Maine & Federal Employment Notices

NOTE: OSHA REQUIRES THAT REPRODUCTIONS OR FACSIMILES OF THE POSTER BE AT LEAST 8.5" X 14" INCHES WITH 10 POINT TYPI



OSHA Job Safety and Health **IT'S THE LAW!** Occupational Safety and Health Administration

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 an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- 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.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- 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.

FREE ASSISTANCE to identify and correct hazards is available to small and mediumsized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION What is FMLA leave?: The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. 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: • The birth, adoption or foster placement of a child with you,

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

Family Medical Leave Act

 Your serious mental or physical health condition that makes you unable to work, • To care for your spouse, child or parent with a serious mental or physical health condition, and • Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicememb

/ou 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 apply: 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. · You work for an elementary or public or private secondary school, or 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 Personnel Management.

How do I request FMLA leave? Generally, to request FMLA leave you must Follow your employer's normal policies for requesting leave · Give notice at least 30 days before your need for FMLA leave, or • If advance notice is not possible, give notice as soon as possible

year to confim if you are in compliance. All Rights Reserved. Unauthorized copies are illegation

DATE POSTED:_

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

Labor Laws change often. Please call your distributor twice a

state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regardin leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel

Management or Congress. What does my employer need to do?

If you are eligible for FMLA leave, your employer must: Allow you to take job-protected time off work for a qualifying reason Continue your group health plan coverage while you are on leave on the same basis as if you

had not taken leave, and • Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave Your employer cannot interfere with your FMLA rights or threaten or punish you for exercisin your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify 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 information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the

FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against you employer in court. Scan the QR code to learn about our WHD complaint process.

For additional information: 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

Sexual Harassment

THE MAINE HUMAN RIGHTS ACT PROHIBITS SEX DISCRIMINATION SEXUAL HARASSMENT ON THE JOB IS ILLEGAL

UNWELCOME SEXUAL ADVANCES, SUGGESTIVE OR LEWD REMARKS, UNWANTED HUGS, TOUCHES, KISSES REQUESTS FOR SEXUAL FAVORS, RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT

IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT THE COMMISSION OFFICE: 51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051 Phone: (207)624-6050 Fax: (207)624-6063 TTY: 1-888-577-6690

OR CONTACT YOUR PERSONNEL DEPT.

REPRESENTATIVE

Polygraph Protection

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

PROHIBITIONS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged n 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. **EXAMINEE RIGHTS**

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

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

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. -866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/whd



State Minimum Wage

Minimum Wage

Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department representatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply.

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

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

Minimum Wage is \$14.15 per hour effective January 1, 2024

Minimum Wage

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Updated 4/23

Updated 8/16

Under Maine labor laws, any business operating in the state with one employee is automatically covered by state law. This includes all public and private employers egardless of profit or size. Effective January 1, 2024, the minimum wage in Maine is \$14.15 per hour.

Employers with employees who work in Bangor and/or Portland or any other municipality that passes a local minimum wage ordinance, may be subject to additional regulations and should check with municipal officials.

A service employee is someone who regularly receives more than \$175 a month in www.maine.gov/labor/labor laws/overtime.html legislature.maine.gov/statutes/26/title26sec664 html tips. As of January 1, 2024, employers must pay a direct service wage of at least \$7.08 per hour. If the employee's direct wage combined with earned tips do not average on a weekly basis, the state required minimum wage, the employer must pay Act. For more information, contact the U.S. Department of Labor Wage and Hour the difference

Overtime Unless specifically exempted, employees must receive overtime pay for hours worked n excess of 40 in a workweek at a rate not less than time and one and one-half their regular rate of pay. Employers have the right to allow or deny overtime, but if overtime s worked, it must be paid in accordance with state requirements. Compensatory or "comp" time cannot be used by privatesector employers, although private-sector employers can allow employees to flex their time within the workweek (but not the pay period if the pay period is longer than a seven day cycle in the workweek).

Office at 603-666-7716. For more information, contact: Maine Department of Labor Bureau of Labor Standards 45 State House Station Augusta, Maine 04333-0045 Telephone: 207-623-7900 TTY users call Maine Relay 711. Web site: www.maine.gov/labor/bls Email: bls.mdol@maine.gov

Exemptions from Overtime

discrepancies in the laws.

deductions

Recordkeeping

paid to all employees

Overtime Guidance

Minimum Wage Guidance

Statements to Employees

Updated 1/23

Regulation Of Employment

Regulation of Employmer

Labor Laws of the State of Maine provide protection for people who work in Maine. The Maine Department of Labor administers the laws, which all employers must follow. Department presentatives inspect workplaces to ensure compliance. Citations and penalties may be issued to employers who do not comply

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

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

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

Time of Paymen Employees must be paid in full at least every 16 days. Employees must be notified of any lecrease in wages or salary at least one day prior to the change.

