• Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination • Employees (current and former), including managers lawsuit, investigation, or proceeding and temporary employees Job applicants • Interference, coercion, or threats related to exercising Union members and applicants for membership in a union rights regarding disability discrimination or pregnancy **What Organizations are Covered?** What Employment Practices can be Challenged as Most private employers State and local governments (as employers) **Discriminatory?** All aspects of employment, including: Educational institutions (as employers) • Discharge, firing, or lay-off • Harassment (including unwelcome verbal or Staffing agencies physical conduct) What Types of Employment Discrimination are Illegal? Hiring or promotion

against you, regardless of your immigration status, on the Pay (unequal wages or compensation) • Failure to provide reasonable accommodation for a Race disability; pregnancy, childbirth, or related medical condition: or a sincerely-held religious belief, Color Religion observance or practice National origin • Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)

Under the EEOC's laws, an employer may not discriminate

Age (40 and older) · Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic

 Classification Referral Obtaining or disclosing genetic information of employees • Requesting or disclosing medical information services, or family medical history) **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS**

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: Race, Color, Religion, from active duty), active duty wartime or campaign badge veterans, or Armed Forces Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as service medal veterans. Retaliation Retaliation is prohibited against a person who files a 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 affirmative 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 nquiring 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 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 access making reasonable accommodation to the known physical or mental limitations of an telecommunications relay services. OFCCP may also be contacted by submitting therwise 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 undue hardship to the employer. Section 503 also requires that Federal contractors take calling an OFCCP regional or district office, listed in most telephone directories 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 disabilities at all levels of employment, including the executive level.

employment discrimination on the basis of sex in educational programs or activities—agency providing such assistance.

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 The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor

E-Mail info@eeoc.gov

Conduct that might reasonably discourage someone

Conduct that coerces, intimidates, threatens, or interferes

from opposing discrimination, filing a charge, or

participating in an investigation or proceeding

with someone exercising their rights, or someone

assisting or encouraging someone else to exercise

rights, regarding disability discrimination (including

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:

Submit an inquiry through the EEOC's public portal:

1–844–234–5122 (ASL video phone)

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

Visit an EEOC field office (information at

Additional information about the EEOC,

including information about filing a charge

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

www.eeoc.gov/field-office)

Call 1–800–669–4000 (toll free)

discrimination. Do not delay, because there are strict time

accommodation) or pregnancy accommodation

limits for filing a charge of discrimination

200 Constitution Avenue, N.W. 1_800_397_6251 (toll-free) at https://www.dol.gov/agencies/ofccp/contact.

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. activities receiving Federal financial assistance. Employment discrimination is covered by Discrimination is prohibited in all aspects of employment against persons with disabilities 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 institution services under such programs. Title IX of the Education Amendments of 1972 prohibits which receives Federal financial assistance, you should immediately contact the Federal **NEW YORK MINIMUM WAGE**

Small Employers (10 or less employees)

Minimum Wage \$15.00

Overtime after 40 hours \$22.50

Tipped workers \$15.00

Overtime after 40 hours \$22.50

Remainder of New York State

Minimum Wage \$14.20

Overtime after 40 hours \$21.30

Tipped workers \$14.20

Overtime after 40 hours \$21.30

WE ARE YOUR DOL Attention Miscellaneous Industry Employees Minimum Wage hourly rates effective 12/31/2022 – 12/30/2023 **New York City**

> Large Employers (11 or more employees) Minimum Wage \$15.00 Overtime after 40 hours \$22.50

> > Tipped workers \$15.00

Overtime after 40 hours \$22.50

Overtime after 40 hours \$22.50 Long Island and Westchester County Minimum Wage \$15.00 Overtime after 40 hours \$22.50 Tipped workers \$15.00

If you have questions, need more information or want to file a complaint, please visit www.labor.ny.gov/minimumwage or call: 1-888-469-7365. **Credits and Allowances** that may reduce your pay below the minimum wage rates shown above:

• Tips – Beginning December 31, 2020, your • Meals and lodging – Your employer may claim a limited amount of your wages for meals and lodging employer must pay the full applicable minimum that they provide to you, as long as they do not charge you anything else. The rates and requirements wage rate, and cannot take any tip credit. are set forth in wage orders and summaries, which are available online. Extra Pay you may be owed in addition to the minimum wage rates shown above:

• Overtime – You must be paid 1½ times your • Call-in pay – If you go to work as scheduled and • Uniform maintenance – If you clean your own regular rate of pay (no less than amounts shown above) for weekly hours over 40 (or 44 for residential employees). Exceptions: Overtime is not required for salaried • Spread of hours – If your workday lasts longer professionals, or for executives and administrative staff whose weekly salary is more than 75 times

the minimum wage rate.

your employer sends you home early, you may be entitled to extra hours of pay at the minimum wage rate for that day. than ten hours, you may be entitled to extra daily pay. The daily rate is equal to one hour of pay at the minimum wage rate.

uniform, you may be entitled to additional weekly pay. The weekly rates are available online. Minimum Wage Poster

Post in Plain View

LS 207 (11/22

WH1462 REV 02/22

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.

