Maryland & Federal Employment Notices

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

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



abor'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, Your serious mental or physical health condition that makes you unable to work, • To care for your spouse, child or parent with a serious mental or physical health condition. and

• Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a 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 servic

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced chedule 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 FMI A 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 surrent or previous calendar vear. 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 mployees are covered by Title II of the FMLA, administered by the Office of Personnel Management

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION How do I request FMLA leave? Generally, to request FMLA leave you must Follow your employer's normal policies for requesting leave What is FMLA leave?: The Family and Medical Leave Act (FMLA) is a federal law that provides eligible · Give notice at least 30 days before your need for FMLA leave, or employees with iob-protected leave for qualifying family and medical reasons. The U.S. Department of

Family Medical Leave Act

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

• If advance notice is not possible, give notice as soon as possible You **do not have to share a medical diagnosis** but must provide enough information to your employed 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 medicated

DATE POSTED:_

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

leave and may request certification of a gualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

Labor Laws change often. Please call your distributor twice a

Maryland Minimum Wage and Overtime Law

Employers with 15 or more employees

Employers with 14 or fewer employee

Minimum Wage Rates

Effective 1/1/24

Scheduled 1/1/23

Scheduled 1/1/24

cheduled 1/1/23

Montgomery Co.

linimum Wage

<u>Overtime</u>

Updated 1

applicable rate information

Department of Labor website.

\$15.00

\$13.25

\$15.00

\$12.80

abor and Employment Article, Title 3, Subtitle 4, Annotated Code of Maryland)

Different minimum wage rates are in effect. Employers in this county are required to post the

Fipped Employees (earning more than \$30 per month in tips) must earn the State Minimun

equal at least the State Minimum Wage Rate. Subject to the adoption of related regulations

Nage Rate per hour. Employers must pay at least \$3.63 per hour. This amount plus tips must

estaurant employers who utilize a tip credit are required to provide employees with a written

r electronic wage state-ment for each pay period showing the employee's effective hourly

rate of pay including employer paid cash wages plus tips for tip credit hours worked for each

Employees under 18 years of age must earn at least 85% of the State Minimum Wage Rate

lost employees must be paid 1.5 times their usual hourly rate for all work over 40 hrs. per

workweek of the pay period. Addi-tional information and updates will be posted on the Maryland

Most employees must be paid the Maryland State Minimum Wage Rate

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 gualifying 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 exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation

After becoming aware that your need for leave is for a reason that may gualify 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?

been violated, you may file a complaint with WHD or file a private lawsuit against your 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)

Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have

TTY: 1-877-889-5627 www.dol.gov/whd U.S. Department of Labor • Wage and Hour Divi

IRS Withholding

Your tax credits? If you can answer "yes"

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.

Polygraph Protection

EXAMINEE RIGHTS

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

tests given by the Federal Government to certain private individuals engaged in national security elated activities

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

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

JOB APPLICANTS CAN READILY SEE IT. 1-866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/whd WAGE AND HOUR DIVISION

USERRA

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

Blast furnace SERRA 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

• sca acio

dve

• railı

hois

Update 6/22

Update 2/2

State Minimum Wage

week. Exceptions: •Agricultural workers for all work over 60 hrs. per week

Exemptions

Minimum Wage and Overtime Exemptions Immediate family member of the employer ·Certain agricultural employees •Executives, administrative, and profess •Volunteers for educational, charitable, religious, and non-profit organizations Employees under 16 working less than 20 hoursper week Outside salespersons Commissioned employees •Employees enrolled as a trainee as part of apublic school special education program •Non-administrative employees of organizedcamps Certain establishments selling food and drinkfor consumption on the premises grossing lessthan \$400.000 annually •Drive-in theaters •Establishments engaged in the first canning, packing or freezing of fruits, vegetables, poultry, or seafood

PRODUCT ID:

Overtime Only Exemptions (must earn the State Minimum Wage Rate)

Taxicab drivers •Certain employees selling/servicingautomobiles, farm equipment, trailers, or trucks

•Non-profit concert promoter, theater, musicfestival, music pavilion, or theatrical show •Employers subject to certain railroadrequirements of the U.S. Dept. ofTransportation, the Federal Motor Carrier Act and the Interstate Commerce Commission Seasonal amusement and recreationalestablishments that meet certain criteria

FOR MORE INFORMATION OR TO FILE A COMPLAINT CONTACT:

Maryland Department of Labor

Division of Labor and Industry-Employment Standards Service 10946 Golden West Drive. Suite 160 Hunt Valley, MD 21031 Telephone Number: (410) 767-2357 • Fax Number: (410) 333-7303 E-mail: dldliemploymentstandards-dllr@maryland.gov

EMPLOYERS ARE REQUIRED BY LAW TO POST THIS INFORMATION CONSPICUOUSLY. THIS IS A SUMMARY OF THE LAW. TO ENSURE COMPLIANCE, CONSULT A LEGAL ADVISOR.PENALTIES ARE PRESCRIBED FOR VIOLATION OF THE LAW. Updated 6/23

The manufacturing of dangerous or toxic chemicals or compounds

(2) After an employer makes an initial offer of employment with an offer of compensation to an

applicant for employment, an employer may: (I) Subject to paragraph (3) of this subsection, rely on the wage history voluntarily provided by the applicant for employment to support a wage offer higher than the initial wage offered by the

