#### **EMPLOYEE POLYGRAPH PROTECTION ACT**

## EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private preempt any provision of any State or local law or any collective screening or during the course of employment.

exercising other rights under the Act. **EXEMPTIONS** Federal, State and local governments are not affected by unauthorized persons.

related activities. The Act permits polygraph (a kind of lie detector) or job applicants may also bring their own court actions. tests to be administered in the private sector, subject to restrictions, to THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE certain prospective employees of security service firms (armored car, **EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.** 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

**employers from using lie detector tests either for pre-employment** bargaining agreement which is more restrictive with respect to lie detector tests. PROHIBITIONS Employers are generally prohibited from requiring or **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are requesting any employee or job applicant to take a lie detector test, subject to numerous strict standards concerning the conduct and and from discharging, disciplining, or discriminating against an length of the test. Examinees have a number of specific rights,

employee or prospective employee for refusing to take a test or for 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 the law. Also, the law does not apply to tests given by the Federal **ENFORCEMENT** The Secretary of Labor may bring court actions to Government to certain private individuals engaged in national security- restrain violations and assess civil penalties against violators. Employees

> **WAGE AND HOUR DIVISION** UNITED STATES DEPARTMENT OF LABOR



## NO SMOKING NOTICE

# **NO SMOKING**

There's a new Air about Pennsylvania Smoke-Free is now the Law!



# **NO FUMAR**

Hay un nuevo aire sobre Pennsylvania Libre de humo es ahora la Ley!

federal certificate is obtained under Section 14(c) of the Fair Labor Standards

**EXEMPTIONS FROM OVERTIME RATES** 

servicing automobiles, trailers, trucks, farm implements or aircraft, if

employed by a non-manufacturing establishment primarily engaged in the

selling of such vehicles to ultimate purchasers. (Example: 51% of business is

• Any employee of a motor carrier the Federal Secretary of Transportation has

power to establish qualifications and maximum hours of service under 49

U.S.C. Section 3102 (b)(1) and (2) (relating to requirements for qualifications,

Any employee engaged in the processing of maple sap into sugar (other than

• Announcer, news editor, chief engineer of a radio or television station, the

• The hours of an employee of an air carrier subject to the provisions of Title II

of the Railway Labor Act (Public Law 69-257, 44 Stat. 577, 45 U.S.C. § 181 et

• the hours are voluntarily worked by the employee pursuant to a shift-

trading practice under which the employee has the opportunity to reduce

hours worked in any workweek by voluntarily offering a shift for trade or

• the required hours of work, wages and overtime compensation have been

agreed to either in a collective bargaining agreement between the employer

and labor organization representing employees for purposes of collective

bargaining or pursuant to a voluntary agreement or understanding arrived

Bedford

Blair

Cambria

Cameron

Centre

Clarion

Clearfield

Adams

Columbia

Cumberland

Dauphin

Franklin

Allegheny

Beaver

Butler

Crawford

Erie

Berks

Bradford

Carbon

.ackawanna

Lehigh

Luzerne

**COUNTIES SERVED:** 

Jefferson

McKean

Mifflin

Potter

Somerset

Warren

Westmoreland

Juniata

Lancaster

Lebanon

Montour

Greene

Lawrence

Mercer

Venango

Washington

Sullivan

Susquehanna

Tioga

Wayne

Wyoming

Clinton

Elk

Fayette

Forest

Fulton

Huntingdon

Indiana

Bucks

Chester

Delaware

Montgomery

Philadelphia

Lycoming

Monroe

Northampton

Pike

Schuylkill

FOR QUESTIONS/COMPLAINTS

is at least 40 airline miles from the principal city in the area

• City or town of 100,000 population or less, if it is not part of a standard

metropolitan statistical area having a total population in excess of 100,000; or • City or town of 25,000 population or less, which is part of such an area but

Act from the U.S. Department of Labor

selling as opposed to 49% in servicing such vehicles)

hours of service, safety and equipment standards)

• Employment by a motion picture theatre

at between the employer and employee

CONTACT:

ireau of Labor Law Compliance

Altoona District Office

1130 12th Avenue, Suite 200

Altoona, PA 16601-3486

Phone: 814-940-6224 or

877-792-8198

Bureau of Labor Law Compliance

Harrisburg District Office

651 Boas Street, Room 1301

Harrisburg, PA 17121-0750

Phone: **717-787-4671** or

800-932-0665

reau of Labor Law Compliance

Philadelphia District Office

110 North 8th St. Suite 203

Philadelphia, PA 19107

Phone: 215-560-1858 or

877-817-9497

Bureau of Labor Law Compliance

Pittsburgh District Office

301 5th Avenue, Suite 330

Pittsburgh, PA 15222

Phone: 412-565-5300 or

877-504-8354

Bureau of Labor Law Compliance

Scranton District Office

201-B State Office Bldg.