UNEMPLOYMENT INSURANCE

ATTENTION EMPLOYERS NOTICE REGARDING UNEMPLOYMENT INSURANCE The New York State unemployment insurance program, which is administered by the Unemployment Insurance, please contact,1-800-829-3676. Upon registration State Labor Department, provides immediate, short-term financial protection for employers (except household employers) will receive a poster, "Notice to Employees", IA people who are out of work through no fault of their own. It is financed by employers 133, which informs their workers that their jobs are protected by unemployment through a tax on their payrolls. If you pay compensation to individuals for their services, insurance. It must be posted where it may easily be seen by employees. Additional

you may be liable for Unemployment Insurance and Withholding taxes and wage copies may be obtained by contacting the nearest Unemployment Insurance Tax

reporting responsibilities. In order to determine if your business is liable for Services Office or the Department of Labor, Registration Subsection at 518-457-4179.

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course **TIONS** 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 aw does not apply to tests given by the Federal Government to certain private

individuals engaged in 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 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 vho are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not

WORKERS' COMPENSATION WORKERS' COMPENSATION NOTICE

imployees; there must be no lapse in coverage even when switching insurance carriers. ulfilled by purchasing insurance coverage through an insurance carrier or by obtaining authorization from the Board to be self-insured. **Employers must post a notice of**

imployers must obtain and keep in effect workers' compensation coverage for their workers' compensation coverage and employee rights. This notice is in a form prescribed by the Workers' Compensation Board. Employers obtain the notice from their The law requires almost all employers operating in New York State to have workers' insurance carrier or, if self-insured, from the Board. The notice includes the name and compensation and disability coverage for their employees. This requirement can be address of the insurance carrier and the policy number of the employer. It must be posted in a conspicuous place in the employer's place of business. Violations of this requirement can result in a fine of up to \$250 per violation.

preempt any provision of any State or local law or any collective bargaining agreement

EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerou

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

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES

WAGE AND HOUR DIVISION

1-866-487-9243

which is more restrictive with respect to lie detector tests.

AND JOB APPLICANTS CAN READILY SEE IT.

Division of Human Rights 1-888-392-3644

leadores de cuatro o más personas). AGENCIAS DE EMPLEO

ORGANIZACIONES DE TRABAJO Y PROGRAMAS DE CAPACITACIÓN

Asimismo, está prohibida la discriminación en el empleo sobre la base de la

observancia del Shabat o prácticas religiosas; peinados asociados con la raza

(también se aplica a las áreas enumeradas a continuación) arresto previo

o antecedentes penales; las características genéticas predisponentes; el

Es posible que sea necesario hacer acomodos razonables para personas con

discapacidades y condiciones relacionadas con el embarazo incluyendo

lactación. Un arreglo razonable es una adaptación a un trabajo o entorno

laboral que permita que una persona con discapacidad realice las tareas

También están cubiertos: trabajadores domésticos están protegidos en

ALQUILER, ARRENDAMIENTO O VENTA DE VIVIENDA, TERRENO O ESPACIO COMERCIAL INCLUYENDO ACTIVIDADES DE AGENTE DE

También esta prohibido: la discriminación a base de fuente de ingreso

legal (por ejemplo vales, beneficios de discapacidad, manutención de

niños); estado familiar (familias con niños o en estado de embarazo);

También es posible que sea necesario realizar modificaciones y arreglos

(1) alquiler de un apartamento en una casa para dos familias ocupada por

(2) restricciones de todas las habitaciones en una vivienda para individuos

(3) alquiler de una habitación por parte del ocupante de una casa o

(4) venta, alquiler o arrendamiento de alojamiento en una casa exclusivamente

También se prohíbe: discriminación en vivienda sobre la base del estado

TODAS TRANSACCIONES CREDITICIAS INCLUYENDO FINANCIAMENTO

PARA LA COMPRA, MANTENIMIENTO Y REPARACION DE VIVIENDAS

LUGARES DE ALOJAMIENTO PÚBLICO, COMO RESTAURANTES,

HOTELES, HOSPITALES Y CONSULTORIOS MÉDICOS, CLUBS, PARQUES

La edad no es una clasificación cubierta respecto a los alojamientos

públicos. Es posible que sea necesario realizar arreglos razonables para

Todas las escuelas publicas y escuelas privadas sin ánimo de lucro, en todos

los niveles, excluyendo escuelas dirigidas por organizaciones religiosas.

PUBLICIDAD Y SOLICITUDES RELACIONADAS CON EL EMPLEO

LOS INMUEBLES, LOS LUGARES DE ALOJAMIENTO PÚBLICO Y LAS

TRANSACCIONES CREDITICIAS NO DEBEN EXPRESAR NINGUN ACTO

Si desea presentar una demanda formal ante la División de Derechos

Humanos, debe hacerlo dentro de un año desde que ocurra la

dentro de los tres años desde que ocurriera la discriminación. No puede

Se prohíben las represalias por presentar una demanda u oponerse

PARA OBTENER MÁS INFORMACIÓN, ESCRIBA O LLAME A LA OFICINA MÁS

CERCANA DE LA DIVISIÓN. OFICINA CENTRAL: ONE FORDHAM PLAZA.

a prácticas discriminatorias. Puede presentar una demanda ante la

discriminación. Los servicios de la División se ofrecen sin cargo.

presentar una demanda ante la División y ante el Tribunal Estatal.

a personas mayores de 55 años y al cónyuge de dichas personas

arresto previo o condena sellada; boicot comercial o acoso inmobiliario.

estado civil; las condiciones relacionadas con el embarazo.

esenciales de un trabajo de manera razonable.

razonables para personas con discapacidades.

BIENES RAÍCES Y VENDEDORES

civil (por ejemplo, familias con hijos).