(II) Seek to committee wage instory voluntary provided by the applicant for on province to support a wage offer higher than the initial wage offered by the employer. (3) An employer may rely on wage history under paragraph (2) of this subsection only if the higher wage does not create an unlawful pay differential based on protected characteristics under §3-304

C) This section may not be construed to prohibit an applicant for employment from sharing wage

history with an employer voluntarily. §3–305. (a) (1) Each employer shall keep each record that the Commissioner requires on: (i) wages of employees; (ii) job classifications of employees; and

(2) An employer shall keep the records required under this subsection for the period of time that

ne Commissioner requires. b) On the basis of the records required under this section, an employer shall make each report

a) On request of an employer, the Commissioner shall provide without charge a copy of this

(b) Each employer shall keep posted conspicuously in each place of employment a copy of this

(1) If an employer knew or reasonably should have known that the employer's action violates

\$ 3-304 of this subtitle, an affected employee may bring an action against the employer for injunctive relief and to recover the difference between the wages paid to employees of one sex

or gender identity and the wages paid to employees of another sex or gender identity who do the

(2) If an employer knew or reasonably should have known that the employer's action violates § 3–304.1 of this subtitle, an affected employee may bring an action against the employer for

injunctive relief and to recover actual damages and an additional equal amount as liquidated

(3) An employee may bring an action on behalf of the employee and other employees similarly

(1) take an assignment of the claim in trust for the employee;
 (2) ask the Attorney General to bring an action in accordance with this section on behalf of the

(c) An action under this section shall be filed within 3 years after the employee receives from the employer the wages paid on the termination of employment under § 3–505(a) of this title. (d) The agreement of an employee to work for less than the wage to which the employee is entitled under this subtitle is not a defense to an action under this section.
 (e) If a court determines that an employee is entitled to judgment in an action under this section,

the court shall allow against the employer reasonable counsel fees and other costs of the action, as well as prejudgment interest in accordance with the Maryland Rules.

) willfully violate any provision of this subtitle;) hinder, delay, or otherwise interfere with the Commissioner or an authorized representative of

4) discharge or otherwise discriminate against an employee or applicant for employment because

(ii) brings an action under this subtitle or a proceeding that relates to the subject of this subtitle or

b) in bad faith, bring a proceeding that relates to the subject of this subtitle; or l) in bad faith, testify in an action under this subtitle or a proceeding that relates to the subject of

(c) The Commissioner may bring an action for injunctive relief and damages against a person who

(c) The Commissioner may bring an action for injunctive relief and damages against a person who violates subsection (a)(1), (4), or subsection (1), (3), or (4) of this section.
 (d) (1) Except as provided in paragraph (2) of this subsection, an employer who violates any provision of subsection (a)(2) or (3) of this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$300.
 (2) (i) This paragraph does not apply to a violation of \$304.2.

) If an employer is found to have violated this subtitle two or more times within a 3-year period, ssioner or a court may require the employer to pay a civil penalty equal to 10% of the

E) (1) If the Commissioner determines that an employer has violated §3-304.2 of this subtitle, the

2. for a second violation, assess a civil penalty of up to \$300 for each applicant for employment for

(iii) Each civil penalty assessed under this paragraph shall be paid to the General Fund of the

. for a first violation, issue a letter to the employer compelling compliance

causes the action or proceeding to be brought, or (iii) has testified or will testify in an action under this subtitle or a proceeding that relates to the

(1) make a groundless or malicious complaint to the Commissioner or an authorized representative of the Commissioner;
 (2) in bad faith, bring an action under this subtitle;

(3) refuse entry to the Commissioner or an authorized representative of the Commissioner into a place of employment that the Commissioner is authorized under this subtitle to inspect;

a complexe or applicant for employment:
 makes a complaint to the employer, the Commissioner, or another person

(b) On the written request of an employee who is entitled to bring an action under this section, the

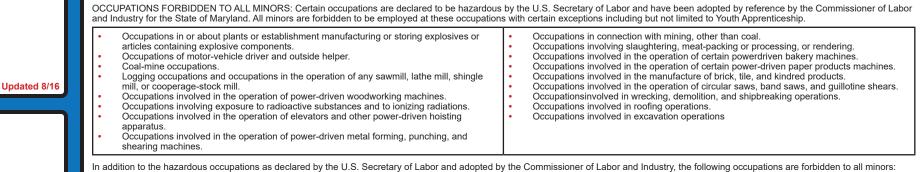
(c) The Commissioner, in consultation with the Maryland Commission on Civil Rights, shall develop educational materials and make training available to assist employers in adopting training, policies, and procedures that comply with the requirements of this subtitle.

Whenever the Commissioner determines that this subtitle has been violated, the

(II) Seek to confirm the wade history voluntarily provided by the applicant for employment to

