LABOR LAWS

FEDERAL

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

ENFORCEMENT

USERRA.

PENNSYLVANIA

FED EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT FEDERAL MINIMUM WAGE The FLSA requires employers to provide reasonable break time for

ENFORCEMENT

\$7.25 PER HOUR **BEGINNING JULY 24, 2009** The law requires employers to display this poster

where employees can readily see it. At least 1½ times the regular rate of pay for all hours worked over 40 in

CHILD LABOR An employee must be at least 16 years old to work in most non-farm iobs and at least 18 to work in non-farm jobs declared hazardous 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

PA

a nursing mother employee who is subject to the FLSA's overtime

requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to 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.

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations

DEPARTMENT OF LABOR LINITED STATES OF AMERICA

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT



REV. 07/2016

FED

uniformed services.

REEMPLOYMENT RIGHTS

particular employer

honorable conditions

uniformed service:

uniformed service; or

initial employment

because of this status.

FED

PA

Discrimination on Basis of Sex Prohibited

regulations to make effective the provisions of the act.

Collection of Unpaid Wages in Case of Discrimination

to **two** years from the date upon which the violation occurs.

Requires that employers post an abstract of the law.

participate in abortion or sterilization

Human Relations Act.

Employment agencies.

PA

PA

then an employer may not deny you:

retention in employment;

period for the following reasons:

• are a past or present member of the

have applied for membership in the

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

against past and present members of the uniformed services, and applicants to the

National Disaster Medical System. USERRA also prohibits employers from discriminating

You have the right to be reemployed in your civilian job if you leave that job to perform service in the

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

you return to work or apply for reemployment in a timely manner after conclusion of service; and

· are obligated to serve in the

uniformed service:

· any benefit of employment

· promotion; or

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

you have not been separated from service with a disqualifying discharge or under other than

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

1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd

Announcer, news editor, chief engineer of a

radio or television station, the major studio o

City or town of 100,000 population or less.

if it is not part of a standard metropolitan

which is located in:

are determined to be willful or repeated. The law also prohibits

retaliating against or discharging workers who file a complaint or

minimum wage, and/or overtime pay provisions

Certain occupations and establishments are exempt from the

Special provisions apply to workers in American Samoa, the

Commonwealth of the Northern Mariana Islands, and the

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

Certain full-time students, student learners, apprentices, and

under special certificates issued by the Department of Labor.

workers with disabilities may be paid less than the minimum wage

Some state laws provide greater employee protections; employers

participate in any proceeding under the FLSA.

Commonwealth of Puerto Rico.

independent contractors are not.

must comply with both.

ADDITIONAL INFORMATION

Department of Labor & Industry, Bureau of Labor Law Compliance

Must be Posted in a Conspicuous Place in Every Pennsylvania

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

vith handicapped or exceptional children or by

a nonprofit day or resident seasonal recreationa

camp for campers under the age of 18 years,

which operates for a period of less than three

In employment by a public amusement or

ecreational establishment, organized camp, or

religious or nonprofit educational conference center, if (i) it does not operate more than sever

months a year or (ii) during the preceding

calendar year, the average receipts for any 6

receipts for the other 6 months of such year

company which has no more than 750 stations

Switchboard operator employed by an

independently-owned public telephone

months in any one year

Business Governed by the Minimum Wage Act The Pennsylvania Minimum Wage Act establishes a fixed Minimum Wage and Overtime Rate for employees. It also sets forth compliance-related duties for the Department of Labor & Industry and for employers In addition, the Minimum Wage Act provides penalties for noncompliance. This summary is for genera information only and is not an official position formally adopted by the Department of Labor & Industry.

Workers shall be paid $1\frac{1}{2}$ times their regular rate of pay after 40 hours worked in a workweek

Minimum Wage Rate: Effective July 24, 2009

in employer may pay a minimum of \$2.83 per hour to an employee who makes \$30.00 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

Failure to pay the legal minimum wage or other violations may result in payment of back wages and other civil

Overtime applies to certain employment classifications. (see below) Special Allowances For: Students, learners and people with disabilities, upon application only.