Y OFFICINAS DEL GOBIERNO.

personas con discapacidades.

INSTITUCIONES EDUCATIVAS

DISCRIMINATORIO

Excepciones

del mismo sexo

están protegidos de toda discriminación descrita arriba.

WWW.DHR.NY.GOV

DEL ESTADO DE NUEVA YORK (LEY EJECUTIVA, SECCIÓN 15)

DISCRIMINATION

THIS ESTABLISHMENT IS SUBJECT TO THE NEW YORK STATE HUMAN ESESTE ESTABLECIMIENTO ESTÁ SUJETO A LA LEY DE DERECHOS HUMANOS RIGHTS LAW (EXECUTIVE LAW, ARTICLE 15)

DISCRIMINATION BASED UPON AGE, RACE, CREED, COLOR, LA LEY DE DERECHOS HUMANOS DEL ESTADO DE NUEVA NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, YORK PROHÍBE LA DISCRIMINACIÓN POR EDAD, RAZA, CREDO, SEX, PREGNANCY, GENDER IDENTITY OR EXPRESSION, COLOR, ORIGEN NACIONAL, ORIENTACIÓN SEXUAL, ESTATUS DISABILITY OR MARITAL STATUS IS PROHIBITED BY THE NEW MILITAR, SEXO, EMBARAZO, IDENTIDAD O EXPRESIÓN DE YORK STATE HUMAN RIGHTS LAW. SEXUAL HARASSMENT OR GÉNERO, DISCAPACIDAD O ESTADO CIVIL. TAMBIÉN ESTÁ HARASSMENT BASED UPON ANY OF THESE PROTECTED CLASSES PROHIBIDO EL ACOSO SEXUAL O EL ACOSO POR CUALQUIERA DE **ESTAS CLASES PROTEGIDAS**

ALL EMPLOYERS (until February 8, 2020, only employers with 4 or TODOS LOS EMPLEADORES (hasta el 8 de febrero de 2020, solo los more employees are covered), EMPLOYMENT AGENCIES, LABOR ORGANIZATIONS AND APPRENTICESHIP TRAINING PROGRAMS Also prohibited: discrimination in employment on the basis of Sabbath observance or religious practices; hairstyles associated with race (also applies to all areas listed below); prior arrest or conviction record; predisposing genetic characteristics; familial status; pregnancy-

related conditions; domestic violence victim status. Reasonable accommodations for persons with disabilities and pregnancy-related conditions including lactation may be required. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the

essential functions of a job in a reasonable manner. Also covered: domestic workers are protected from harassment and casos acoso y represalias; internos y no empleados cuales trabajan en el retaliation; interns and nonemployees working in the workplace lugar de trabajo (por ejemplo trabajadores temporarios o contratantes) (for example temp or contract workers) are protected from all

discrimination described above. RENTAL, LEASE OR SALE OF HOUSING, LAND AND COMMERCIAL

SPACE, INCLUDING ACTIVITIES OF REAL ESTATE BROKERS AND **SALES PEOPLE**

Also prohibited: discrimination on the basis of lawful source of income (for example housing vouchers, disability benefits, child support); familial status (families with children or being pregnant); prior arrest or sealed conviction; commercial boycotts or blockbusting Reasonable accommodations and modifications for persons with disabilities may also be required.

Does not apply to: (1) rental of an apartment in an owner-occupied two-family house (2) restrictions of all rooms in a housing accommodation to individuals of the same sex

(3) rental of a room by the occupant of a house or apartment (4) sale, rental, or lease of accommodations of housing exclusively to persons 55 years of age or older, and the spouse of such persons ALL CREDIT TRANSACTIONS INCLUDING FINANCING FOR

PURCHASE, MAINTENANCE AND REPAIR OF HOUSING PLACES OF PUBLIC ACCOMMODATION SUCH AS RESTAURANTS, HOTELS, HOSPITALS AND MEDICAL OFFICES, CLUBS, PARKS AND **GOVERNMENT OFFICES**

Exception: Age is not a covered classification relative to public accommodations. Reasonable accommodations for persons with disabilities may also be required.

EDUCATION INSTITUTIONS All public schools and private nonprofit schools, at all education

levels, excluding those run by religious organizations. ADVERTISING AND APPLICATIONS RELATING TO EMPLOYMENT, REAL ESTATE, PLACES OF PUBLIC ACCOMMODATION AND CREDIT TRANSACTIONS MAY NOT EXPRESS ANY DISCRIMINATION

If you wish to file a formal complaint with the Division of Human Rights, you must do so within one year after the discrimination occurred. The Division's services are provided free of charge.

If you wish to file a complaint in State Court, you may do so within three years of the discrimination. You may not file both with the Si desea presentar una demanda ante el Tribunal Estatal, puede hacerlo Division and the State Court. Retaliation for filing a complaint or opposing discriminatory

practices is prohibited. You may file a complaint with the Division if you have been retaliated against. FOR FURTHER INFORMATION, WRITE OR CALL THE DIVISION'S NEAREST OFFICE. HEADQUARTERS: ONE FORDHAM PLAZA,

4TH FLOOR, BRONX, NY 10458

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

yer must make up the difference.