Payment of Wage Employees who leave a job must be paid in full on the next payday or within two weeks, whicheve is earlier. This may also include the payment of accrued vacation pay and/or Earned Paid Leave if stablished in company policy or in practice

Unfair Agreement Employers cannot require that an employee pay for losses such as broken merchandise, bad checks, or bills not paid by customers, nor for special uniforms and certain tools of the trade.

Rest Breaks Most employees must be offered a 30 consecutive minute paid or unpaid rest break after 6 hours of work.

Nursing mothers must be provided with unpaid break time or be permitted to use their paid break or meal time to express milk. The employer must make reasonable efforts to provide a clean room or location, other than a bathroom, where the milk can be expressed.

Family Medical Leave An employee who has worked for the last 12 months at a workplace with 15 or more employees an have leave for up to 10 paid or unpaid weeks in 2 years for: Birth or adoption of a child or domestic partner's child Serious health condition of the employee or immediate family member, including domestic

partner; domestic partner's child, grandchild, domestic partner's grandchild Organ donation Death or serious health condition of the employee's spouse, domestic partner, parent or child if it

ccurs while the spouse domestic partner parent or child is on active duty Serious health condition or death of a sibling who shares joint living and financial arrangements

Leave to Care for Family If the employer's policy provides for paid time off, the employee must be allowed to use up to 40 hours in a 12-month period to care for an immediate family member who is ill

(Federal family medical leave is different, call 866-487-9243 for more information.)

Leave for Victims of Violence, Assault, Sexual Assault or Stalking

spouse of an employee) is a victim of violence, assault, sexual assault

under Title 19-A M.R.S.A., c. 101 and the employee needs the time to:

Must be allowed upon request if an employee (or a child, parent or

or stalking or any act that would support an order for protection

PRODUCT ID

Maine statutes incorporate by reference the salary requirements under the Fair Labor

week as of January 1, 2024. Salary is only one factor in determining whether a worker

is exempt from overtime under federal or state law. The duties of each worker must

Every employer shall give to each employee with the payment of wages a statement

Employers shall keep, for three years, accurate records of hours worked and wages

The Department of Labor enforces state wage and hour laws. Employers with questions

*Note: Maine employers may also be covered under the federal Fair Labor Standards

about the law may call 207-623-7900 or may visit the department's webpage.

www.maine.gov/labor/labor_laws/minimum_wage_faq.html

legislature.maine.gov/statutes/26/title26sec664.html

clearly showing the date of the pay period, hours worked, total earnings and itemized

Standards Act (FLSA). The new minimum salary requirement will be \$816.35 per

be considered as part of this analysis. Failure to adhere to both requirements-

of both federal or state law or of one jurisdiction or the other depending on the

meeting the duties test and the weekly salary threshold—will result in violations

Earned Paid Leave (Effective 01.01.2021)

· Prepare for and attend court proceedings; or

· Obtain necessary services to remedy crisis.

Receive medical treatment: or

An employer that employs more than 10 employees in the usual and regular course of business for more than 120 days in any calendar year shall permit each employee to earn paid leave based on the employee's base pay. An employee is entitled to earn one hour of paid leave from a single employer for every 40 hours worked, up to 40 hours in one year of employment. Accrual of leave begins at the start of employment, but the employer is not required to permit use of the leave before the employee has been employed by that employer for 120 days during a one-year period

Earned Income Tax Credit Employees may be eligible for federal and state earned income tax credits. Employees may apply for the tax credits on the employee's income tax return

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

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

At-Will Employment ----Under Maine law, an at-will employee may be terminated for any reason not specifically prohibited by law. In most instances, you are an at-will employee unless you are covered by a collective bargaining agreement or other contract that limits termination. If you have guestions about at-will employment, contact your human resources department or the Bureau of Labor Standards Updated 1/23

• Not more than 18 hours in a week that school is in session one or more days

Work Hours 16 and 17 year olds (enrolled in school)

Cannot work after 10:15 p.m. the night before a school day.

• Can work up to midnight when there is no school the next day.

· Cannot work before 7 a.m. on a school day.

Cannot work before 5 a.m. on a non-school day.

No more than 10 hours in any one day (weekend.

• No more than 10 hours on any holiday, vacation, or

• On last day of school week, may work up to 8 hours.

No more than 6 days in a row.

When School Is Not in Session

• No more than 50 hours in a week

For more information, contact:

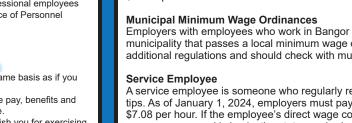
No more than 6 hours on a school day

holiday, vacation, or workshop)

When School Is in Session

workshop day.

school calendar





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



Federal Minimum Wage EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS AC

\$7.25 PER HOUR BEGINNING JULY 24, 2009 overs to display this poster where employees ca

OVERTIME PAY: t least 11/2 times the regular rate of pay for all hours worked over 40 in a workweek

CHILD LABOR

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may vork outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employme

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 inimum hourly wage, the employer must make up the difference.

NURSING MOTHERS (PUMP AT WORK):

The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employe

ENFORCEMENT:

WHAT IS PWFA?