Child Labor Law

Minor Fact Sheet (Labor and Employment Article, Section 3 -206, Annotated Code of Maryland)	
APPLYING FOR A WORK PERMIT Applications for work permits are accepted online at: www.dllr.state.md.us/childworkpermit. Steps: • Minor or Parent/Guardian completes required information online and prints work permit • TO BE VALID: The Minor, the Minor's Parent/ Guardian, and the Employer must sign the permit	NOTE TO EMPLOYERS • A minor under the age of 14 is not permitted to work and may not be employed. • Minors 14 through 17 years of age may only work with a work permit. • The work permit must be in the employer's possession before the minor is permitted to work. • Employers must keep the work permit on file for three years.
Permissible Hours of Employment	Non-Employment Activities
All Minors: May not be employed or permitted to work more than five hours continuously without a non-working period of at least ½ hour. Minors 14—15: * *Non-school hours; * *3 hours on any day when school is in session; * 8 hours on any day when school is not in session; * 18 hours in a school week; * 40 hours in any week when school is not in session; * May only work between the hours of 7:00 am and 7:00 pm. * *May work until 9:00 pm from June 1 untilLabor Day. * The hours worked by a minor enrolled in a bona fide workstudy or student-learner program when school is normally in session may not be counted towards the permissible hours of work prescribed above. * *This is based upon a more restrictive Federal law. Minors 16—17: May spend no more than 12 hours in a combination of school hours and work hours each day. Must be allowed at least eight consecutive hours of non-work, non-school time in each 24-hour period.	 Activities not considered employment if performed outside of the prescribed school day and the activity does not involve mining, manufacturing, or hazardous occupations. The activities include: Farm work performed on a farm. Domestic work performed in or about a home. Work performed in a business owned or operated by a parent or one standing in the place of a parent. Work performed by non-paid volunteers, in a charitable or nonprofit organization, employed with the written consent of a parent or one standing in the place of a parent. Caddying on a golf course. Employment as an instructor on an instructional sailboat. Manufacturing of evergreen wreaths in or about a home. Delivery of newspapers to the consumer. Work performed by non-paid volunteers of a volunteer fire department or company or volunteer rescue squad who have completed or are taking a course of study relating to firefighting or rescue and who are 16 years of age or older.
Special Permits Special permits may be issued to minors of any age to be employed as a model, performer, or entertainer. The applications and permits are available only from the Baltimore office of the Division of Labor and Industry (address below) or online at: www.labor.maryland.gov/labor/wages/empm.shtml	Federal Restrictions Employers are generally subject to both state child labor laws and the federal child labor provisions of the Fair Labor Standards Act (FLSA), 29 U.S.C. 212(c), and the FLSA regulations at 29 CFR Part 570. Certain provisions of Maryland state law may be less restrictive than federal law, and employers covered by the FLSA that only follow a less restrictive provision of Maryland state law will be in violation of federal law. See 29 U.S.C. 218(a). For more information on federal child labor law, please visit the U.S. Department of Labor's Wage and Hour Division Website at www.dol.gov/whd.
Maryland Depa Division of Industry - Emp 10946 Golden West Drive, Su	MATION CONTACT: artment of Labor bloyment Standards Service ite 160 • Hunt Valley, MD 21031 3-7303 • E-mail: dldliemploymentstandards-dllr@maryland.gov
OCCUPATIONS FORBIDDEN TO ALL MINORS: Certain occupations are declared to be hazardous and Industry for the State of Maryland. All minors are forbidden to be employed at these occupation	s by the U.S. Secretary of Labor and have been adopted by reference by the Commissioner of Labor as with certain exceptions including but not limited to Youth Apprenticeship.
Occupations in or about plants or establishment manufacturing or storing explosives or articles containing explosive components.	 Occupations in connection with mining, other than coal. Occupations involving slaughtering, meat-packing or processing, or rendering.



Change your name? Were there major changes to ...

To any of these or you owed extra tax when you filed your last return, you may need to file a new

Federal, State and local governments are not affected by the law. Also, the law does not apply to

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector.

who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.)

agreement which is more restrictive with respect to lie detector tests.

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employmer

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 righ 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

UNITED STATES DEPARTMENT OF LABOR

(our family wage income (you or your spouse started or ended a job)? our itemized deductions

/our nonwage income (interest, dividend, capital gains, etc.)?

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



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

Employers subject to the state minimur **Federal Minimum Wage** vage law are obligated to pay the higher rate

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT \$7.25 PER HOUR BEGINNING JULY 24, 2009 The law requires employers to display this poster where employee

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

CHILD LABOR

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 chared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various on-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural mployment.

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 our do not equal the minimum 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 employee to express breast milk.

ENFORCEMENT:

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimu wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers m 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 civ money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION:

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain rrow exemptions also apply to the pump at work requirements. visions apply to use pump at work requirements. visions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the ilth of Puerto Rico.

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

Updated 6/23

Pregnant Workers Fairness Act (PWFA)

Equal Employment Opportunity

employees.

employment, including the executive level.

Any person who believes a contractor mas w OFCCP's authorities should contact immedi

onstitution Avenue, N.W.

The Office of Federal Contract Compliance Programs (OFCCP)

Protected Veteran Status

U.S. Department of Labor

Washington, D.C. 20210

WHAT IS 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 pregnancy, 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.

'Reasonable accommodations" are changes to the work environment or the way things are usually done at work WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS?

Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you fror

es (current and former), including managers and temporary employee

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

What Employment Practices can be Challenged as Discriminatory? All aspects of employment, including:

cluding unwelcome verbal or physical conduct)

nination in employment. If you believe you've been discriminated against at work or in applying for a job, the

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

Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic ervices, or family medical history)

Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit,

Pay (unequal wages or compensation)
 Failure to provide reasonable accommodation for a disability or a sincerely held religious belief, observance or

Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy

Being able to sit or drink water Receiving closer parking

Having flexible hours

EEOC may be able to help

Most private employers

What Organizations are Covered?