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

4TH FLOOR, BRONX, NY 10458

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 CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs against or discharging workers who file a complaint or participate in any proceeding and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. non-mining, non-hazardous jobs with certain work hours restrictions. Different rules • Certain occupations and establishments are exempt from the minimum wage, and pply in agricultural employment or overtime pay provisions. Special provisions apply to workers in American Samoa, the Commonwealth of 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 Northern Mariana Islands, and the Commonwealth of Puerto Rico. tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against

Some state laws provide greater employee protections; employers must comply their minimum wage obligation. If an employee's tips combined with the employer's with both cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference PUMP AT WORK The FLSA requires employers to provide reasonable break time for a between the two because employees (unless exempt) are entitled to the FLSA's nursing employee to express breast milk for their nursing child for one year after the minimum wage and overtime pay protections and correctly classified independen child's birth each time the employee needs to express breast milk. Employers must contractors are not. provide a place, other than a bathroom, that is shielded from view and free from Certain full-time students, student learners, apprentices, and workers with disabilities intrusion from coworkers and the public, which may be used by the employee to express may be paid less than the minimum wage under special certificates issued by the Department of Labor. **ENFORCEMENT** The Department has authority to recover back wages and an equal WAGE AND HOUR DIVISION amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution.

TED STATES DEPARTMENT OF LABOR 1-866-487-9243 www.dol.gov/agencies/who

BLOOD DONATION LEAVE

Section 202-j of the Labor Law mandates that employers provide leave time to employees for the purpose of donating blood. The two types of blood donation leaves are Off-Premises Blood Donation and Donation Leave Alternatives impensation for Leave - Leave granted to employees for off-premises blood donation is not required to be paid leave. leave taken by employees for donation leave alternatives shall be paid leave given without requiring the employee to use accumulated vacation, personal, sick, or other already existing leave time. Off-Premises Donation - Employees taking leave for off-premises blood donation shall be permitted at least one leave period per calendar year of three hours duration during the employee's regular work schedule. Employers are not required to allow off-premises blood donation leave under Labor Law § 202-j to accrue if it is not used during the calendar year. Leave granted to employees for off-premises blood donation is not required to be paid leave. Donation Leave Alternatives - Leave for blood donation leave alternatives shall be given twice per calendar year and it shall be paid leave given without use of vacation, personal, sick, or other already existing leave accruals. Under the Donation Leave Alternatives, the donating of blood should be at a convenient time and place set by the employer. The time shall not be a time outside an employee's normal work hours nor shall the location be not reasonable travel distance for an nployee. If an employee provides prompt notice that he or she is not or was not able to participate in a blood donation leave alternative because the employee is or was on leave (such as sick or vacation leave), and if as a result the employer has not provided the employee with the opportunity to participate in at least two blood leave alternatives during working hours in a calendar year, the employer must either make available another such alternative to the employee, or allow the employee to take leave to make an off-premises donation. Employees donating blood during a blood donation leave alternative must be allowed sufficient leave

Our company's blood donation will occur: Please indicate time and place

time necessary to donate blood, to recover, including partaking nourishment after donating, and to return to work.

PAYDAY NOTICE

Regular Paydays for Employees of

Please indicate administrator

See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now

For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at *www.irs.gov/individuals* on the IRS web site. **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.

WORKING SHIFT, AS YOUR EMPLOYER MAY DESIGNATE, UNLESS

paragraph (a) of subdivision two of this section pertaining to disclosure

to a public body shall not apply to an employee who makes such

disclosure to a public body unless the employee has made a good faith

effort to notify his or her employer by bringing the activity, policy or

practice to the attention of a supervisor of the employer and has afforded

such employer a reasonable opportunity to correct such activity, policy

(a) there is an imminent and serious danger to the public health or safety;

would result in a destruction of evidence or other concealment of

(d) the employee reasonably believes that reporting to the supervisor

(e) the employee reasonably believes that the supervisor is already

would result in physical harm to the employee or any other person; or

aware of the activity, policy or practice and will not correct such

violation of this section may institute a civil action in a court of

competent jurisdiction for relief as set forth in subdivision five of this

section within two years after the alleged retaliatory action was taken.

in which the alleged retaliatory action occurred, in the county

n which the complainant resides, or in the county in which the

employer has its principal place of business. In any such action, the

It shall be a defense to any action brought pursuant to this section

that the retaliatory action was predicated upon grounds other than

the employee's exercise of any rights protected by this section.

(a) an injunction to restrain continued violation of this section:

(c) the reinstatement of full fringe benefits and seniority rights;

5. Relief. In any action brought pursuant to subdivision four of this

(b) the reinstatement of the employee to the same position held

(d) the compensation for lost wages, benefits and other remuneration;

(e) the payment by the employer of reasonable costs, disbursements,

(f) a civil penalty of an amount not to exceed ten thousand dollars; and/or

(g) the payment by the employer of punitive damages, if the violation

6. Employer relief. A court, in its discretion, may also order that reasonable

attorneys' fees and court costs and disbursements be awarded to

an employer if the court determines that an action brought by an

the rights, privileges, or remedies of any employee under any other

law or regulation or under any collective bargaining agreement or

7. Existing rights. Nothing in this section shall be deemed to diminish

employee under this section was without basis in law or in fact.

before the retaliatory action, or to an equivalent position, or front

or practice. Such employer notification shall not be required where:

the activity, policy or practice;

activity, policy or practice.

lead to endangering the welfare of a minor;

parties shall be entitled to a jury trial.

section, the court may order relief as follows:

pay in lieu thereof:

and attorney's fees;

employment contract.

was willful, malicious or wanton.