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

ADDITIONAL INFORMATION:

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements. • Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. some state laws provide greater employee protections; employers must comply with both

Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because nployees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

Pregnant Workers Fairness Act (PWFA)

The Pregnant Workers Fairness Act (PWFA) is a federal law that, starting June 27, 2023, requires covered employers to provide "reasonable accommodations" to a qualified worker's known limitations related to regnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship." An undue hardship is defined as causing significant difficulty or expense

nmodations" are changes to the work environment or the way things are usually done at work.

WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS? Being able to sit or drink water Receiving closer parking Having flexible hours Receiving appropriately sized uniforms and safety apparel eceiving additional break time to use the bathroom, eat, and rest

Taking leave or time off to recover from childbirth

Being excused from strenuous activities and/or exposure to chemicals not safe for pregnancy

WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS?

Other laws that apply to workers affected by pregnancy, childbirth, or related medical conditions, include: Title VII which prohibits employment discrimination based on sex, pregnancy, or other protected categories (enforced by the U.S. Equal Employment Opportunity Commission (EEOC))

The ADA which prohibits employment discrimination based on disability (enforced by the EEOC)

The Family and Medical Leave Act which provides unpaid leave for certain workers for pregnancy and to bond with a new child (enforced by the U.S. Department of Labor) The PUMP Act which provides nursing mothers a time and private place to pump at work (enforced by the U.S. Department of Labor)

Learn more at www.EEOC.gov/Pregnancy-Discrimination

Equal Employment Opportunity

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 Jnion 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)

Who is Protected

Staffing agencies

What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of: Color
Religion

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the

nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal ontract or subcontract, you are protected under Federal law from discrimination on the following base Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referra and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual

NAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR



IRS Withholding

If you can answer "yes"...

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed Form W-4 with your employer did you... Marry or divorce? Gain or lose a dependent? Change your name?

Were there major changes to ...

Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your itemized deductions? Your tax credits?

To any of these 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 My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS website. Employer: Please poster or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.

Updated 1/

USERRA

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS • YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service 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

REEMPLOYMENT RIGHTS

Updated 6/2

Updated 6/23

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

· you ensure that your employer receives advance written or verbal notice of your service; · you have five years or less of cumulative service in the uniformed services while with that particular employer; • you return to work or apply for reemployment in a timely manner after conclusion of service; and • you have not been separated from service with a disgualifying 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

If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit of employment because of this status.

HEALTH INSURANCE PROTECTION

• If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. • For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may equest that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

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.



Employment Security Law

Maine Employment Security Law This poster is designed to notify individuals of their rights regarding the filing of claims for unemployment benefits. It does not have the force or effect of law. For more information, call 1-800-593-7660 toll free. Rules Governing The Administration of the Employment Security Law states every employer shall post and maintain such notices to its workers.

Full- and Part-Time Workers

How to file a claim for unemployment benefits

All new and reactivated claims for unemployment benefits are filed either online, telephone r by mail. Do not delay in filing your claim once you are out of work. Claims cannot be backdated. When filing, you will need to know your Social Security Number. Also, you should have

the names and addresses of all employers for whom you worked, and your dates of employment in the last 18 months.

To file online: www.maine.gov/reemployme This is the fastest, easiest way to file.

To file by phone: 1-800-593-7660 TTY Users Call Maine Relay 711.

Video Display Terminals

the workplace where workers can easily see it.

Video Display Terminals MRSA Title 26 §251.

Education and training MRSA Title §252.

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

public or private that uses 2 or more terminals at one location.

as an operator by an employer located or doing business in the State.

for more than four consecutive hours exclusive of breaks on a daily basis

location may provide the education and training program in writing only.

computers for work

labor/posters/

commonly called

Updated 3/

provided in this section.

All individuals filing for Unemployment Insurance benefits are required by law to be registered with the Maine JobLink. Visit **www.mainecareercenter.gov** to access Maine JobLink.

Basic eligibility requirement

separated from that employer

Earnings during the base period: The "base period" is a one-year period that includes four calendar guarters. To establish a claim, an individual must have earned two times the annual average weekly wage in Maine in each of two different calendar quarters, and a total of six times the annual, average, weekly wage in Maine in the whole base period. In most cases, the Department of Labor has your wage information on file. If it is not on file, the Department will take steps to obtain it.

Separation: If you were laid off from your last job due to a lack of work, no additional investigation is required. If you separated from your last job for reasons other than lack of work, you will be scheduled for a fact-finding interview. A determination will then be made regarding your eligibility for benefits.

Weekly requirements: Weekly eligibility requirements include being able to work and being available for work, making an active search for work (unless your work search has been "waived"), not refusing offers of suitable work or referral to suitable job opportunities from theCareerCenters

Aliens: If you are not a U.S. Citizen, your Social Security Number and/or your Alien Permi number will be checked with the Department of Homeland Security, Immigration and Naturalization Service

Unemployment benefits are taxable: Unemployment benefits are taxable and have to be reported when you file your income tax forms.