Exemptions from Both Minimum Wage and Overtime Rates

Labor on a farm Domestic service in or about the private home Delivery of newspapers to the consumer Publication of weekly, semi-weekly or daily when the major portion of circulation is in the county where published or a bordering county Bona fide executive, administrative or rofessional capacity, (including academic dministrative personnel or teacher in public schools) or in capacity of outside salesman. owever, an employee of a retail or service

establishment shall not be excluded from the definition of employee employed in a bona fidexecutive or administrative capacity because of the number of hours in the employee's work not directly or closely related to the performance activities, if less than 40% of the employee hours worked in the workweek are devoted to Educational, charitable, religious, or nonprofit organization where no employer- employee relationship exists and service is

nployees 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 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

ips, must equal thé 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 **Exceptions from Minimum Wage Rates**

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

Learners: 40 hours a week. Maximum Students: Up to 20 hours a week. Up to 40 Individuals with a physical or mental deficiency or injury may be paid less than the applicable minimum wage if a license specifying a rate commensurate with productive capacity is obtained from the Bureau of Labor Law ompliance, (651 Boas Street, Room 1301 Harrisburg, PA 17121-0750), or a federal certificate is obtained under Section 14(c of the Fair Labor Standards Act from the Ú.S. Department of Labor.

Minimum Wage Law Summary Exemptions from Overtime Rates A seaman Any salesman, partsman or mechanic primarily engaged in selling and servicing automobiles trailers, trucks, farm implements or aircraft, if employed by a non-manufacturing establishme primarily engaged in the selling of such vehicles to ultimate purchasers. (Example: 51% of business is selling as opposed to 49% in servicing

statistical area having a total population in excess of 100,000; or o City or town of 25,000 population or less, which is part of such an area but is at least 40 airline miles from the principal city Taxicab driver in the area Any employee of a motor carrier the Federal Secretary of Transportation has power to establish qualifications and maximum hours of service under Any employee engaged in the processing of maple sap into sugar (other than refined sugar) 49 U.S.C. Section 3102 (b)(1) and (2) (relating to requirements for qualifications, hours of service, safety and equipment standards) Employment by a motion picture theatre

For Questions/Complaints

Contact:		Counties Served:						
	Armstrong	Armstrong Clinton .						
Bureau of Labor Law Compliance	Bedford	Elk	McKean					
Altoona District Office	Blair	Fayette	Mifflin					
1130 12th Avenue	Cambria	Forest	Potter					
Suite 200	Cameron	Fulton	Somerset					
Altoona, PA 16601-3486	Centre	Warren						
Phone: 814-940-6224 or 877-792-8198	Clarion	Indiana	Westmoreland					
	Clearfield							
Bureau of Labor Law Compliance	Adams	Juniata	Perry					
Harrisburg District Office	Columbia	Lancaster	Snyder					
651 Boas Street, Room 1301	Cumberland	Lebanon	Union					
Harrisburg, PA 17121-0750	Dauphin	Montour	York					
Phone: 717-787-4671 or 800-932-0665	Franklin	Northumberland						
Bureau of Labor Law Compliance		Bucks						
Philadelphia District Office	Chester							
110 North 8th St.	Delaware							
Suite 203	Montgomery							
Philadelphia, PA 19107	Philadelphia							
Phone: 215-560-1858 or 877-817-9497								
Bureau of Labor Law Compliance	Allegheny	Erie	Mercer					
Pittsburgh District Office	Beaver	Greene	Venango					
301 5th Avenue	Butler	Lawrence	Washington					
Suite 330	Crawford							
Pittsburgh, PA 15222								
Phone: 412-565-5300 or 877-504-8354								
Bureau of Labor Law Compliance	Berks	Lycoming	Sullivan					
Scranton District Office	Bradford	Monroe	Susquehanna					
201-B State Office Bldg.	Carbon	Northampton	Tioga					
100 Lackawanna Avenue	Lackawanna	Pike	Wayne					
Scranton, PA 18503	Lehigh	Schuylkill	Wyoming					
*	Luzerne	1						