Publication 213

Cat. No. 11047P

NEW YORK STATE OF OPPORTUNITY. Department of Labor

www.labor.ny.gov

(Rev. 8-2009)

(Company Name) Shall be as follows:

WITHHOLDING STATUS YOU MAY NEED TO CHECK YOUR WITHHOLDING

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 a job)?

To any of these questions or you owed extra tax when you filed your last return, Department of the Treasury you may need to file a new form W-4.

Should you have any questions, please contact: _

NO SMOKING NOTICE

NO SMOKING Effective July 24, 2003, the amended New York State Clean Indoor Air Act (Public Health Law, Article 13-E) prohibits smoking in virtually all workplaces, including restaurants and bars. The changes in the Act reflect the state's commitment to ensuring that all workers are protected from secondhand smoke. Localities may continue to adopt and enforce local laws regulating smoking. lowever, these regulations must be at least as strict as the Clean Indoor Air Act. STATE OF NEW YORK - Department of Health - Antonia C. Novello, M.D., M.P.H., Dr. P.H., Commissioner For more information about the Act, call 1-800-458-1158, ext. 2-7600.

is the time to check your withhold

Internal Revenue Service www.irs.gov

RIGHT TO VOTE ATTENTION ALL EMPLOYEES

TIME ALLOWED EMPLOYEES TO VOTE ON ELECTION DAY N.Y. ELECTION LAW SECTION 3-110 STATES THAT: • IF YOU DO NOT HAVE <u>4 CONSECUTIVE HOURS TO VOTE</u>, EITHER FROM • YOU MAY TAKE TIME OFF AT THE BEGINNING OR END OF YOUR

THE OPENING OF THE POLLS TO THE BEGINNING OF YOUR WORKING SHIFT, OR BETWEEN THE END OF YOUR WORKING SHIFT AND THE CLOSING OF THE POLLS, YOU MAY TAKE OFF UP TO 2 HOURS, WITHOUT LOSS OF PAY, TO ALLOW YOU TIME TO VOTE IF YOU ARE

MORE THAN 10 DAYS, BEFORE THE DAY OF THE ELECTION THAT YOU WILL TAKE TIME OFF TO VOTE. Employers: Not less than ten working days before any Election Day, every employer shall post conspicuously in the place of work where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of this law. Such notice shall be kept posted until the close of the polls on Revised 4.14.2020

Most private employers with one or more employees are required to obtain Paid Family Leave insurance. Your insurance carrier will provide you with a notice to

employees (Notice of Compliance) stating that you have Paid Family Leave insurance. The Notice will include information about your carrier. • If you are self-insured, you can get this notice by contacting the NYS Workers' Compensation Board at certificates@wcb.ny.gov. Post and maintain this notice in plain view.

WHISTLEBLOWER PROTECTION

Notice of Employee Rights, Protections, and **Division of Labor Standars Obligations Under Labor Law Section 740** Harriman State Office Campus **Prohibited Retaliatory Personnel Action by Employers** Building 12, Albany, NY 12226

§740. Retaliatory action by employers; prohibition. indicates otherwise.

hemselves employers. (b) "Employer" means any person, firm, partnership, institution, corporation, or association that employs one or more employees. c) "Law, rule or regulation" includes: (i) any duly enacted federal, state or (b) the employee reasonably believes that reporting to the supervisor local statute or ordinance or executive order; (ii) any rule or regulation promulgated pursuant to such statute or ordinance or executive (c) such activity, policy or practice could reasonably be expected to order; or (iii) any judicial or administrative decision, ruling or order.

d) "Public body" includes the following: (i) the United States Congress, any state legislature, or any elected local governmental body, or any member or employee thereof; (ii) any federal, state, or local court, or any member or employee thereof, or any grand or petit jury; (iii) any federal, state, or local regulatory , administrative, or public agency or authority, or instrumentality thereof; iv) any federal, state, or local law enforcement agency, prosecutorial

any of the public bodies described in subparagraphs (i) through (v) of this paragraph. e) "Retaliatory action" means an adverse action taken by an employe or his or her agent to discharge, threaten, penalize, or in any other manner discriminate against any employee or former employee exercising his or her rights under this section, including (i) adverse actions against an employee in the terms of conditions of employment

employment actions or threats to take such adverse employment including but not limited to discharge, suspension, or demotion; (ii) actions or threats to take such actions that would adversely impact a former employee's current or future employment; or (iii) threatening to contact or contacting United States immigration authorities or otherwise reporting or threatening to report an employee's suspected citizenship or immigration status or the suspected citizenship or immigration status of an employee's family or household member, as defined in subdivision two of section four hundred fifty-nine-a of the social services law, to a federal, state, or local agency.) "Supervisor" means any individual within an employer's organization who has the authority to direct and control the work performance of the affected employee; or who has managerial authority to

regulation of which the employee complains. Prohibitions. An employer shall not take any retaliatory action against an employee, whether or not within the scope of the employee's job duties, because such employee does any of the following: a) discloses, or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the employer that the employee reasonably believes is in violation of law, rule or regulation or that the employee reasonably believes poses a substantial and specific

take corrective action regarding the violation of the law, rule or

danger to the public health or safety: b) provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any such activity, policy or practice by such employer; or

To Be Posted Conspicuously in easily accessible and well-lighted places

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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