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic

Child Labor Law

Child Labor Laws of the State of Maine provide protection for people under the age • Cannot work after 9 p.m. during summer vacation. of 18 in both agricultural and nonagricultural jobs. The Maine Department of Labor When School Is Not in Session administers the laws, which all employers must follow. Department representatives • No more than 8 hours in any one day (weekend, holiday, vacation or workshop). inspect workplaces to ensure compliance. Citations and penalties may be issued to • Not more than 40 hours in a week (school must be out entire week). employers who do not comply. When School Is in Session • No more than 3 hours on a school day, including Friday.

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

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

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

14 and 15 year olds may work in most businesses, except in occupations declared hazardous and jeopardize their health, well-being or educational opportunities. **16 and** 17 year olds may work in most businesses, however not in hazardous jobs. These provisions also provide limited exemptions. Contact the Bureau of Labor Standards for details.

Work Permits

 All minors under 16 years of age need work permits in order to work. • Superintendent of schools certify academic standing. · Minor allowed only one permit during the school year but two during summer vacation.

· Minor cannot work until permit is approved by Bureau of Labor Standards · Employer keeps Bureau-approved permit on file.

Maine Department of Labor Recordkeeping Bureau of Labor Standards All employers must keep accurate payroll records for workers under 18. Records must 45 State House Station show what time the minor began work, total hours worked, and what time the minor Augusta, Maine 04333-0045 finished work each day Tel: 207-623-7900 or 207-623-7930

Note: Maine employers may also be covered under the Federal Fair Labor Standards TTY users call Maine Relay 711 Act. For more information, contact the U.S. Department of Labor Wage and Hour Website: www.maine.gov/labor/bls Office at 603-666-7716 or http://youth.dol.gov/. Email: bls.mdol@maine.gov

from domestic violence, and you made all reasonable efforts to keep your job. Title 26, §1043, §§23(B)3

Work Hours 14 and 15 year olds No more than six days in a row. Cannot work before 7 a.m. Not after 7 p.m. during school year

How You Are Protected

Unemployment Benefit Eligibility:

Who You Can Contact for Help

Domestic Violence Hotlines by County:

The Maine Department of Labor provides equal opportunity in employment and programs.

Sagadahoc: 1-800-537-6066

Somerset: 1-877-890-7788

Waldo: 1-800-522-3304

Washington: 1-888-604-8692

York: 1-800-239-7298

Piscataquis: 1-888-564-8165

You cannot be fired or discriminated against for filing a safety and health complaint or

Under a plan approved August 5, 2015, by the U.S. Department of Labor, Occupational

Safety and Health Administration (OSHA), the State of Maine is providing job safety and

OSHA will monitor the operation of this plan to assure that continued approval is merited

the Regional Office of OSHA, JFK Federal Building, Room E-340, Boston, Massachusetts

Who can you contact to ask for an inspection or for safety and health information?

Any person may make a complaint regarding the State administration of this plan directly to

Bureau of Labor Standards within 30 days of such an alleged violation.

health protection for workers in the public sector throughout the State.

Telephone: 617-565-9860 | Fax: 617-565-9827.

207-592-4501 or email accident.bls@maine.gov.

For after-hours fatality/catastrophe reporting:

reporting a work-related injury or illness. You can file a complaint with the Director of the

MAINE

DEPARTMENT OF

LABOR

erting a right under the Worker's

• No more than 24 hours in a week, except may work 50 hours any week that

approved school calendar is less than three days or during the first and last week of

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

Updated 11/

Domestic Violence & Workplace

• You may take reasonable and necessary leave from employment if you, your child, spouse, or parent is a victim of domestic abuse, sexual assault, or stalking. Title 26. § 850.

• If you voluntarily leave work, you may not be disqualified from receiving benefits if your leaving was necessary to protect yourself from domestic abuse, and you made all

You may not be disqualified from receiving benefits because of misconduct if your actions were based solely on the need to protect yourself or an immediate family member

Kennebec: 1-877-890-7788

Knox: 1-800-522-3304

Lincoln: 1-800-522-3304

Oxford: 1-800-559-2927

Penobscot: 1-800-863-9909

National Domestic Violence Hotline: 1-800-799-7233 TTY: 1-800-787-32

Maine Department of Labor: 207-623-7900 TTY: 1-800-794-1110

Maine Coalition to End Domestic Violence: 207-941-1194

Aroostook Band of Micmacs Family Violence Prevention Hotline: 1-800-439-2323

Houlton Band of Maliseet Indians Domestic Violence Response Hotline: 207-532-6401

Passamaguoddy Peaceful Relations Domestic Violence Hotline: 207-853-2613

Penobscot Nation Domestic Violence Hotline: 1-800-863-9909

Equal Employment Rights

Other Resources: Statewide Sexual Assault Crisis Line: 1-800-871-7741 TTY: 1-888-458-5599

Maine Labor Laws on Domestic Violence, Sexual Assault, and Stalking Maine laws protect victims of domestic violence, sexual assault, and stalking in employment. This poster describes some important parts of the laws. A copy of the actual laws