State and local governments (as employers)
 Educational institutions (as employers)

Who is Protected

Staffing agencies

National origin

estigation, or proceeding

ischarge, firing, or lay-off

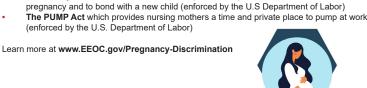
Hiring or promotion

Practice
 Benefits

- Receiving appropriately sized uniforms and safety apparel Receiving additional break time to use the bathroom, eat, and rest
- aking leave or time off to recover from childbirth

hob applicants nion members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?



EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

ecutive Order 11246, as amended, prohibits employment disc

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

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

In obspaning to the second of the second of

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

Section 503 of the Kenabilitation Act of 1973, as amended, protects gualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractor take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment including the property location.

Section 503 of the Rehabilitation Act of 1973, as amended, protects gualified individuals with disabilities from

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212 prohibits

Retaliation 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 l

1-800-397-6251 (toll-free)

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.

person who believes a contractor has violated its nondiscrimination or affirmative action obligations under

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

Other laws that apply to workers affected by pregnancy, childbirth, or related medical conditions, include

egories (enforced by the U.S. Equal Employment Opportunity Commission (EEOC))

The Family and Medical Leave Act which provides unpaid leave for certain workers for

Title VII which prohibits employment discrimination based on sex, pregnancy, or other protected

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

Aedical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services

REEMPLOYMENT RIGHTS

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

vaiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

• 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

mployer; • you return to work or apply for reemployment in a timely manner after conclusion of service; and • you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

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

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

• 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://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://www.dol.gov/agencies/vets/.

webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special

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,

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

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

even if that person has no service connection

ENFORCEMENT

Updated 6/2

nation by Federal contractors based on race



Tipped Employees

Notice to Tipped Employees

Under Maryland law, a tipped employee is an employee who customarily and regularly received more than \$30 each month in tips or gratuities

Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

Maryland law prohibits an employer from requiring a tipped employee to reimburse an employer or pay an employer for the amount of a customer's charge for food or beverage if the customer leaves he employer's place of business without paying for the charges. In addition, unless otherwise provided by law, and employer is prohibited from making a deduction to an employee's wages to cover th cost of a customer's charge for food or beverage if the customer leaves the employer's place of business without paying the charge for food or beverages

If you think you have been required to make an improper payment or there has been an improper deduction from your wages related to a customer's charges if the customer leaves the place of usiness without paying the charges, you may contact the Commissioner of Labor and Industry at:

Department of Labor Division of Labor and Industry **Employment Standards Service**

10946 Golden West Dive, Suite 160 Hunt Valley, MD 21031 Telephone Number: (410) 767-2357 • Fax Number: (410) 333-7303 E-mail: didliemploymentstandards-dllr@maryland.gov

PURSUANT TO \$3-713 (C) OF THE LABOR AND EMPLOYMENT ARTICLE OF THE MARYLAND ANNOTATED CODE. EMPLOYERS ARE REQUIRED TO CONSPICUOUSLY POST THIS NOTICE IN A PLACE WHERE ANY TIPPED EMPLOYEE IS EMPLOYED.

Lie Detector Tests

detector or similar test.

(d) Notice of Prohibition

(g) Enforcement -

ommissioner may:

subject to a fine not exceeding \$100."

notice required under this subsection.

the Commissioner a written complaint.

required under subsection (d) of this section.

(4) This section does not apply to an applicant for employment as

a correctional officer with the Department of Corrections for Prince George's County.

(c) Prohibited Activity - An employer may not require or demand, as a condition of employment

(1) Each application for employment shall set out, in bold-faced upper case type, the following

employment, prospective employment, or continued employment, that an individual submit to or

take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor an

(2) Each application shall provide a space for an applicant to sign an acknowledgment of the

(e) Acknowledgment of Applicant - An applicant shall sign the acknowledgment of the notice

(f) Rights of Applicants and Employees - If an employer violates subsection (c) or (d) of this

(1) Whenever the Commissioner determines that this section has been violated, the

(ii) ask the Attorney General to bring an action on behalf of the applicant or employee.

(i) try to resolve any issue involved in the violation informally by mediation; or

allegedly occurred, for injunctive relief, damages, or other relief.

on conviction is subject to a fine not exceeding \$100.

section, an applicant for employment or prospective employment or an employee may submit to

(2) The Attorney General may bring an action under this section in the county where the violation

(h) Penalty - An employer who violates any provision of this section is guilty of a misdemeanor and

notice: "Under Maryland law, an employer may not require or demand, as a condition of

prospective employment, or continued employment, that an individual submit to or take a lie

abor and Employment Article Title 3, Subtitle 7, Annotated Code of Maryland Section 3-702 - Lie Detector Tests. (a) "Employer" Defined - In this section, "employer" means: 1) a person engaged in a business, industry, profession, trade, or other enterprise in the State (2) the State; (3) a county; and (4) a municipal corporation in the State. (b) Scope of Section -1) This section does not apply to the federal government or any of its units. 2) This section does not apply to an individual who is an employee of or applies for assignment to ne Internal Investigative Unit of the Department of Public Safety and Correctional Services. (3) This section does not apply to an individual who applies for employment or is employed: (i)as a law enforcement officer, as defined in §3-101 of the Public Safety Article;

(iii) as a communications officer of the Calvert County Control Center; nvolves direct personal contact with an inmate in the Detention Center; that involves direct personal contact with an inmate in the Center; or (vi) as a correctional officer of: the Baltimore City Jail 2. the Baltimore County Detention Center; 3. the Cecil County Detention Center: 4. the Charles County Detention Center:

5. the Frederick County Adult Detention Center; 6. the Harford County Detention Center; or . the St. Mary's County Detention Center.