You have the right to be reemployed in your civilian job if you leave that job to • If you leave your job to perform military service, you have the right to elect to perform service in the uniformed service and you ensure that your employer receives advance written or verbal notice of vou have five years or less of cumulative service in the uniformed services while 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 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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETAILIATION If you: • are a past or present member of the uniformed service; • have applied nembership in the uniformed service; or • are obligated to serve in the iniformed service; then an employer may not deny you: • initial employment; reemployment; • retention in employment; • promotion; or • any benefit o 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.

continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military you have 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

(VETS) is authorized to investigate and resolve complaints of USERRA · 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 viewed at https://webapps.dol.gov/elaws/vets/userra of Special Counsel, as applicable, for representation. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA. Publication Date — May 2022

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

NEW YORK CORRECTION LAW ARTICLE 23-A

NEW YORK CORRECTION LAW ARTICLE 23-A LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES Section 750. Definitions. 751. Applicability. 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. 753. Factors to be considered concerning a previous criminal conviction; presumption. 754. Written statement upon denial of license or employment.

755. Enforcement. §750. Definitions. For the purposes of this article, the following terms shall have the following meanings: (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission. (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons. (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarilyrelated to the license, opportunity, or job in question. (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm. (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license. except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee. §752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any $license \, or employment, and \, no \, employment \, or \, license \, held \, by \, an \, individual, to \, which \, the provisions \, of this \, article \, are \, applicable, \, shall \, be \, denied \, or \, acted \,$ upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless: (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. §753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors: (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses. (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person. (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities. (d) The time which has elapsed since the occurrence of the criminal offense or offenses. (e) The age of the person at the time of occurrence of the criminal offense or offenses. (f) The seriousness of the offense or offenses. (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct. (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public. 2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein. §754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial. §755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules. 2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

VETERAN BENEFITS AND SERVICES

VETERAN BENEFITS AND SERVICES
The following resources and hotlines are available at no-cost to help veterans understand their rights, protections, benefits, and accommodations: dol.ny.gov/veteran-benefits-and-services

Line: www.veteranscrisisline.net Call: 988, press 1 Text: 838255 Suicide and Crisis Lifeline: www.veteranscrisisline.net Text: 988 Call: 988 **Crisis Textline:** Chat: crisistextline.org NYS Office of Mental Health (OMH): www.omh.ny.gov

NYS Office of Addiction Services and Supports (OASAS): www.oasas.ny.gov/hopeline HOPENY (467469) Text: HOPEN **Veterans Treatment Courts (VTC):** ww2.nvcourts.gov/courts/problem_solving/vet/courts.shtml Email: ProblemSolving@courts.state.nv.us **NYS Defenders Association Veteran Defense Program:**

Veterans' Services

NYS Department of Tax and Finance Information for military personnel and veterans: tax.ny.gov/pit/file/military_page.htm Property tax exemptions: tax.ny.gov/pit/property/exemption/vetexempt.htm **EDUCATION, WORKFORCE, AND TRAINING RESOURCES** Veteran Readiness and Employment (VR&E) Program:

NYS Domestic and Sexual Violence Hotline Call: 800-942-6906 Text: 844-997-2121 **NYS Workplace Sexual Harassment Hotline:** Call: 1-800-HARASS-3 NYS Department of Motor Vehicles: • Veteran Status Designation Photo Document: dmv.nv.gov/more-info/veteran-statusdesignation-photo-document Veteran License Plate: dmv.ny.gov/plates/military-and-veterans

NEW YORK STATE DEPARTMENT OF LABOR VETERANS' PROGRAM Website: dol.ny.gov/services-veterans Help Line: 1-888-469-7365 Email: Ask.Vets@labor.ny.gov Services: Workforce and training resources, unemployment insurance, the Experience Counts program, and more.

Your Employee Rights Under the Family and Medical Leave Act

condition, and

or parent who is a military servicemember

You work for a covered employer,

Office of Personnel Management.

before your leave, and

You have worked for your employer at least 12 months.

20 workweeks in the current or previous calendar year,

• 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

You work for a **covered employer** if **one** of the following applies:

You work for an elementary or public or private secondary school, or

Airline flight crew employees have different "hours of service" requirements.

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

hat is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that You do not have to share a medical diagnosis but must provide enough provides eligible employees with job-protected leave for qualifying family and information to your employer so they can determine whether the leave qualifies medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) for FMLA protection. You must also inform your employer if FMLA leave was enforces the FMLA for most employees. Eligible employees can take up to previously taken or approved for the same reason when requesting additional **12 workweeks** of FMLA leave in a 12-month period for: The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you unable to work, FMLA does not affect any federal or state law prohibiting discrimination or

FMLA leave in a single 12-month period to care for the servicemember. You have the What does my employer need to do? If you are eligible for FMLA leave, your right to use FMLA leave in one block of time. When it is medically necessary or

greater family or medical leave rights. State employees may be subject to certain health conditions. Most federal and certain congressional employees are also Allow you to take job-protected time off work for a qualifying reason, 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

You have at least 1,250 hours of service for your employer during the 12 months 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 Your employer has at least 50 employees within 75 miles of your work location. eligible, your **employer must notify you in writing:** · About your FMLA rights and responsibilities, and

You work for a private employer that had at least 50 employees during at least Where can I find more information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

You work for a public agency, such as a local, state or federal government agency. you may file a complaint with WHD or Most federal employees are covered by Title II of the FMLA, administered by the

file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process.