100 Lackawanna Avenue

Scranton, PA 18503

Phone: 570-963-4577 or

major studio of which is located in:

refined sugar) or syrup

seq.) when:

## PENNSYLVANIA MINIMUM WAGE

pennsylvania

DEPARTMENT OF LABOR 8 **MINIMUM WAGE LAW SUMMARY** 

BUREAU OF LABOR LAW COMPLIANCE MUST BE POSTED IN A CONSPICUOUS PLACE IN EVERY PENNSYLVANIA BUSINESS GOVERNED BY THE MINIMUM WAGE ACT

The Pennsylvania Minimum Wage Act establishes a fixed Minimum Wage and • Individuals with a physical or mental deficiency or injury may be paid less Overtime Rate for employees. It also sets forth compliance-related duties for the than the applicable minimum wage if a license specifying a rate commensurate with productive capacity is obtained from the Bureau of Labor Law

Department of Labor & Industry and for employers. In addition, the Minimum Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750), or a Wage Act provides penalties for noncompliance. This summary is for general information only and is not an official position formally adopted by the Department of Labor & Industry

Overtime Rate: Workers shall be paid 1½ times their regular rate of pay after 40 hours worked in a workweek (Except as Described) • Any salesman, parts man or mechanic primarily engaged in selling and

#### **MINIMUM WAGE RATE:** \$7.25 per hour Effective July 24, 2009

(Except as Described) **Tipped Employees:** An employer may pay a minimum of \$2.83 per hour to an

employee who makes \$135.00 per month in tips. The employer must make up the difference if the tips and \$2.83 do not meet the regular Pennsylvania **Keeping Records:** Every employer must maintain accurate records of each employee's earnings and hours worked, and provide access to Labor & Industry.

**Exemptions:** Overtime applies to certain employment classifications. **Special Allowances For:** Students, learners and people with disabilities, upon application only.

Penalties: Failure to pay the legal minimum wage or other violations may result

n payment of back wages and other civil or criminal action where warranted.

#### **EXEMPTIONS FROM BOTH Minimum Wage and Overtime Rates** Labor on a farm

Domestic service in or about the private home of the employer Delivery of newspapers to the consumer

Publication of weekly, semi-weekly or daily newspaper with a circulation of less than 4,000 when the major portion of circulation is in the county where published or a bordering county

Bona fide outside salesman Educational, charitable, religious, or nonprofit organization where no employer-employee relationship exists and service is rendered gratuitously

Golf caddy

In seasonal employment, if the employee is under 18 years of age or if a student under 24 years of age is employed by a nonprofit health or welfare agency engaged in activities dealing with children with disabilities or by a nonprofit day or resident seasonal recreational camp for campers under the age of 18 years, which operates for a period of less than three months in any one year In employment by a public amusement or recreational establishment, organized camp, or religious or nonprofit educational conference center, if (i) it does not operate more than seven months a year or (ii) during the preceding calendar year, the average receipts for any 6 months were not more than 33% of its average receipts for the other 6 months of such year

telephone company which has no more than 750 stations • Employees not subject to civil service laws who hold elective office or are on the personal staff of such an officeholder, are immediate advisers to the officeholder, or are appointed by the officeholder to serve on a policy making level Executive, Administrative, and Professional employees, as defined by the Department

Switchboard operator employed by an independently-owned public

**ALLOWANCES** 

Wages paid to any employee may include reasonable cost of board, lodging and other facilities. This may be considered as part of the minimum wage if the employee is notified of this condition and accepts it as a usual condition of employment at the time of hire or change of classification. The wages, including food credit plus tips, must equal the current minimum wage. **Board:** Food furnished in the form of meals on an established schedule. **Lodging:** Housing facility available for the personal use of the employee at all hours.

Reasonable Cost: Actual cost, exclusive of profit, to the employer or to anyone affiliated with the employer.