Workers' Compensation

Job Related Accidental Personal Injury or Occupational Disease?

you are disabled and unable to work for more than three (3) days, your employer's workers' compensation insurance company may pay your medical bills and other expenses and replace two-thirds of your salary (limited to the maximum set by law).

	Pilots, firemen, or engineers on any vessel or boat engaged in commerce. Railroads.	Any occupation which after investigation by the Commissioner is deemed injurious to the	
:	Erection and repair of electrical wires. Any distillery where alcoholic beverages are manufactured, bottled, wrapped, or packed.	health and welfare of the minor.	

A minor may not be employed to transfer monetary funds in any amount between 8 p.m. and 8 a.m. or in any amount over \$100.00 between 8 a.m. and 8 p.m. unless that minor is the child of the owner or operator, or the funds have been received in payment of goods or services delivered by the minor

AREAS OF EMPLOYMENT RESTRICTED FOR MINORS 14 AND 15 YEARS OF AGE

 Manufacturing, mechanical or processing occupations including occupations in workrooms, workplaces or storage areas where goods are manufactured or processed.
 Operation, cleaning or adjusting of any power-driven machinery other than office machines.
 Occupations in about or in connection with (except office or sales work not nerformed on site); Occi

cupations in, about, or in connection with (except)	once of sales work not performed on site).			
caffolding • b	prickyard	 occupations causing dust or gases in 	 any occupation deemed 	
cids •g			injurious by the Commissioner after	
onstruction • lu	umberyard	 boats engaged in navigation or commerce 	investigation.	
yes • ly	/e	 certain poultry activities 	 transportation of persons or property 	
ailroads • a	airports	 certain baking and cooking 		
pisting apparatus • p	oublic messaging service		Lindete d 9	100

employer: or

(iii) other conditions of employment.

that the Commissioner requires

subtitle to the employe

missioner shall:

missioner may:

a) An employer may not:

subject of this subtitle: or

Violate §3–304.2 of this subtitle.

consolidate 2 or more claims against an employer

the Commissioner in the enforcement of this subtitle;

b) An employee or an applicant for employment may not:

employee; and

\$3-306.1.

Equal Pay for Equal Work

Maryland Equal Pay for Equal Work Labor and Employment Article Title 3, Subtitle 3)

a) In this subtitle the following words have the meanings indicated. (1) "Employer" means:

a person engaged in a business, industry, profession, trade, or other enterprise in the State;) the State and its units:) a county and its units; and

) a municipal government in the State.

) "Employer" includes a person who acts directly or indirectly in the interest of another employer n an employee. "Gender identity" has the meaning stated in § 20–101 of the State Government Article.

(1) "Wage" means all compensation for employment.) "Wage" includes board, lodging, or other advantage provided to an employee for the nience of the employer.

3–302. This subtitle applies to an employer of both men and women in a lawful enterprise. 303. In a didition to any powers set forth elsewhere, the Commissioner may:
) use informal methods of conference, conciliation, and persuasion to eliminate pay practices hat are unlawful under this subtitle: and

 supervise the payment of a wage owing to an employee under this subtitle.
 3–304. (a) In this section, "providing less favorable employment opportunities" means: assigning or directing the employee into a less favorable career track, if career tracks are

2) failing to provide information about promotions or advancement in the full range of career

(3) limiting or depriving an employee of employment opportunities that would otherwise be available to the employee but for the employee's sex or gender identity.

 (1) try to resolve any issue involved in the violation informally by mediation; or
 (2) ask the Attorney General to bring an action on behalf of the applicant or employee.
 (b) The Attorney General may bring an action under this section in the county where the violation allegedly occurred for injunctive relief, damages, or other relief. (b)(1) An employer may not discriminate between employees in any occupation by: (i) paying a wage to employees of one sex or gender identity at a rate less than the rate paid to employees of another sex or gender identity if both employees work in the same establishment and perform work of comparable character or work on the same operation, in the same business,

or of the same type; or providing less favorable employment opportunities based on sex or gender identity. 2) For purposes of paragraph (1)(i) of this subsection, an employee shall be deemed to work at he same establishment as another employee if the employees work for the same employer at vorkplaces located in the same county of the State.

c) Except as provided in subsection (d) of this section, subsection (b) of this section does not) a seniority system that does not discriminate on the basis of sex or gender identity;

) a merit increase system that does not discriminate on the basis of sex or gender identity;) jobs that require different abilities or skills;) jobs that require the regular performance of different duties or services;

) work that is performed on different shifts or at different times of day 6) a system that measures performance based on a quality or quantity of production; or 7) a bona fide factor other than sex or gender identity, including education, training, or xperience, in which the factor:

s not based on or derived from a gender-based differential in compensation) is job related with respect to the position and consistent with a business necessity; and accounts for the entire differential.

(d) This section does not preclude an employee from demonstrating that an employer's reliance on an exception listed in subsection (c) of this section is a pretext for discrimination on the basis of

sex or gender identity. e) An employer who is paying a wage in violation of this subtitle may not reduce another wage to comply with this subtitle. §3–304.1.

