more information or to file a complaint under this law, contact: The Maine Human Rights Commission

51 State House Station

Augusta, Maine 04333 Tel: 207-624-6290 TTY users call Maine Relay 711 www.Maine.gov/mhrc The following agencies may provide useful information on workplace safety and labor laws: U.S. Department of Labor

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

Maine Department of Labor **Bureau of Labor Standards** 45 State House Station Augusta, Maine 04333-0045 Tel: 207-623-7900 TTY users call Maine Relay 711.

Web site: www.maine.gov/labor/bls

Email: bls.mdol@maine.gov

U.S. Department of Labor/OSHA 40 Western Avenue Augusta, Maine 04330 Tel: 207-626-9160 www. osha.gov

(Location or Phone)

The Maine Department of Labor provides equal opportunity in employment and Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place programs. Auxiliary aids and services are available to people with disabilities this poster in the workplace where workers can easily see it.

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT YOUR RIGHTS UNDER USERRA

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 You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of

Wage and Hour Division

P.O. Box 554

Portland, Maine 04112

Tel: 207-780-3344

www. dol.gov

with that particular employer; 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 other than honorable conditions. f 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.

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

In addition, an employer may not retaliate against anyone assisting in the enforcement

of USERRA rights, including testifying or making a statement in connection with a

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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have you have five years or less of cumulative service in the uniformed services while the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries. • The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

• If you leave your job to perform military service, you have the right to elect to

continue your existing employer-based health plan coverage for you and your

· For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at 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

• You may also bypass the VETS process and bring a civil action against an employer

Employer Support Of The Guard And Reserve 1-800-336-4590

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 meet this requirement by displaying the text of this notice where they customarily place notices for employees.

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

U.S. Department of Justice

for violations of USERRA.

Office of Special Counsel



OSHA®

Job Safety and Health IT'S THE LAW!

All workers have the right to: A safe workplace.

 Raise a safety or health concern with related injury or illness, without being

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.

days (by phone, online or by mail) if you have been retaliated against for using your See any OSHA citations issued to your

• File a complaint with OSHA within 30

 Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

employer.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

understand.

 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.

any work-related inpatient hospitalization, amputation, or loss of an eye. Provide required training to all workers

workplace fatality or within 24 hours of

 Prominently display this poster in the workplace.

in a language and vocabulary they can

 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 state.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

ME-0723-F04

your employer or OSHA, or report a workretaliated against. Receive information and training on job hazards, including all hazardous Comply with all applicable OSHA standards. Notify OSHA within 8 hours of a