**EXCEPTIONS FROM MINIMUM WAGE RATES** Learners and students (bona fide high school or college), after obtaining a Special Certificate from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750) may be paid 85% of the minimum

wage as follows: Learners: 40 hours a week. Maximum eight weeks

Students: Up to 20 hours a week. Up to 40 hours a week during school 877-214-3962 vacation periods

# **MORE INFORMATION IS AVAILABLE ONLINE**

Additional information about the Minimum Wage Act is available online at: www.dli.pa.gov, PA Keyword: Minimum Wage. From the Web site you can submit a complaint form, find answers to frequently asked questions and read more about the Minimum Wage Act.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program LLC-1 REV 06-22

**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.

# **CHILD LABOR LAWS**

pennsylvania DEPARTMENT OF LABOR & INDUSTRY

# **ACT HOURS PROVISIONS**

**ABSTRACT OF THE CHILD LABOR** 

MUST BE POSTED IN A CONSPICUOUS PLACE WHERE ANY PERSON UNDER AGE 18 IS EMPLOYED This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its

regulations. Minors under 16 must have a written statement by the minor's parent or guardian acknowledging the duties and hours of employment and granting permission to work.

# **HOURS OF EMPLOYMENT—AGES 14 & 15\***

**HOURS OF EMPLOYMENT During School Term:** Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday—

Employment prohibited after 7 p.m. and before 7 a.m. Exceptions: During school vacations, minors may be employed until 9 p.m.

Employment prohibited before 6 a.m. and after 12 a.m.

Exceptions: During school vacations, minors may be employed until

Friday), and only at a time that does not interfere with school Minors at least age 11 may be employed in newspaper delivery from attendance. Plus eight additional hours on Saturdays and Sundays. 5 a.m. to 8 p.m., except during school vacation, then until 9 p.m. Members Exception: Students 14 and older, whose employment is part of volunteer fire companies may participate in training and firefighting of a recognized school work program, may be employed for hours, when activities until 10 p.m. with written parental consent. combined with school hours, not exceeding eight in a day.

During School Vacations: Maximum eight hours/day, 40 hours/week.

# **HOURS OF EMPLOYMENT—AGES 16 & 17\* \*\***

**HOURS OF EMPLOYMENT During School Term:** Maximum eight hours a day and 28 hours per

school week (Monday—Friday). Plus eight additional hours on Saturdays and Sundays.

1 a.m. Members of volunteer fire companies may continue serving **During School Vacations:** Maximum 48 hours/week; 10 hours/day; a

in answer to a fire call until excused by chief. minor may refuse any request to work greater than 44 hours/week.

\* Minors employed as sports attendants are not subject to the Act's hours and work time restrictions.

\*\*EXCEPT: A) Minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code are not subject to the Act's hours of employment or work time restrictions.

B) Special rules apply to young adults, 16 and 17 years of age, employed during a school vacation as a counselor by a summer resident camp operated by a religious or scout organization.

MAXIMUM EMPLOYMENT: NOT MORE THAN six CONSECUTIVE DAYS (except newspaper delivery). 30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE five CONSECUTIVE HOURS OF WORK.

For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at www.dli.state.pa.us and click on "Labor Law Compliance."

Address inquiries and complaints to one of the offices of the Bureau of Labor Law Compliance: **Altoona District Office Harrisburg District Office Philadelphia District Office** 

Altoona, PA 16601 814-940-6224 or 877-792-8198 **Pittsburgh District Office** 

1130 12th Ave.

Suite 200

LLC-5 REV. 01-13

Labor & industrY

301 5th Ave. Suite 330

1301 Labor & Industry Building 651 Boas St. Harrisburg, PA 17121

110 North 8th St. Suite 203 Philadelphia, PA 19107 215-560-1858 or 877-817-9497

**Bureau of Labor Law Compliance** 

LLC-17 REV 2-07

**Scranton District Office** 201 B State Office Building 100 Lackawanna Ave. Scranton, PA 18503

717-787-4671 or 800-932-0665

Pittsburgh, PA 15222 412-565-5300 or 877-504-8354 570-963-4577 or 877-214-3962 Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

**Department of Labor & Industry** 

Hours of Work for Minors Under Eighteen employed at

(Give name of establishment, department and floor, or otherwise designate workers to whom this schedule applies.)

NAME OF EMPLOYEE	AGI		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL SCHOOL HOURS PER WEEK IF UNDER 16	TOTAL HOURS FOR WEEK
		F	ROM	ТО	FROM	ТО	FROM	ТО	FROM	TO	FROM	то	FROM	ТО	FROM	ТО		

Show daily time of starting work, time for meal or rest periods, and time of stopping work

**NOTE:** Minors between 14 and 16 years of age may not be employed at times that interfere with regular school attendance. Hours spent in school must be included in I hereby certify that the schedules of hours given above are true and correct.