An employer may not

) prohibit an employee from inquiring about, discussing, or disclosing the wages of the employee or another employee; or) requesting that the employer provide a reason for why the employee's wages are a condition of nplovment

) require an employee to sign a waiver or any other document that purports to deny the moloyee the right to disclose or discuss the employee's wages; or b) take any adverse employment action against an employee for: inquiring about the employee's wages or another employee's wages

) disclosing the employee's own wages;) disclosing the employee's own wages;

) asking the employer to provide a reason for the employee's wages; or) aiding or encouraging another employee's exercise of rights under this section.)(1) Subject to paragraph (2) of this subsection, an employer may, in a written policy provided (2) A limitation established under paragraph (1) of this subsection shall be consistent with standards adopted by the Commissioner and all other State and federal laws. 3) Subject to subsection (d) of this section, limitations established under paragraph (1) of this ubsection may include prohibiting an employee from discussing or disclosing the wages of

another employee without that employee's prior permission. (c) Except as provided in subsection (d) of this section, the failure of an employee to adhere to a asonable limitation included in a written policy under subsection (b) of this section shall be an affirmative defense to a claim made against an employer by the employee under this section if the adverse employment action taken by the employer was for a failure to adhere to the reasonable

mitation and not for an inquiry, a discussion, or a disclosure of wages in accordance with the () (1) A prohibition established in accordance with subsection (b)(3) of this section against the discussion or disclosure of the wages of another employee without that employee's prior permission may not apply to instances in which an employee who has access to the wage information of other employees as a part of the employee's essential job functions if the discussior or disclosure is in response to a complaint or charge or in furtherance of an investigation, a oceeding, a hearing, or an action under this subtitle, including an investigation conducted by the

2) If an employee who has access to wage information as part of the essential functions of the employee's job discloses the employee's own wages or wage information about another employee obtained outside the performance of the essential functions of the employee's job, the employee shall be entitled to all the protections afforded under this subtitle.

Nothing in this section shall be construed to: require an employee to disclose the employee's wages;

) may, in the Commissioner's discretion,

amount of damages owed by the employer.

) shall issue an order compelling compliance; and

ii) as an employee of a law enforcement agency of the State, a county, or a municipal corporation iv) as a correctional officer of the Calvert County Detention Center or in any other capacity that (v) as a correctional officer of the Washington County Detention Center or in any other capacity

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

WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS?