SCAN ME WAGE AND HOUR DIVISION

WH1420 REV 04/23

NOTICE REQUIREMENTS FOR FRINGE BENEFITS AND HOURS

FRINGE BENEFITS AND HOURS

Section 195.5 of the New York State Labor Law effective December 12, 1981 provides as follows: "Every employer shall notify his employees in writing or by publicly posting the employer's policy on sick leave, vacation, personal leave, holidays and hours." For written information on your employer's policy on sick leave, vacation, personal leave, holidays and hours can be obtained at: (Please advise

Following are the HOURS OF WORK FOR MINORS UNDER EIGHTEEN employed at

(Please provide name of establishment on the above line.) Please provide daily starting time and ending time, including meal periods, for every day each minor is scheduled to work | Mon - (Meal/Period) | Tue - (Meal/Period) | Wed - (Meal/Period) | Thu - (Meal/Period) | Fri - (Meal/Period) | In Out In Sun - (Meal/Period)

A SCHEDULE OF HOURS OF WORK FOR MINORS UNDER 18 YEARS OF AGE MUST BE POSTED IN THE ESTABLISHMENT BY THE EMPLOYER

EQUAL PAY NOTICE

Equal Pay Provision of the New York State Labor Law Article 6, Section 194

No employee with status within one or more protected class or classes shall be paid a wage at a rate less than the rate at which an employee without status within the same protected class or classes in the same establishment is paid for: (a) equal work on a job the performance of which requires equal skill, effort and responsibility, and which is performed under similar working conditions, or (b) substantially similar work, when viewed as a composite of skill, effort, and responsibility, and performed under similar working conditions; except where payment is made pursuant to a differential based on: (i) a seniority system;

(iii) a system which measures earnings by quantity or quality of production; or (iv) a bona fide factor other than status within one or more protected class or classes, such as education, training, or experience. Such factor: (A) shall not be based upon or derived from a differential in compensation based on status within one or more protected class or classes and (B) shall be job-related with respect to the position in question and shall be consistent with business necessity. Such exception under this

(ii) a merit system;

paragraph shall not apply when the employee demonstrates (1) that an employer uses a particular employment practice that causes a disparate impact on the basis of status within one or more protected class or classes, (2) that an alternative employment practice exists that would serve the same business purpose and not produce such differential, and (3) that the employer has refused to adopt such alternative practice.

(a) "business necessity" shall be defined as a factor that bears a manifest relationship to the employment in question, and (b) "protected class" shall include age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status, and any employee protected from discrimination pursuant to paragraphs (a), (b), and (c) of subdivision one of section two hundred ninety-six and any intern protected from discrimination pursuant to section two hundred ninety-six-c of the executive law.

For the purpose of subdivision one of this section:

For the purposes of subdivision one of this section, employees shall be deemed to work in the same establishment if the employees work for the same employer at workplaces located in the same geographical region, no larger than a county, taking into account population distribution, economic activity, and/or the presence of municipalities. (a) No employer shall prohibit an employee from inquiring about, discussing, or disclosing the wages of such employee or another employee

For questions, write or call your nearest office, (listed below), of the: New York State Department of Labor Division of Labor Standards **Albany District** State Office Campus 75 Varick Street, 7th Floor 333 East Washington Blda. 12. Rm. 185A New York, NY 10013 Street, Rm. 121 Albany, NY 12240 (212) 775-3880 Svracuse, NY 13202 (518)457-2730 (315) 428-4057

Buffalo District 290 Main Street, Rm. 226 276 Waring Road, Rm. Buffalo, NY 14202 (716) 847-7141 Rochester, NY 14609 (585) 258-4550 **Garden City District** 400 Oak Street, Suite 101 Garden City, NY 11530

(914) 997-9521

RIGHT TO KNOW

YOU HAVE A RIGHT TO KNOW!

Your employer must inform you of the health effects and hazards of toxic substances at your worksite Learn all you can about toxic substances on your job. For more information, contact:

Location & Phone Number

THE RIGHT TO KNOW LAW WORKS FOR YOU. **NEW YORK STATE DEPARTMENT OF HEALTH**

RIGHT OF NURSING MOTHERS TO EXPRESS BREAST MILK

Section 206-c of the New York State Labor Law provides as follows: Right of Nursing chooses to express breast milk in the workplace. An employee wishing to avail herself of Mothers to Express Breast Milk. An employer shall provide reasonable unpaid break time this benefit is required to give her employer advance notice. Such notice shall preferably or permit an employee to express breast milk for her nursing child for up to three years be provided to the employer prior to the employee's return to work following the birth following child birth. The employer shall make reasonable efforts to provide a room of the child in order to allow the employer an opportunity to establish a location and or other location, in close proximity to the work area, where an employee can express schedule leave time amongst multiple employees if needed. milk in privacy. No employer shall discriminate in any way against an employee who

NEW YORK BREASTFEEDING:

DISABILITY BENEFITS LAW

An employer who has had in New York State employment 1 or more employees employ at least one employee who works 40 or more hours per week for that

on each of at least 30 days in any calendar year shall be a "covered employer" one employer. (NOTE: Prior to January 1, 1984, employers are subject only if n of 4 weeks following the 30th day of such employment. These 30 days of employment need not be maintain conspicuously at the place or places of business a prescribed form consecutive days but must be work days of employment in one calendar year. Notice of Compliance, stating the provisions have been made for the payment

Job Safety and Health IT'S THE LAW!

All workers have the right to:

 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.

days (by phone, online or by mail) if you have been retaliated against for using your

employer. Request copies of your medical records, tests that measure hazards in the

workplace, and the workplace injury and illness log.