> MANAGER SIGNATURE ADDRESS OF ESTABLISHMENT This Schedule and the Abstract of the Child Labor Law Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Child Labor Law. This Schedule Must be Kept up to Date and Correct.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

DISCRIMINATION

(Act of October 27, 1955, P.L. 744, as Amended)

PENNSYLVANIA & FEDERAL LABOR LAW POSTER

COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION **EMPLOYMENT PROVISIONS OF THE PENNSYLVANIA HUMAN RELATIONS ACT** 

PURPOSE OF PROVISIONS The purpose of the employment provisions of the Pennsylvania Human Relations Act is to prevent and eliminate unlawful discriminatory practices in employment because of race, color, religion, ancestry, age (40 and above), sex, national origin, non-job related disability, known association with a disabled individual, possession of a diploma based on passing a general education development test, or willingness or refusal to participate in abortion or sterilization. **UNLAWFUL DISCRIMINATORY PRACTICES** It is unlawful — on the basis of the facts listed above — for an employer, labor union or employment agency to: 1. Deny any person an equal opportunity to obtain employment, to be promoted and to be accorded all other rights to compensation, tenure and other terms, conditions and privileges of employment. 2. Deny membership rights and privileges in any labor organization. 3. Deny any person equal opportunity to be referred for employment. 4. Refuse to contract or otherwise discriminate in contracting with any independent contractor who is licensed by the Bureau of Professional and Occupational Affairs. It is also unlawful for any person, employer, labor union or employment agency to retaliate against an individual because the individual has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or abet any unlawful discriminatory practice under the Human Relations Act. PARTIES SUBJECT TO THE ACT The employment provisions of the Pennsylvania Human Relations Act apply to: (1) Employers of 4 or

more persons, including units of state and local government, (2) Labor organizations, and (3) Employment agencies. WHO MAY FILE A COMPLAINT Complaints may be filed within 180 days of the alleged act of discrimination by any of the following: (1) Any person who believes he or she has been discriminated against, (2) The Pennsylvania Human Relations Commission, (3) The Attorney General of Pennsylvania, or (4) An employer whose employees hinder compliance with the provisions of the Act. PARTIES EXEMPT FROM THE ACT The employment provisions of the Pennsylvania Human Relations Act do not apply to: (1) Any individual employed in agriculture or domestic service, (2) any individual who, as part of his or her employment, resides in the personal residence of the employer, (3) Any individual employed by his or her parents, spouse or child. /HO MUST POST THIS NOTICE Every employer, labor organization and employment agency subject to the employment provisions of this Act is required by law to post this notice in a conspicuous, easily accessible and well-lighted location customarily frequented by applicants, emplovees or members

ng, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.

For further information, write, phone or visit the Pennsylvania Human Relations Commission: **Executive Offices:** 333 Market Street, 8th Floor · Harrisburg, PA 17126 (717) 787-4410 • (717) 787-7279 (TTY) or visit us at www.phrc.state.pa.us To file a complaint contact the Regional Office nearest you:

301 5th Ave., Suite 390, Piatt Place Pittsburgh, PA 15222 (412) 565-5395

(412)565-5711 (TTY

333 Market Street, Harrisburg, PA 17126-0333 (717) 787-9780 (717) 787-7279 (TTY)

110 N. 8th St. Suite 501 Philadelphia, PA 19107 (215) 560-2496 (215) 560-3599 (TTY)

ra-li-bwc-helpline@pa.gov

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

# **WORKERS' COMPENSATION**

pennsylvania REMEMBER: IT IS IMPORTANT TO TELL YOUR EMPLOYER ABOUT YOUR INJURY

The name, address and telephone number of your employer's workers' compensation insurance company, third-party administrator (TPA), or person handling the workers' compensation claims for your company, as shown below. **Employer Name:** Date Posted: IF SOMEONE OTHER THAN INSURER IS HANDLING CLAIMS (Complete all applicable spaces) (Complete all applicable Spaces) Name of TPA (Claims administrator) Name of Insurance Company: Address: Telephone Number: Telephone Number: IF SOMEONE OTHER THAN SELF-INSURER IS HANDLING CLAIMS (Complete all applicable Spaces) (Complete all applicable spaces) Name of TPA (Claims administrator): Name of person handling claims at the self-insured:

Telephone Number Telephone Number: Any individual filing misleading or incomplete information knowingly and with the intent to defraud is in violation of Section 1102 of the Pennsylvania Workers' Compensation Act, 77 P.S. §1039.2, and may also be subject to criminal and civil penalties under 18 Pa. C.S.A. §4117 (relating to insurance fraud). Claims Information Services

PA Relay 7-1-1

Other

IRS web site.

**徽IRS** 

information on this subject.