More Information is Available Online Additional information about the Minimum Wage Act is available online at: www.state.pa.us, 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

DEPARTMENT OF LABOR & INDUSTRY COMMONWEALTH OF PENNSYLVANIA KATHY M. MANDERINO | SECRETARY

REV. 09/2016

NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate. THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

Department of Labor & Industry, Bureau of Labor Law Compliance **Abstract of the Child Labor Act Hours Provisions**

> 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***

During School Term: Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday-Friday), and only at a time that does not interfere with school attendance. Plus eight additional hours on Saturdays and Sundays. Exception: Students 14 and older, whose employment is part of a recognized school work program, may be mployed for hours, when combined with school hours, not exceeding eight in a day.

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

Employment prohibited after 7 p.m. and before 7 a.m. Exceptions: During school vacations, minors may be employed until 9 p.m. Minors at least age 11 may be employed in newspaper delivery from 5 a.m. to 8 p.m., except during school vacation, then until 9 p.m. Members of volunteer fire companies may participate in training and firefighting activities until 10 p.m. with written parental consent. 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 During School Vacations: Maximum 48 hours/week; 10 hours/day; a minor may refuse any request to work greater than 44 hours/week.

Employment prohibited before 6 a.m. and after 12 a.m. Exceptions: During school vacations, minors may be employed until 1 a.m. Members of volunteer fire companies may continue servina in answer to a fire call until excused by chief. * Minors employed as sports attendants are not subject to the Act's hours and work time restrictions

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

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 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 1130 12TH AVE. 301 5TH AVE. SUITE 330 **SUITE 200** PITTSBURGH, PA 15222 ALTOONA, PA 16601

814-940-6224 or 877-792-8198 1301 LABOR & INDUSTRY BUILDIN 651 Boas St. HARRISBURG, PA 17121 717-787-4671 og 800-932-066

215-560-1858 or 877-817-949

EMPLOYED AT

PA

LLC-17

201 B STATE OFFICE BUILDING SCRANTON, PA 18503 570-963-4577 or 877-214-3962 PHILADELPHIA DISTRICT OFFICE PHILADELPHIA, PA 19107

Child Labor Act Hours Rules for Performances By Minors

Age	Max. hours (24-hour period) at place of employment (does not include hours at minors' residences)	Max. work hours (24-hour period) (including work time at minors' residences)
Infants < 6 mos.	2	Not Applicable
6 mos.—1 year	4	2
2–5 years	6	3
6–8	8	4
9–15	9	5
16–17	10	6

Live performances-maximum number: three/day or 10/calendar week (Sunday-Saturday) Meal periods of half hour-one hour are not counted toward maximum hours/non-work time at place

Non-work time at place of employment includes education, rest and recreation. school days or by 12:30 a.m. on evenings preceding nonschool days.

12 hours must elapse between time of dismissal and time of call on the following day. consecutive days, but may not work in excess of eight hours in 24-hour period.

from compulsory attendance under the Public School Code.

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."

1130 12тн Ауе. 301 5TH AVE. **SUITE 200 SUITE 330**

ALTOONA, PA 16601 PITTSBURGH, PA 15222 814-940-6224 or 877-792-8198 412-565-5300 or 877-504-8354 HARRISBURG DISTRICT OFFICE SCRANTON DISTRICT OFFICE 201 B STATE OFFICE BUILDING 1301 LABOR & INDUSTRY BUILDIN HARRISBURG, PA 17121 SCRANTON, PA 18503