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

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

in a language and vocabulary they can understand. Prominently display this poster in the

Provide required training to all workers

workplace. Post OSHA citations at or near the place

of the alleged violations. On-Site Consultation services are available

without citation or penalty, through OSHAsupported consultation programs in every state.



Contact OSHA. We can help.

FMLA - FAMILY AND MEDICAL LEAVE ACT

leave. Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency. The To care for your spouse, child or parent with a serious mental or physical health supersede any state or local law or collective bargaining agreement that provides • Certain qualifying reasons related to the foreign deployment of your spouse, child limitations in pursuit of direct lawsuits regarding leave for their own serious An eligible employee who is the spouse, child, parent or next of kind of a covered by the law but are subject to the jurisdiction of the U.S. Office of

> 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

• How much of your requested leave, if any, will be FMLA-protected leave.

If you believe your rights under the FMLA have been violated,

UNITED STATES DEPARTMENT OF LABOR

employees where they may obtain written information on fringe benefits and hours.)

SCHEDULE OF HOURS OF WORK FOR MINORS

194. Differential in rate of pay because of protected class status prohibited.

in such written policy shall be an affirmative defense to any claims made against an employer under this subdivision, provided that any adverse employment action taken by the employer was for failure to adhere to such reasonable limitations and not for mere inquiry, discussion or disclosure of wages in accordance with such reasonable limitations in such written policy. (d) This prohibition shall not apply to instances in which an employee who has access to the wage information of other employees as a part of such employee's essential job functions discloses the wages of such other employees to individuals who do not otherwise have access to such information, unless such disclosure is in response to a complaint or charge,

New York City District Syracuse District

Rochester Sub-District White Plains District

4/00 Revised 8/2010

In addition to the above-stated provisions, effective January 1, 1984, employers of Disability Benefits to all eligible employees. To obtain the Notice of of personal or domestic employees in a private home are subject if they Compliance, please contact your Disability Insurance Carrier. OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

A safe workplace.

File a complaint with OSHA within 30

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

NY-0723-F04

OTHERWISE MUTUALLY AGREED. YOU MUST NOTIFY YOUR EMPLOYER NOT LESS THAN 2 DAYS, BUT NOT

PAID FAMILY LEAVE NOTICE

Effective January 26, 2022 (c) objects to, or refuses to participate in any such activity, policy or 1. Definitions. For purposes of this section, unless the context specifically Application. The protection against retaliatory action provided by (a) "Employee" means an individual who performs services for and under the control and direction of an employer for wages or other remuneration, including former employees, or natural persons employed as independent contractors to carry out work n furtherance of an employer's business enterprise who are not

4. Violation: remedy. (a) An employee who has been the subject of a retaliatory action in office, or police or peace officer; (v) any federal, state or local department of an executive branch of government: or (vi) any division, board, bureau, office, committee, or commission of (b) Any action authorized by this section may be brought in the county

http://www.dol.gov/vets. An interactive online USERRA Advisor can be If you file a complaint with VETS and VETS is unable to resolve it, you may equest that your case be referred to the Department of Justice or the Office

All calls and texts are free and confidential **U.S. Department of Veterans Affairs Veterans Crisis**

www.nysda.org/page/AboutVDP NEW YORK STATE DIVISION OF VETERANS' SERVICES Website: veterans.ny.gov Help Line: 1-888-838-7697 Email: DVSInfo@veterans.ny.gov Services: Legal, education, employment and volunteer, financial, health care, and more.

> Auxiliary aides and services are available upon request and free of charge to individuals with disabilities TTY/TDD 711 or 1-800-662-1220 (English) / 1-877-662-4886. P37 (3/23)

www.benefits.va.gov/vocrehab New York State Civil Service Credits for Veterans Program: www.cs.ny.gov ADDITIONAL RESOURCES

New YORK Department of Labor

B. Publication. Every employer shall inform employees of their protections, rights and obligations under this section, by posting a notice thereof. Such notices shall be posted conspicuously in easily accessible and welllighted places customarily frequented by employees and applicants for customarily frequented by employees and applicants for employment.

The U.S. Department of Labor, Veterans Employment and Training Service

The New York State Department of Labor is an Equal Opportunity Employer/Program.

WE ARE YOUR DOI

See any OSHA citations issued to your

This poster is available free from OSHA.

Division of Labor Standards www.labor.ny.gov (b) An employer may, in a written policy provided to all employees, establish reasonable workplace and workday limitations on the time, place and manner for inquires about, discussion of, or the disclosure of wages. Such limitations shall be consistent with standards promulgated by the commissioner and shall be consistent with all other state and federal laws. Such limitations may include prohibiting an employee from discussing or disclosing the wages of another employee without such employee's prior permission. (c) Nothing in this subdivision shall require an employee to disclose his or her

or in furtherance of an investigation, proceeding, hearing, or action under this chapter, including an investigation conducted by the employer. Nothing in this section shall be construed to limit the rights of an employee provided under any other provision of law or collective bargaining agreement.

wages. The failure of an employee to adhere to such reasonable limitations

120 Bloomingdale White Plains, NY 10605



 Comply with all applicable OSHA standards.

to small and medium-sized employers,

servicemember with a serious injury or illness may take up to 26 workweeks of Personnel Management or Congress.

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 reason for which you need FMLA leave. Am I eligible to take FMLA leave? You are an eligible employee if all of the 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