Auxiliary aids and services are available upon request to individuals with disabilities. LIBC-500 REV 09-22 Equal Opportunity Employer/Program

toll-free inside PA: 800.482.2383

local & outside PA: 717.772.4447

PAYDAY NOTICE

**Regular Paydays for Employees of** 

(Company Name)

Shall be as follows:

WITHHOLDING STATUS

Monthly

Services

717.772.3702

employer did you...

Change your name?

capital gains, etc.)?

Your nonwage income (interest, dividends,

spouse started or ended a job)?

Marry or divorce?

Bi-Weekly

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with your Your itemized deductions Your tax credits? If you can answer "YES"... Gain or lose a dependent? Were there major changes to...

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. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust

# **EQUAL PAY LAW**

Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Equal Pay Law Department of Labor & Industry ABSTRACT OF THE EQUAL PAY LAW Bureau of Labor ion on Basis of Sex Prohibited Prohibits discrimination date upon which the violation occurs. by any employer in any place of employment between employees on Records Required Requires employer to keep and maintain the basis of sex, by paying wages to any employee at a rate less than records of wages, wage rates, job classifications and other terms the rate paid to employees of the opposite sex for work under equal conditions on jobs which require equal skills. Provides that variation

training or merit increase system that does not discriminate on the basis of sex. nistration Empowers the Secretary of Labor & Industry to administer the provisions of the act, and to issue rules and regulations to make effective the provisions of the act. Collection of Unpaid Wages in Case of Discrimination Provides for the collection of unpaid wages due under the act and in addition, an equal amount of liquidated damages and reasonable attorney's fee and costs. Authorizes the Secretary of Labor & Industry and upon an

in payment of wages is not prohibited when based on a seniority,

employee's request, to take assignment of such a wage claim for ollection. Limits the period for such action to two years from the **More Information is Available Online** 

and conditions of employment of the persons employed, as the Secretary of Labor & Industry shall prescribe. Requires that employers post an abstract of the law. alties Provides for a fine of not less than \$50 nor more than \$200, or imprisonment of not less than 30 days nor more than 60 days, for: (1) employer who wilfully and knowingly violates provisions of the act, or discharges or otherwise discriminates against an employee who makes a complaint, institutes, or testifies at, proceedings under the act; and (2) employer who fails to keep required records, falsifies such

records, hinders, delays, or otherwise interferes with the Secretary or his authorized representative in the performance of his duties in the enforcement of the act. Each day a violation continues shall constitute a separate offense

Additional information about the Equal Pay Law is available online at: www.state.pa.us, PA Keyword: labor & industry. Click on "Labor Law Compliance" under Quick Links. Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

# PUBLIC ACCOMMODATION

COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION PUBLIC ACCOMMODATION PROVISIONS PENNSYLVANIA HUMAN RELATIONS ACT

Under this Act, a public accommodation is any accommodation which is open to, accepts or solicits the patronage of the general public, including government services. It is unlawful for any owner, lessee, proprietor, manager, superintendent, agent, or employee of any public accommodation to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, disability, known association with a person with a disability, use of a guide or support animal due to blindness, deafness or physical disability or because the user is a handler or trainer of such animals. This notice, which has been prepared and distributed by the Pennsylvania Human Relations Commission, must be posted by any owner, lessee, proprietor or manager of a public accommodation. Notices must be posted conspicuously in easily accessible and well-lighted places at the public accommodation, where they may be readily seen by those seeking or granting any of the accommodations, advantages, facilities or privileges of such public accommodation. Complaints must be filed within 180 days of the alleged act of discrimination. WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment. For further information, write, phone or visit the Pennsylvania Human Relations Commission: Executive Offices: 333 Market Street. 8th Floor • Harrisburg, PA 17126-0333

(717) 787-4410 • (717) 787-7279 (TTY) • www.phrc.state.pa.us To file a complaint contact the Regional Office nearest you: **Pittsburgh** 301 5th Ave., Suite 390, Piatt Place Pittsburgh, PA 15222 (412) 565-5395

R333 Market Street Harrisburg, PA 17126-0333 (717) 787-9780 (717) 787-7279 (TTY)

Retaliation for filing a charge, reasonably opposing

discrimination, or participating in a discrimination

lawsuit, investigation, or proceeding

What Employment Practices can be

All aspects of employment, including:

Pay (unequal wages or compensation)

Discharge, firing, or lay-off

physical conduct)