Leave for Victims of Domestic Violence, Sexual Assault, or Stalking:

Androscoggin: 1-800-559-2927

Aroostook: 1-800-439-2323

Cumberland: 1-800-537-6066

Franklin: 1-800-559-2927

Hancock: 1-800-315-5579

THE MAINE HUMAN RIGHTS ACT GUARANTEES... Equal Employment Rights

easonable efforts keep your job. Title 26, §1193, §§1(A)4

• Sex (including pregnancy and related conditions, sexual orientation, or gender identity) Age (40 and older)

 Disability
Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, enetic services, or family medical history) • Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination awsuit, investigation, or proceeding. Interference, coercion, or threats related to exercising rights regarding disability discrimination or

What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including • Discharge, firing, or lay-off ding unwelcome verbal or physical conduct) Harassment (incluing) Hiring or promotion Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief bservance or practice

 Benefits Job training Referral

• Obtaining or disclosing genetic information of employees • Requesting or disclosing medical information of employees Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or

articipating in an investigation or proceeding. Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or omeone assisting or encouraging someone else to exercise rights, regarding disability discrimination ncluding accommodation) or pregnancy accommodation

What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx Call 1_800_669_4000 (toll free) 1–800–669–6820 (TTY) 1–844–234–5122 (ASL video phone) Visit an EEOC field office (information at www.eeoc.gov/field-office) E-Mail info@eeoc.gov

Additional information about the EEOC, including information about filing a charge of discrimination, is vailable at www.eeoc.gov.

with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

Retailation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal

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 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/co

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

TTY users call Maine Relay 711

www.maine.gov/labor/bls

TTY 71

Text: 233733

24/7

Confidential

programs.

Auxiliary aids and services are available to individuals with disabilities upon request

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 educational programs or activities which receive 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 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. Updated 6/2 We provide **language interpreter services** in approximately 140 commonly spoken languages. Arrangements will be made to have an interpreter assist you when you call the mployment Claims Center To claim by mail: In some cases, your employer will give you a claim form. Mail your initial

Maine Department of Labor

Child support: If you owe child support that you pay to the Department of Health and Human Services (DHHS), up to fifty percent (50%) of your unemployment check may be withheld and sent to DHHS Benefits for partial unemployment: An employer shall issue a properly completed partia

UNLAWFUL EMPLOYMENT DISCRIMINATION I. For any employer to fail or refuse to hire an applicant unemployment claim form to each employee who is customarily employed fulltime and who is given less than full-time hours during a week due to lack of work, and who is not

Updated 3/1

. For any employer to discharge an employee

Comp Act or retaliation under the Whistleblower's Act.

I. The RIGHT to freedom from discrimination in employment.

EQUAL EMPLOYMENT RIGHTS

3. For any employer to discriminate against an employee with respect to recruitment, tenure, promotion, transfer, or compensation

stry or national origin. The Maine Human Rights Act also prohibits dis

2. The opportunity for an individual to secure employment without discrimination... is declared to be a CIVIL RIGHT.

or formal interpretations may be obtained from the Maine Department of Labor by calling (207) 623-7900. This poster may be copied.

4. For any employment agency to fail or refuse to classify properly or refer for employment an applicant 5. For any labor organization to exclude from apprenticeship or membership an applicant

5. For any employer, employment agency, or labor organization prior to employment or admission to membership of an individual to ask questions, keep as record, use application form, issue any notice, employ a quota system

7. For any employer, employment agency, or labor organization to retaliate against a person who has opposed a violation of the Maine Human Rights Act Because of race, color, sex, sexual orientation, age, physical or mental disability, genetic predisposition, religion, ancestry or national origin or because of asserting a claim under the Worker's Comp Act or Whistleblower's Act.

IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT THE COMMISSION OFFICE.

51 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0051 PHONE (207) 624-6050 FAX (207) 624-6063 TTY 1-888-577-6690

Occupational Safety & Health

02203

Occupational Safety and Health Regulations for Public Sector Workplaces

Maine has an Occupational Safety and Health Law that protects state, county and municipal

povernment employees from workplace safety and health hazards. M.R.S.A. Title 26: Labor and Industry Public sector employers must place this poster in the vorkplace where workers can easily see it.

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

How are you protected?

· By law, an employer must provide a safe and healthful workplace for employees. Periodically, safety and health inspectors from the Maine Department of Labor will show up at your workplace to make sure your employer is following Safety and Health

You have a right to report work-related injuries and illnesses. If you think your workplace is unsafe, you or your representative can contact the Maine Department of Labor and request an inspection. You can request that your name be kept confidential

• Employers, employees and employee representatives may go with the inspector on the Bureau of Labor Standards inspection of your job site. Your employer may be cited and penalized if unsafe or unhealthful conditions are found during an inspection. Citations must be posted at or near the place of the alleged violation.

• Your employer must correct unsafe and unhealthful conditions found during an inspection. Employers that repeat safety and health violations or that violate the law on purpose may face fines, civil charges, or criminal charges.