 Classification 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 participating in an investigation or proceeding. Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect 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) 1–804–6820 (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 available at www.eeoc.gov. 	If you are deaf, hard of hearing, or have a speech disability, please dial relay services. OFCCP may also be contacted by submitting a question ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district offi under U.S. Government, Department of Labor and on OFCCP's "Contact agencies/ofccp/contact. PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASS Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, a of 1964, as amended, prohibits discrimination on the basis of race, color receiving Federal financial assistance. Employment discrimination is cov of the financial assistance is provision of employment, or where employ discrimination in providing services under such programs. Title IX of the employment discrimination on the basis of sex in educational programs assistance. Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits em disability in any program or activity which receives Federal financial assi aspects of employment against persons with disabilities who, with or wit perform the essential functions of the job. If you believe you have been discriminated against in a program of any i assistance, you should immediately contact the Federal agency providin	n online to OFCCP's Help Desk at https:// fice, listed in most telephone directories ctc Us' webpage at https://www.dol.gov/ SISTANCE as amended, Title VI of the Civil Rights Act or or national origin in programs or activities wered by Title VI if the primary objective /ment discrimination causes or may cause a Education Amendments of 1972 prohibits s or activities which receive Federal financial mployment discrimination on the basis of sistance. Discrimination is prohibited in all thout reasonable accommodation, can	If you are injured on the job: 1. Notify your employer or supervisor at once. You cannot receive full benefits unless your employer knows you are injured. 2. Tell the doctor who treats you that you were hurt on the job. 3. Complete an Employee's Claim Form C-1 (available by phone or on the Commission's website) and send it to us as soon as possible. Note: Withholding information or giving false information about any work-related activity or return to work could prevent you from receiving benefits and Employer : Business Address : City / State / Zip : Federal Employer ID (FEIN): Telephone Number: Insurance Company Name: Insurance Company Telephone:	nay subject you to fines, imprisonment or both.	 (2) diminist enployees rights to negotiate the terms and conductors state, or local law; (3) limit the rights of an employee provided under any other provise bargaining agreement; (4) create an obligation on any employer or employee to disclose (5) permit an employee, without the written consent of an employe information, trade secret information, or information that is otherw protected by law; or (6) permit an employee to disclose wage information to a competi \$3-304.2 (A) On request, an employer shall provide to an applicant for employein for which the applicant applied. (B) (1) An employer may not: (I) Retaliate against or refuse to interview, hire, or employ an applit the applicant: 1. Did not provide wage history; or 2. Requested the wage range in accordance with this section for trapplicant public, and (II) Except a provided in paragraph (2) of this subsection: 1. Rely on the wage history of an applicant for employment in screation for employment or in determining the wages for the applicant or an agent or from a current or former employer. 	3. for each subsequent violatic employment for whom the employer after a previous determination (2) In determining the amount (1) the gravity of the violation' (2) In determining the amount (1) the gravity of the violation' (1) the size of the employer's t (11) the size of the employer's t (11) the size of the employer's history of v (3) If the Commissioner assess penalty shall be subject to the Government Article. For additional information or to FOR MORE INFORMATION OF Department of Labor Division of Labor and Indust Employment Standards Sen 10946 Golden West Drive, Sui	n, assess a civil penalty of up to \$600 for each applicant for loyer is not in compliance if the violation occurred within 3 years that a violation had occurred. of the penalty, if assessed, the Commissioner shall consider: usiness; and iolations under this subtitle. is a penalty under paragraph (1)(II) of this subsection, the notice and hearing requirements of Title 10, Subtitle 2 of the State file a complaint, please contact: ONTACT:
Health Insura	nce Coverage		Maryland Workers' Compensation Commission 10 East Baltimore Street, Baltimore, Maryland 21202-1641 (410) 864-5100 / Outside Baltimore (800) 492-0479		Earr	ned Sick and Safe L	eave
TO BE POSTED HEALTH INSURANCE COVERAGE IMPORTANT: You and other members of your family may be eligible under Maryland law to continue to be covered by your former employer's health insurance policy if: You will be responsible for paying the entire cost of the health insurance policy. You quit your job or you were terminated from your employment for a reason other than for cause; and You are covered by your employer under a group hospital-medical policy or a health maintenance organization IMPORTANT:		Webpage - http://www.wcc.state.md.us / TTY Users -711 in Maryland or (800) 735-2258 State OSHA Private		MARYLAND EARNED SICK AND SAFE LEAVE EMPLOYEE NOTICE The Maryland Healthy Working Families Act requires employers with 15 or more employees to provide paid sick and safe leave for certain employees. It also requires that employers who		ouse, child, parent, grandparent, grandchild, sibling, the legal ree or the employee's spouse, or an individual who acted as a to the employee or the employee's spouse when the employee or	
 (HMO) for at least three (3) months prior to being separated from your employment; and You do not have other similar insurance. If you wish to continue your health insurance, you MUST give your employer written notice no later than forty-five (45) days after your last day of work. 	State of Maryland Maryland Department of Labo THIS NOTICE APPLIES TO STATE LAW. YOU MAY HAVE BROAD TO BE POSTED	DER BENEFITS UNDER FEDERAL LAW.	OCCUPATIONAL SAFETY and HEALTH ACT (PRIVATE SECTOR)		employ 14 or fewer employees provide unpaid sick and safe leave for certain employees. Accrual Employees are permitted to use earned sick and safe leave in increated by their employer. Employees are required to give not sick and safe leave when it is foreseeable. An employer may deny		
		Update 10/20	The Maryland Occupational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of safe and healt Requirements of the Act include the following: Employers: Each employer shall furnish to each of his or her employees employment and a place of employment free from recognized hazards that are		Earned sick and safe leave begins to accrue on February 11, 2018, or the date on which an employee begins employment with the employer, whichever is later. An employee accrues earned sick and safe leave at a rate of at least one hour for every 30 hours the employee works; however, an employee is not entitled to earn more than 40 hours of earned sick and safe leave in a year or		ide employees with a written statement of the employee's available