Assignment

Hiring or promotion

Interference, coercion, or threats related

to exercising rights regarding disability

discrimination or pregnancy accommodation

Harassment (including unwelcome verbal or

Failure to provide reasonable accommodation

for a disability; pregnancy, childbirth, or related

medical condition; or a sincerely-held religious

110 N. 8th Street Suite 501 Philadelphia, PA 19107 (215) 560-2496 (215) 560-3599 (TTY

Conduct that coerces, intimidates, threatens, or

else to exercise rights, regarding disability

What can You Do if You Believe Discrimi

Contact the EEOC promptly if you suspect

are strict time limits for filing a charge of discrimination (180 or 300 days, depending on

discrimination. Do not delay, because there

pregnancy accommodation

any of the following ways:

Additional information

**Call** 1–800–669–4000 (toll free)

-800-669-6820 (TTY)

www.eeoc.gov/field-office)

interferes with someone exercising their rights,

or someone assisting or encouraging someone

discrimination (including accommodation) or

where you live/work). You can reach the EEOC in

**Submit** an inquiry through the EEOC's public portal:

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

1–844–234–5122 (ASL video phone)

# (412)565-5711 (TTY) EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Employees (current and former), including managers and temporary employees 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 Under the EEOC's laws, an employer may not

discriminate against you, regardless of your immigration status, on the bases of: National origin

 Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity) Age (40 and older Genetic information (including employer

sexual orientation, gender identity, or national origin, and requires affirmative

action to ensure equality of opportunity in all aspects of employment. **Asking About, Disclosing, or Discussing Pay** Executive Order 11246, as

mended, protects applicants and employees of Federal contractors from

discrimination based on inquiring about, disclosing, or discussing their

protects qualified individuals with disabilities from discrimination

classification, referral, and other aspects of employment by Federal

advance in employment qualified individuals with disabilities at all levels

of employment, including the executive level.

activities which receive Federal financial assistance

h hiring, promotion, discharge, pay, fringe benefits, job training,

ility Section 503 of the Rehabilitation Act of 1973, as amended

compensation or the compensation of other applicants or employees.

of employees requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family

belief, observance or practice Job training Classification Referral Obtaining or disclosing genetic information Requesting or disclosing medical information

Visit an EEOC field office (information at E-Mail info@eeoc.gov about the EEOC, including information about filing a Conduct that might reasonably discourage someone from opposing discrimination, filing a charge of discrimination, is charge, or participating in an investigation available at www.eeoc.gov.

or proceeding **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** The Department of Labor's Office of Federal Contract Compliance Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance

Programs (OFCCP) enforces the nondiscrimination and affirmative action Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination commitments of companies doing business with the Federal Government. against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within f you are applying for a job with, or are an employee of, a company with a Féderal contract or subcontract, you are protected under Federal law from discrimination on the following bases: three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. , Color, Religion, Sex, Sexual Orientation, Gender Identity, Nationa n Retaliation is prohibited against a person who files a complaint Origin Executive Order 11246, as amended, prohibits employment of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors based on race, color, religion, sex, discrimination by Federal contractors under these Federal laws. Any person

who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor Washington, D.C. 20210 1-800-397-6251 (toll-free)

f you are deaf, hard of hearing, or have a speech disability, please dial -1–1 to access telecommunications relay services. OFCCP may also be contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.doi.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, otherwise qualified individual 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 <a href="https://www.dol.gov/agencies/ofccp/contact">https://www.dol.gov/agencies/ofccp/contact</a>.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act as amended, prohibits employment discrimination on the basis of disability of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons

ployment discrimination is covered by Title VI if the primary objective of with disabilities who, with or without reasonable accommodation, can the financial assistance is provision of employment, or where employment perform the essential functions of the job. If you believe you have been discrimination causes or may cause discrimination in providing services discriminated against in a program of any institution which receives Federal under such programs. Title IX of the Education Amendments of 1972 prohibits financial assistance, you should immediately contact the Federal agency employment discrimination on the basis of sex in educational programs or providing such assistance. (Revised 6/27/2023)

### FEDERAL MINIMUM WAGE **EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT**

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

comply with both.