45 State House Station Augusta, ME 04333-0045 207-623-7900 TTY users call Maine Relay 711

Maine Department of Labor

Email: mdol@maine.gov Web site: www.maine.gov/labor/bls

Updated 11/19

Workers' Compensation

WORKERS' COMPENSATION BOARD REGIONAL OFFICES dues par employeur. Pour plus de détails sur la législation dues par employed. Four plus de details sur la registation relative a l'utilisation des services privés, visitez le site internet de Worker Misclassification Task Force (Unité anti-fraude en AUGUSTA 442 Civic Center Drive, Suite 225 156 State House Station matière de classification des salariés) : www.maine.gov/labor/ Si vous n'êtes pas sûr de vos droits, veuillez contacter l'un des Augusta, ME 04333-0156 207-287-2308 bureaux régionaux -800-400-6854 Aviso a los Trabajadores: La ley del estado de Maine requiere que su empresario LEWISTON proporcione el seguro de compensaciones para el trabajador a todos los trabajadores. El seguro de compensaciones 36 Mollison Wa Lewiston, ME 04240-5811 207-753-7700 accidentados en el trabajo. 1-800-400-6857 En caso de sufrir accidente o daño laboral, NOTIFÍQUELO INMEDIATAMENTE A SU EMPRESARIO. Podría perder el derecho a recibir compensación a deño su e su empresario BANGOR 106 Hogan Road, Suite 1 sea notificado de este accidente o daño en el plazo de 60 Bangor, ME 04401 207-941-4550 días. Así mismo esta reclamación debe hacer referencia a unaccidente o daño que no haya ocurrido hace más de 1-800-400-6856 dos años. Los defensores del trabajador están disponibles para proporcionar ayuda a los trabajadores accidentados er PORTLAND Consejo de Administración de Compensaciones para el 1037 Forest Avenue, Suite 11 Portland, ME 04103 Trabajador (Workers' Compensation Board). El hecho de no clasificar a los empleados como contratistas ndependientes, con el propósito de evitar el seguro por 207-822-0840 -800-400-6858 CARIBOU 43 Hatch Drive, Suite 110 Caribou, ME 04736-2347

compensación al trabajador, cobertura para desempleados, u otros impuestos pagados y retenidos por el empleador, está en contra de la ley del empleador. Para mayor información acerca de las leyes pertenecientes a la contratación de contratistas ndependientes, visite el Worker Misclassification Task Force en 207-498-6428 a página web de www.maine.gov/labor/misclass 1-800-400-6855 En caso de tener cualquier pregunta sobre sus derechos, favor de dirigirse a una de las oficinas regionales de compensaciones Visit our website at: para el trabajador. www.maine.gov/wck Statewide TTY: 711

Tłumacze dostępni na życzenie

angielsku "Polish" i czekać na linii.

"К вашим услугам имеются переводчики

Aby uzyskać pomoc tłumacze, proszę powiedzieć po

"Когда Вы обращаетесь за помощью по телефону

пожалуйста скажите, что Вы говорите по-русски

переводчиком. После этого, пожалуйста, оставай-

(произнесите "РАШН"), и мы обеспечим Вас

👷 "Có Thông Dịch Viên" "Khi gọi điện thoại để được giúp đỡ, xin quý vị hãy nói "VIETNAMESE" để chúng tôi cho thông dịch viên giúp quý vị. Xin quý vị chờ trên đường dây.

مترجمون شفهيون متيشرون لخدمتكم

عند اتصالكم للمساعدة أو لطلب خدمة معيّنة نرجو منكم أن تذكروا (أ-رَ-ب-ك) ونعن سنقدًم لكم مترجما شفهيا . ابقوا على الخط من

افراد مترجم در دسترس می باشند. را كه بدان صحبت مي كنيد به انگليسي ذكر كنيد تا

راجع به امري به ما تلفن مي كنيد، لطفاً نام زباني

شما تماس كرفته شود. لطفاً روي خط منتظر بمانيد.

Marka aad caawinaad inoogu soo yeeraneysid, fadhlan

uqaddaada af Ingiriisi inoogu sheeg turjubaan ayaa

uugu yeeri doonaaye. Taleefoonkana ha dhigin.

قطع نكنيد. هنگاميكه براي درخواست كمك يا

Equal Pay Law Maine Equal Pay Law (Title 26, § 628, Chapter 7) Maine Law requires that employees be paid the same wages as employees of the opposite sex for work that is of a comparable nature in skill, effort and responsibility. Are you being paid less than an employee of the opposite sex for performing the same or similar job?

If so, please ask yourself the following questions. 1. Has the other employee worked for the business or been in that job longer than I have? Does the other employee have more training, education or experience related to the job than I do?

. Is there a merit system in place that rewards employees with promotion, pay increases or other advantages on the basis of their abilities or qualifications? Does the other emplovee have more responsibilities in comparison to my own responsibilities?