717-787-4671 or 800-932-0665 **SUITE 203** PHILADELPHIA, PA 19107 215-560-1858 or 877-817-9497

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

Department of Labor & Industry, Bureau of Labor Law Compliance **Hours of Work for Minors Under Eighteen**

412-565-5300 or 877-504-8354

SCRANTON DISTRICT OFFICE

(Give name of establishment, department and floor, or otherwise designate workers to whom this schedule applies.) Show daily time of starting work, time for meal or rest periods, and time of stopping work.																	
		SUN	DAY	MON	IDAY	TUES	SDAY	WEDN	ESDAY	THUR	SDAY	FRIDAY	FRIDAY		RDAY	TOTAL SCHOOL	
NAME OF EMPLOYEE	AGE	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	HRS. PER WEEK IF UNDER 16	TOTAL HOURS FOR WEEK
	 	-		\vdash								\vdash		-		-	

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 daily and

I hereby certify that the schedules of hours given above are true and correct.

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Every Pennsylvania Business Governed by the Child Labor Law. This Schedule Must be Kept up to Date and Correct.

Manager Signature

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

This Schedule and the Abstract of the Child Labor Law Must be Posted in a Conspicuous Place in

icu iii tiic Act oi its regulations.								
Age	Max. hours (24-hour period) at place of employment (does not include hours at minors' residences)	Max. work hours (24-hour period) (including work time at minors' residences)						
Infants < 6 mos.	2	Not Applicable						
6 mos.—1 year	4	2						
2–5 years	6	3						
6–8	8	4						
9–15	9	5						
16 17	10	6						

Work days for minors may not begin before 5 a.m., and must end by 10 p.m. on evenings preceding

Age 14–17 may work during school hours with permission from school authorities for up to two Performances rules do not apply to minors who have graduated from high school or who are exempt

Address inquiries and complaints to one of the offices of the Bureau of Labor Law Compliance

570-963-4577 or 877-214-3962

Email the Bureau of Labor Law Compliance at: RA-LI-SLMR-LLC@pa.gov

Address of Establishment

REV. 01/2013

PA Department of Labor & Industry, Bureau of Workers' Compensation

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 workers' compensation claims for your company, are shown below.

IF INSURED: IF SOMEONE OTHER THAN INSURER IS (Complete all applicable spaces) (Complete all applicable spaces) NAME OF TPA (CLAIMS ADMINISTRATOR)

HANDLING CLAIMS: (Complete all applicable spaces) Name of person handling claims at the self-insured: Name of TPA (Claims administrator): 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

local & outside PA 717.772.4447 Auxiliary aids and services are available upon request to individuals with disabilitie. Equal Opportunity Employer/Program

toll-free inside PA:

800.482.2383

AUG2016

FED

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 of employment.

EMPLOYEE RIGHTS

mployers 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.

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private 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 who are reasonably suspected of involvement in a workplace incident

(theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

1-866-487-9243 WAGE AND HOUR DIVISION DEPARTMENT OF LABOR TTY: 1-877-889-5627 UNITED STATES DEPARTMENT OF LABOR

www.dol.gov/whd

REV. 07/2016

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

ELIGIBILITY REQUIREMENTS Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month

• The birth of a child or placement of a child for adoption or foster care; Have worked for the employer for at least 12 months; Have at least 1,250 hours of service in the 12 months before taking leave;* and

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 willfully 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

More Information is Available Online

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

WHO MAY FILE A COMPLAINT

PARTIES EXEMPT FROM THE ACT

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.

WHO 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

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the

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 <u>www.phrc.state.pa.us</u>

110 N. 8TH ST., SUITE 501

PHILADELPHIA, PA 19107

(215) 560-3599 (TTY)

(215) 560-2496

Pennsylvania Crimes Code and may subject you to fine or imprisonment.