The law requires employers to display this poster where employees overtime pay provisions of the law. Civil money penalties may also be can readily see it. assessed for violations of the FLSA's child labor provisions. Heightened civil OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours money penalties may be assessed for each child labor violation that results worked over 40 in a workweek. CHILD LABOR An employee must be at least 16 years old to work in most

by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural 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 • Certain full-time students, student learners, apprentices, and workers 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

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 non-farm jobs and at least 18 to work in non-farm jobs declared hazardous repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must

> 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. with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor. WAGE AND HOUR DIVISION

JNITED STATES DEPARTMENT OF LABOR 1-866-487-9243 www.dol.gov/agencies/whd

#### FMLA - FAMILY AND MEDICAL LEAVE ACT

### **Your Employee Rights Under the Family and Medical Leave Act**

What is FMI A leave? The Family and Medical Leave Act (FMI A) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical easons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for: he 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 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 <u>may</u> take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember. You have the right to use FMLA leave in one block of time. When it is medically 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 reason for which you need FMLA leave. Am I eligible to take FMLA leave? You are an eligible employee if all of the following

You work for a covered employer, You have worked for your employer at least 12 months, You have at least 1,250 hours of service for your employer during the 12 months before your leave, and Your employer has at least 50 employees within 75 miles of your work location.
 Airline flight crew employees have different "hours of service" requirements. You work for a **covered employer** if **one** of the following applies: You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,

ou work for an elementary or public or private secondary school, or w do I request FMLA leave? Generally, to request FMLA leave you must: Follow your employer's normal policies for requesting leave,

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

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

You **do <u>not</u> have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

Your **employer may 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

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 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 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 **employer** <u>cannot</u> 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.

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

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer** <u>must</u> **confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more info Call 1-866-487-9243 or visit dol.gov/fmla

file a complaint with WHD or file a private

Scan the QR code to learn about

our WHD complaint process.





### PENNSYLVANIA WORKER AND COMMUNITY RIGHT TO KNOW ACT

### **EMPLOYEE WORKPLACE NOTICE | PUBLIC SECTOR**

**Pennsylvania Worker and Community Right To Know Act** The Pennsylvania Worker and Community Right to Know Act requires that information about hazardous substances in the workplace and in the environment is available to public sector employees and employees of private sector workplaces not covered by the Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard and to all persons living or working in the state. Employee rights listed below are further defined in the Worker and Community Right to Know Act (P.L. 734, No. 159) and Regulations. For additional information, contact the Department of Labor & Industry, Bureau of Workers' Compensation, Health & Safety Division, 1171 S. Cameron Street Room 324, Harrisburg, Pennsylvania 17104-2501; (717) 772-1635; E-mail: RA-LI-BWC-SAFETY@pa.gov.

training program to employees exposed to hazardous substances. The training program may be presented either in written form or in training sessions. sector employers and private sector employers not covered by OSHA must post the HSSF can easily identify the contents. prominently in the workplace and must provide a copy to any employee upon request. Vork Area List: The Work Area List names the hazardous substances used or produced not covered by the OSHA Hazard Communication Standard must maintain and allow in a specific work area in the workplace. Public sector employers and private sector employee access to records of employee chemical exposure to the extent required by employers not covered by the OSHA Hazard Communication Standard must update a OSHA (under 29 CFR 1910.1200) or by the Mine Safety Health Administration (under Work Area List at least annually, must provide a copy to any employee of the work area 30 CFR 70.210 and 71.210).

request to obtain a copy of an MSDS is made to the employer in writing and, after five

working days from the date the request is made, the employer fails to furnish the

employee with an MSDS in the employer's possession or fails to provide the employee

with proof of the employer's effort to obtain the requested MSDS from the

manufacturer, importer, supplier or distributor and from the Department of Labor &

EMPLOYER NAME

which you are unemployed or that your hours

are reduced. You may risk losing some benefit

**ADDRESS** 

unemployed.

Employee Workplace Notice: Public sector employers (including state and local Industry, the requesting employee may refuse to work with the substance. government agencies and public schools and public universities) and private sector Environmental Hazard Survey Form: The Environmental Hazard Survey Form (EHSF) employers not covered by the OSHA Hazard Communication Standard must post this provides information about any environmental hazards emitted, discharged or disposed notice informing employees of their rights under the law. This notice must be posted of from the workplace. All employers are required to complete an EHSF when and if prominently in the workplace at a location where employee notices are normally posted. requested to do so by the Department of Labor & Industry. If an EHSF has been completed raining: Public sector employers and private sector employers not covered by the by a public sector employer or a private sector employer not covered by the OSHA Hazard OSHA Hazard Communication Standard must provide an annual education and Communication Standard, a copy must be provided to any employee upon request. Labeling: All containers and ports of pipelines of hazardous and non-hazardous substances in public sector workplaces and private sector workplaces not covered by lazardous Substance Survey Form: The Hazardous Substance Survey Form (HSSF) the OSHA Hazard Communication Standard must be properly labeled. Employers provides an inventory of the hazardous substances found in the workplace during the must ensure that each label, sign, placard or other operating instruction is prominently prior calendar year. All employers must complete a workplace HSSF annually. Public affixed and displayed on the container or port of a pipeline system so that employees **Health and Exposure Records:** Public sector employers and private sector employers