If you cannot answer at least one of the above questions with a "yes," you may want to file an Equal Pay Complaint. The Maine Department of Labor has a printable complaint form which you may access at www.maine.gov/labor/labor_laws/wagehour.html or you may call 207-623-7900 and request that an Equal Pay Complaint form be mailed to you. For more information, contact:

> Maine Department of Labor • Bureau of Labor Standards Telephone: 207-623-7900 or 207-623-7930

45 State House Station Augusta, Maine 04333-004



STOP HUMAN TRAFFICKING - REMEMBER YOU MAY BE THE VICTIM'S ONLY CHANCE! Forced Labor, Sex Trafficking and Human Trafficking are crimes under State and Federal Law If you or someone you know is a victim, contact: The Maine Department of Labor provides equal opportunity in employment and

TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.COM

NATIONAL HUMAN TRAFFICKING HOTLINE 1-888-373-7888

Emergency Notice

AMBULANCE:	FIRE-RESCUE:
HOSPITAL:	PHYSICIAN:
ALTERNATE:	POLICE:
OSHA:	HAZARDOUS MATERIAL:

Payday Notice

PAYDAY IS ON

claim form to your nearest Unemployment Claims Center listed below.

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

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

Maine Law (Title 26 M.R.S.A. § 42-B) requires every employer to place this poster in

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

. Employee. "Employee" means any person engaged to work on a steady or regular basis

4. Employer. "Employer" means any person, partnership, firm, association or corporation

5. Operator. "Operator" means any employee whose primary task is to operate a terminal

. Terminal. "Terminal" means any electronic video screen data presentation machine,

Every employer shall establish an education and training program for all operators as

orally and in writing, except that an employer that uses fewer than 5 terminals at one

Requirements. An employer's education and training program must be provided both

. Bureau, "Bureau" means the Department of Labor. Bureau of Labor Standards.

Video Display Terminal The program must include, at a minimum: A. Notification of the rights and duties created under this subchapter by posting in a prominent location in the workplace a copy of this subchapter. B. An explanation or description of the proper use of terminals and the protective measure that the operator may take to avoid or minimize symptoms or conditions that may result

from extended or improper use. C. Instruction related to the importance of maintaining proper posture during terminal operation and a description of methods to achieve and maintain this posture, including the use of any adjustable work station equipment used by the operator. 2. Literature; clearinghouse. The bureau shall recommend to employers, for use in education and training programs, occupational safety literature that provides appropriate, current and pertinent data on terminal use. 3. Training schedule. Employers shall provide operators with this education and training program within 30 days of employment and annually thereafter

If you have questions about working safely at the computer, speak to your supervisor

or contact the Maine Department of Labor Bureau of Labor Standards

Tel: 1-877-SAFE-345 (1-877-723-3345) TTY users call Maine Relay 711. Web site: www.maine.gov/labor/bls Email: bls.mdol@maine.gov

Reduces employee turnover.

is otherwise authorized to be

or 1-800-437-9300

www.llli.org

www.workandpump.com

Lowers employee absenteeism

Improves employee productivity.

Raises employee morale and company loyalty.

Additional breastfeeding protection in Maine:

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request Updated 11

Maine Supports Nursing Moms

in public

Maine Workplaces Support Nursing Moms

ewer health insurance claims)

This document is a collaborative effort of the Maine WIC Nutrition Program and the Maine Department of Labor. This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/

An emplover who is found to have violated this law through a hearing process must pay a civil penalty of \$100– \$500 for every violation.

Employers of nursing mothers, for three years after the birth of a child, must: • provide adequate unpaid break time, or permit an employee to use paid break or neal time each day to express breast milk for her nursing child. make reasonable efforts to provide a clean room or other location, other than a bathroom, where an employee may express breast milk in privacy.

An employer shall not retaliate or discriminate against an employee who exercises the ight provided under this section.

How can employers support nursing mothers? Develop a workplace policy, including identifying who oversees implementation, and form employees of new policy Identify a clean, private place with access to electric outlets and a chair. Offer flexible breaks.

What can employees do to make nursing in the workplace easier? • Understand Maine's Nursing Mothers in the Workplace Law. Create a "back to work" plan before your baby is born. Determine scheduling and support needs and talk to your employer as soon as possible Do a workplace walk-through and suggest ideas.

Why do Maine workplaces support nursing moms?

Maine Human Rights Commission Average annual savings equals \$400 per breastfed baby (lower medical costs with

Whistleblower Protection

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

Whistleblower's Protection Act Protection of Employees Who Report or Refuse to Commit Illegal Acts

This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling 207-623-7900. (The laws are also on the Bureau's web site.)Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place this poster in the workplace where workers can easily see it.