The employment provisions of the Pennsylvania Human Relations Act do not apply to: (1) Any individual

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

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

Even if you don't elect to continue coverage during your military service, you have the right to be

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

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

referred to the Department of Justice or the Office of Special Counsel, as applicable,

1-866-4-USA-DOL or visit its website at http://www.dol.gov/vets. An interactive online USERRA

If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be

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

http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify

employees of their rights under USERRA, and employers may meet this requirement by displaying the

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice

Office of Special Counsel Employer Support of the Guard and Reserve • 1-800-336-4590

investigate and resolve complaints of USERRA violations

Advisor can be viewed at http://www.dol.gov/elaws/userra.htm

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:

text of this notice where they customarily place notices for employees.

employer-based health plan coverage for you and your dependents for up to 24 months while in the

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

To bond with a child (leave must be taken within 1 year of the child's birth or placement); To care for the employee's spouse, child, or parent who has a qualifying serious health condition; For the employee's own qualifying serious health condition that makes the employee unable to perform the *Special "hours of service" requirements apply to airline flight crew employees.

For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

DEPARTMENT OF LABOR & INDUSTRY, BUREAU OF LABOR LAW COMPLIANCE

Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Equal Pay Law

Human Relations Commission

Employment Provisions of the

Pennsylvania Human Relations Act

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

To file a complaint, contact the Regional Office nearest you:

Scan with your

mobile phone

REV. 09/2017

333 MARKET STREET, 8TH FLOOR

HARRISBURG, PA 17104

(717) 787-7279 (TTY)

(717) 787-9780

compliance with the provisions of the Act.

frequented by applicants, employees or members.

Abstract of the Equal Pay Law

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies. **BENEFITS & PROTECTIONS** While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with

Prohibits discrimination by any employer in any place of employment between employees on the basis of

sex, by paying wages to any employee at a rate less than the rate paid to employees of the opposite sex for

work under **equal** conditions on jobs which require **equal** skills. Provides that variation in payment of wages

is not prohibited when based on a seniority, training or merit increase system that does not discriminate on

Empowers the Secretary of Labor & Industry to administer the provisions of the act, and to issue rules and

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

employee's request, to take assignment of such a wage claim for collection. Limits the period for such action

Requires employer to keep and maintain records of wages, wage rates, job classifications and other terms

and conditions of employment of the persons employed, as the Secretary of Labor & Industry shall prescribe.

PURPOSE OF PROVISIONS

eliminate unlawful discriminatory practices in employment because of race, color, religion, ancestry, age (40

possession of a diploma based on passing a general education development test, or willingness or refusal to

UNLAWFUL DISCRIMINATORY PRACTICES

It is unlawful — on the basis of the facts listed above — for an employer, labor union or employment

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.

Refuse to contract or otherwise discriminate in contracting with any independent contractor who is

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

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)

301 5TH AVE., SUITE 390

PITTSBURGH, PA 15222

(412) 565-5711 (TTY)

Department of Labor & Industry

Office of Unemployment Compensation Benefits Policy

Pennsylvania Unemployment Compensation

Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, I am registered with the

The UC Law can provide you with an income during periods when you are either partially or totally unemployed

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

Your UC application will be dated effective the week in which you actually file the application for benefits. You should file a new claim or reopen an existing claim during the first week in which you are unemployed or that your

hours are reduced. You may risk losing some benefit eligibility if you file after the first week you are unemployed.

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

• Personal Identification Number (PIN) (if you have one from a prior claim)

When claiming UC benefits, you must report *gross* wages that you *earned* during any week for which you are

You 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 888-313-7284. TTY: (Hearing Impaired) at 888-334-4046.

claiming UC benefits. Computer crossmatching is used to detect the illegal receipt of UC payments resulting from

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 be incorrect and could adversely affect your eligibility to

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

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,

IMPORTANT

(412) 565-5395

PIATT PLACE

Pennsylvania Department of Labor & Industry as:

Apply for Unemployment Compensation (UC) Benefits.