upon request, and must offer a copy to any employee newly assigned to that work area. Non-discrimination: If a public sector employee or an employee of a private laterial Safety Data Sheet: The Material Safety Data Sheet (MSDS) provides detailed sector workplace not covered by the OSHA Hazard Communication Standard believes information about a hazardous substance. In public sector workplaces and private that he or she has been discharged, disciplined or discriminated against by an sector workplaces not covered by the OSHA Hazard Communication Standard, an employer for exercising his or her rights granted under the Pennsylvania Worker and MSDS must be accessible in the work area where the hazardous substance it describes Community Right to Know Act, that employee has 180 days from the date of the s used. MSDSs must be readily available to employees without the intervention or alleged violation to file a written complaint with the Department of Labor & Industry, Bureau of PENNSAFE permission of management or supervisors, and any employee may obtain and examine an MSDS for any hazardous substance in the workplace. If an employee's

> Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program pennsylvania EPARTMENT OF LABOR & INDUSTRY LIBC-262 REV 03-20

your existing employer-based health plan coverage for you and your dependents for up

• Even if you don't elect to continue coverage during your military service, 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

•The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is

• 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/.

exclusions) except for service-connected illnesses or injuries.

An interactive online USERRA Advisor can be viewed at

https://webapps.dol.gov/elaws/vets/userra.

authorized to investigate and resolve complaints of USERRA violations.

Scan with your

mobile phone

### UNEMPLOYMENT COMPENSATION

pennsylvania PENNSYLVANIA UNEMPLOYMENT COMPENSATION Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, I am registered with the Pennsylvania Department of Labor & Industry as:

PA UC ACCOUNT NUMBER The UC Law can provide you with an income during periods when you are either partially or totally unemployed through no fault of your own. If you become UNEMPLOYED or your HOURS ARE REDUCED due to LACK OF WORK, the company, department, agency, commission, or bureau where you worked may

provide you with a completed **Form UC-1609**, How to Apply for Unemployment Compensation (UC) Benefits.

**IMPORTANT** Your UC application will be dated effective the NOTE: To file an application for UC benefits, you will need to provide your: week in which you actually file the application · Social Security Number for benefits. You should file a new claim or Alien registration number (if not a U.S. citizen) reopen an existing claim during the first week in

eligibility if you file after the first week you are • Dates of employment and reasons for leaving Most recent pay stub (optional but helpful) • Personal Identification Number (PIN) (if you have one from a prior claim) ou may file your new application, reopen an existing claim or get information about the UC Program online at www.uc.pa.gov, or by calling the UC Service Center at

to 24 months while in the military.

• Name, address, and account number of employer(s) from Form UC-1609

388-313-7284. TTY: (Hearing Impaired) at 888-334-4046 When claiming UC benefits, you must report gross wages that you earned during any week for which you are claiming UC benefits. Computer crossmatching is used to detect the illegal receipt of UC payments resulting from unreported work and earnings, as well as unreported pensions. REMEMBER: Whenever you have questions or any problem regarding your UC claim, contact your UC Service Center. Do not take outside advice. Outside advice may

Complete mailing and home address

A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under section 801 of the UC Law, 43 P.S. §871, and may be subject to a fine, imprisonment, restitution and loss of future benefits Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

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.

# USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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

be incorrect and could adversely affect your eligibility to receive UC benefits.

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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION f 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; • 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 then an employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit of employment, because of this status. applicable, for representation. In addition, an employer may not retaliate against anyone assisting in the enforcement • You may also bypass the VETS process and bring a civil action against an employer for of USERRA rights, including testifying or making a statement in connection with a violations of USERRA. proceeding under USERRA, even if that person has no service connection.

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.

#### Employer Support Of The Guard And Reserve 1-800-336-4590 Office of Special Counsel U.S. Department of Justice

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT



# **Job Safety and Health** IT'S THE LAW!

All workers have the right to: A safe workplace.

 Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.

 Receive information and training on job hazards, including all hazardous substances in your workplace. Request a confidential OSHA inspection

OSHA on your behalf. Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.

File a complaint with OSHA within 30

days (by phone, online or by mail) if you

have been retaliated against for using your

of your workplace if you believe there are

unsafe or unhealthy conditions. You have

the right to have a representative contact

See any OSHA citations issued to your employer.

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

This poster is available free from OSHA.

Contact OSHA. We can help.

# **Employers must:**

standards.

 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.

Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization,

amputation, or loss of an eye.

Comply with all applicable OSHA

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 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

PA-0723-F04