This poster is provided at no cost by the Maine Department of Labor and may be copied

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

Maine Department of Labor Bureau of Labor Standards 45 State House Station Augusta, Maine 04333-0045 vw.maine.gov/labor/bls 207-623-7900 or 207-623-7930

www.maine.gov/mhrc/ or 207-624-6290 TTY users call Maine Relay 711

For more information or if you believe that

your rights have been violated, contact:

For more information or to file a complaint under this law, contact:

The Maine Human Rights Commission 51 State House Station Augusta, Maine 04333 Tel: 207-624-6290 TTY users call Maine Relay 711 www.Maine.gov/mhrc

The following agencies may provide useful information on workplace safety and labor laws:

тесь на линии. U.S. Department of Labor/OSHA Temos intérpretes à sua disposição 提供口译服务 40 Western Avenue Se precisar de atendimento em Português, por favor Augusta, Maine 04330 diga "Portuguese" e um intérprete será prontamente □ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY 打電話請求幫助時,請用英語說"挾音呢斯" . You have refused to do something that will endanger your life or someone else's life Tel: 207-626-9160 chamado. Por favor, aguarde na linha. (CHINESE)— 我們將爲您提供口譯人員。請不 you have asked your employer to correct it or PAY SCHEDULE IS 要挂斷電話。 . You have been involved in an investigation or hearing held by the government Abbiamo intèrpreti disponibili U.S. Department of Labor 通訳サービスをご利用いただけます Se avete bisogno di assistenza in Italiano, Vi preghiamo □ WEEKLY □ BI-WEEKLY □ SEMI-MONTHLY □ MONTHLY □ You are protected by this law ONLY if: Wage and Hour Division I. You tell your boss about the problem and allow a reasonable time for it to be di dire "Italian" e un intèrprete sará messo a Vostra PO Box 554 通訳を必要とされる場合は「ジャパニーズ」と corrected: or Portland, Maine 04112 disposizione. Vi preghiamo di rimanere in linea. PAYCHECKS ARE ISSUED ON THE AND OF THE MONTH おっしゃり、通訳がでるまでそのままでお待ちく 2. You have good reason to believe that your boss will not correct the problem Tel: 207-780-3344 ださい。 Des interprètes sont à votre disposition www. dol.gov TIME AT: To report a violation, unsafe condition or practice or an illegal act in your Lorsque vous appelez pour demander de l'aide, 한국어 통역을 이용하실 수 있습니다. workplace. contact: (This information should be filled in by the employer) Maine Department of Labor prononcez le mot "French" et nous mettrons un Bureau of Labor Standards 도움이 필요하여 전화를 거실 때 영어로 코리언 interprète à votre disposition. Prière de rester en ligne. 45 State House Station (KOREAN)이라고 말씀하시면 통 역자를 연결해 드릴 (Name Augusta, Maine 04333-0045 것입니다. 전화를 끊지 마시고 기다리십시오. 207-623-7900 To the employer: This notice must be posted in a conspicuous place upon your premises accessible to employees. 39-A MRSA §406. The State of Maine does not discriminate on the ProServicehawaii TTY users call Maine Relay 711. basis of disability in admission to, access to, or operation of its programs, services or activities Web site: www.maine.gov/labor/bls This poster is available in alternative format. For further assistance, contact the Maine Workers' Compensation Board, ADA Coordinator, telephone: (888) 801-9087 or TTY: 711. Email: bls.mdol@maine.gov Location or Phone HR that powers your business lade in US

The Nursing in Public Law (5MRSA §4634) provides protection for women who nurse Notice to Employees: A mother may breastfeed her baby in any location, public or private, where the mothe State law requires your employer to provide vorkers'compensation insurance for its employees Norkers'compensation insurance provides benefits to For more information on working and pumping visit: you are injured at work, NOTIFY YOUR EMPLOYER AT WIC Nutrition Program: www.maine.gov/WIC

ONCE. You may lose your right to receive benefits unless your employer is notified within 60 days of your injury. Your claim is also subject to a two year statute of limitations. Worker advocates are available at the Workers' Compensation Board to elp injured workers. t is against the law for employers to misclassify employees as independent contractors for the purposes of avoiding workers' compensation insurance, unemployment coverage, or other employer paid taxes and withholdings. For more information on Hipoyer paid taxes and with foundation of the second secon abor/misclass If you have any questions about your rights, please contact one of the regional offices. A l'intention des Employes: D'après les lois de l'Etat du Maine, votre employeur est tenu de

puscrire à une assurance indemnisant ses employés victimes l'un accident du travail. jo vous étes victime d'un accident du travail, PREVENEZ OTRE EMPLOYEUR IMMEDIATEMENT. Passé un délai de 0 jours, vous risquez de perdre vos droits à l'indemnisation Au-delà de deux ans, votre déclaration n'est plus recevable. Updated 3/20 Pour aider les victimes d'un accident du travail, le

Interpreters Available

Vorkers'Compensation Board met des conseillers juridiques à La loi interdit aux employeurs de classifier fallacieusemer d'échapper a l'assurance compensatrice-employé, aux mnités de chômage, ou aux autres charges et retenues

When calling for assistance, please say the name

of your language in English and an interpreter will

Si necesita que le atiendan en español por favor diga

"Spanish" y le conectaremos con un intérprete. Por

be called for you. Please stay on the line

Tenemos intérpretes a su disposición

avor manténgase en la línea.

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با یک مترجم برای

Turjunaanno waa la helayaa