Social Security Number

unreported work and earnings, as well as unreported pensions.

imprisonment, restitution and loss of future benefits

IF SELF-INSURED

(Complete all applicable spaces)

717.772.3702

LIBC-500

This poster is in compliance with federal and state posting requirements.

REV. 02/2007

NOTE: To file an application for UC benefits, you will need to provide your:

· Complete mailing and home address

Alien registration number (if not a U.S. citizen)

· Dates of employment and reasons for leaving

Most recent pay stub (optional but helpful)

EMPLOYER NAME

PA UC ACCOUNT NUMBER

It is also unlawful for any person, employer, labor union or employment agency to retaliate against an

Deny membership rights and privileges in any labor organization.

licensed by the Bureau of Professional and Occupational Affairs.

Deny any person equal opportunity to be referred for employment.

The purpose of the employment provisions of the Pennsylvania Human Relations Act is to prevent and

and above), sex, national origin, non-job related disability, known association with a disabled individual,

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The

• Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

REV. 04/2017

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines

that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

REV. 02/2007

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be

For additional information or to file a complaint: DEPARTMENT OF LABOR UNITED STATES OF AMERICA

1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

U.S. Department of Labor • Wage and Hour Division • WH1420

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit

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 greater family or medical leave rights.



REV. 04/2016

Private Employers, State and Local Governments, Educational **Institutions, Employment** Agencies and Labor Organizations Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and

labor organizations are protected under Federal

law from discrimination on the following bases:

FED

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, ringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee,

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. SEX (WAGES)

barring undue hardship.

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment. Title II of the Genetic Information

and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or

disorders in family members (family medical

history); and requests for or receipt of genetic

Equal Employment Opportunity is THE LAW

RETALIATION employment practice

> There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for

individuals with hearing impairments). EEOC field office information is available at $\underline{www.eeoc.gov}$ or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring promotion, discharge, pay, fringe benefits, job known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served

during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces

files a complaint of discrimination, participates

in an OFCCP proceeding, or otherwise opposes

discrimination under these Federal laws

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY), OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office,

listed in most telephone directories under U.S. Government, Department of Labor. **Programs or Activities Receiving**

RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race. color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in

Federal financial assistance. INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance. EEOC 9/02 and OFCCP 8/08 Versions Useable With

All workers have the right to:

- A safe workplace. Raise a safety or health concern with related injury or illness, without being
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- OSHA on your behalf.
- (by phone, online or by mail) if you have been retaliated against for using your rights. See any OSHA citations issued to your
- 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.

training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the

hardship. Section 503 also requires that Federal contractors take affirmative action to employ and Nondiscrimination Act of 2008 protects applicants advance in employment qualified individuals with disabilities at all levels of employment, including the executive level. DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL

11/09 Supplement FFOC-P/F-1

REV. 11/2009

Job Safety and Health IT'S THE LAW!

Employers must:

- your employer or OSHA, or report a workretaliated against.
- 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
- 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

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.

Provide employees a workplace free from

recognized hazards. It is illegal to retaliate

 Comply with all applicable OSHA standards. Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related

inpatient hospitalization, amputation, or loss

- of an eye. Provide required training to all workers in a
- language and vocabulary they can understand. Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations. On-Site Consultation services are available to

small and medium-sized employers, without

citation or penalty, through OSHA-supported

consultation programs in every state.



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



To update your labor law posters contact J. J. Keller & Associates, Inc. JJKeller.com/laborlaw 800-327-6868

62894

ONLINE

REV. 04/2018

IF SOMEONE OTHER THAN SELF-INSURER IS

PA relay 7-1-1

ra-li-bwc-helpline@pa.gov

services by applicants, employees, or their family All of these Federal laws prohibit covered entities from retaliating against a person who files a charge service medal was awarded). of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful Retaliation is prohibited against a person who

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS

Federal Financial Assistance **Employers Holding Federal Contracts or Subcontracts**

INDIVIDUALS WITH DISABILITIES educational programs or activities which receive