Description Big and a province of the series in which you reside or you may file a claim on the internet at the web site address indicated bow. For an enemployed for work, and actively seeking work. If YOU ARE ELIGIBLE, you may be entitled to unemployment insurance benefits for as many as 26 weeks. For you are gustered for work, and actively seeking work. If YOU ARE ELIGIBLE, you may be entitled to unemployment insurance benefits for as many as 26 weeks. For you are you may be entitled to unemployment insurance benefits for as many as 26 weeks.		harm to employees; and shall comply with occupational safety and health standards issued under the Act Employees: Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that appli job. The Commissioner of Labor and Industry has the primary responsibility for administering the Act and issuing occupational safety and health standards jobsite inspections to ensure compliance with the Act. Inspection: The Act requires that a representative authorized by the employees be given an opportunity to accompany the MOSH Inspector for the purp authorized employee representative, the MOSH Inspector shall consult with a reasonable number of employees concerning safety and health conditions Complaint: Employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe or The Commissioner will withhold names of employees complaining on request. The Act provides that employees may not be discharged or discriminated complaints or otherwise exercising their rights under the Act. An employee who believes he or she has been discriminated against may file a complaint of Occupational Safety and Health Administration Regional Office within 30 days of the alleged discrimination.	y to his or her own actions and conduct on the ls. MOSH Safety and Health Inspectors conduct ose of aiding the inspection. Where there is no in the workplace. If unhealthful conditions exist in their workplace. against in any way for filing safety and health ith the Commissioner and/or the Federal	 accrue more than 64 hours of earned sick and safe leave at any time. Leave Usage An employee is allowed to use earned sick and safe leave under the following conditions: To care for or treat the employee's mental or physical illness, injury, or condition; To obtain preventative medical care for the employee or the employee's family member; To care for a family member with a mental or physical illness, injury, or condition; For maternity or paternity leave; or The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking. 		yland Healthy Working Families Act and an employee is prohibited ing an action, or testifying in an action in bad faith. btain Additional Information n violated under this law or you would like additional information, dustry	
of work have been reduced, promptly file a claim as instructed above, to determine your benefit rights. IF YOU ARE TOTALLY OR PAR	dependent when you file. If you do not know the Social Security number on how to provide a copy of the dependents' birth certificates or other f TIALLY UNEMPLOYED CALL:		within which the alleged violation must be corrected. The MOSH citation must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn e Proposed Penalty: The Act provides for mandatory civil penalties against employers of up to \$7,000 for each serious violation and for optional penalties	nployees of dangers that may exist there.			
Phone Number To File A ClaimArea ServedPhone Number To File A Claim301-313-8000 1-877-293-4125 (toll free)Calvert Charles Montgomery Prince Georges St. Mary's410-334-6800 1-877-293-4125 (toll free)301-723-2000 1-877-293-4125 (toll free)Allegany Frederick Garrett Washington1-87-293-4125 (toll free)	Area ServedPhone Number To File A ClaimCaroline410-853-1600Dorchester1-877-293-4125Kent(toll free)Queen Anne's Somerset TalbotWicomicoWicomicoWorcester	Area Served Anne Arundel Baltimore City Baltimore County Carroll Cecil Harford Howard	Civil penalties of up to \$7,000 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully civil penalties of up \$70,000 for each such violation. Criminal penalties are also provided for in the Act. Any willful violation resulting in death of an employen not more than \$10,000 or by imprisonment for not more than six months, or by both. Conviction of an employer after a first conviction doubles these max of Labor and Industry encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health pro cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and superv organizations that can provide information and assistance in this effort, if requested. ADDITIONAL INFORMATION AND COPIES OF THE ACT, SPECIFIC MARYLAND OCCUPATIONAL SAFETY AND HEALTH STANDARDS, AND OTHE OBTAINED FROM:	or repeatedly violates the Act may be assessed yee, upon conviction, is punishable by a fine of imum penalties. ising out of employment. The Commissioner grams in all workplaces and industries. Such sors. There are many public and private	Wag Title 3, Subtitle 5 Annotated Code of Maryland SUBTITLE 5 - WAGE PAYMENT AND COLLECTION Section 3-501 - Definitions. (a) In General- In this subtitle the following words have the meanings indicated. (b) Employer - "Employer' includes any person who employs an individual in the State or a successor of the person. (c) Wage- (1) "Wage" means all compensation that is due to an employee	 (1) Ordered by a court of competent jurisdiction, (2) Authorized expressly in writing by the employee, (3) Allowed by the Commissioner because the employee has received full consideration for the deduction, or (4) Otherwise made in accordance with any law or any rule or regulation issued by a government unit Section 3-504 - Notice of Wages and Paydays. (a) Responsibility of Employer - An employer shall give to each employee: 	 ction finds that an employer withheld the wage of an employee in violation of this subtitle and not as a result of a bona fide dispute, the court may award the employee an amount not exceeding 3 times the wage, and reasonable counsel fees and other costs. (2) If wages of an employee are recovered under this section, they shall be paid to the employee without cost to the employee. Section 3-507.1 - Action of recover unpaid wages. (a) In general - Notwithstanding any remedy available under
SOLICITUD DE BENEFICIOS DEL DESEMPLEO PARA LA POBLACIÓN DE HABLE HISPANA 301-313-8000 Speech to Speech Para Relevos en Mar 1-800-877-1	DO DE MARYLAND) (FUERA DEL ES lay Dial 711 TTY: 1 -735-2258 Speech to Sp '1-800-785-5630 Para Relevos /land presione 711 ó 1-800-f	E STATE OF MARYLAND STADO DE MARYLAND) 1-800-735-2258 peech: 1-800-785-5630 s en Maryland presione -877-1264 (U.S.)	THE COMMISSIONER OF LABOR AND INDUSTRY 1100 North Eutaw Street, Baltimore, Maryland 21201, Phone 410-767-SAFE Complaints about State Program administration may be made to Regional Administrator, Occupational Safety and Health Administration, The Curtis Cerr West, Philadelphia, PA 19106-3309.	er, Suite 740 West, 170 S. Independence Mall	for employment. (2) "Wage" includes: (i) A bonus (ii) A commission (iii) A fringe benefit (iv) Any other remuneration promised for service. Section 3-502 - Payment of Wage. (a) Pay Periods- (1) Each employer: (i) Shall set regular pay periods (ii) Except	 (1) At the time of hiring, notice of: (i) The rate of pay of the employee, and (ii) The regular paydays that the employer sets (2) For each pay period, a statement of the gross earnings of the employee and deductions from those gross earnings, and (3) At least 1 pay period in advance, notice of any change in a payday or wage 	 §3-507 of this subtitle, if an employer fails to pay an employee in accordance with §3-502 or § 3- 505 of this subtitle, after 2 weeks have elapsed from the date on which the employer is required to have paid the wages, the employee may bring an action against the employer to recover the unpaid wages. (b) Award and costs - If, in an action under subsection (a) of
Discretion Building and while subject to criminal prosecution. The Civil Bights Act of 1964 states that no person shale be discriminated against on the basis of race, color, religion, age, sex, or national origin, Hyou feel you have been discriminated against in the unemployment insurance for persons who may file a complaint with the Office of Fair Practices, 1100 North Eutaw Street, Room 613, Battimore, Maryland 2120. MARYLAND DEPARTMENT OF LABOR - DIVISION OF UNEMPLOYMENT INSURANCE THIS CARD MUST BE POSTED IN A CONSPICUOUS PLACE DILR/DU1328 (Revised 3-20) Maryland Department of Labor - Employment Article, Title 8, Sec. 8-603 Updated 3/20 Updated 3/20 Maryland Department of Labor - DIVISION OF UNEMPLOYMENT INSURANCE THIS CARD MUST BE POSTED IN A CONSPICUOUS PLACE DILR/DU1328 (Revised 3-20) Maryland Department of Labor - Employment Article, Title 8, Sec. 8-603 Updated 3/20 Updated 3/20 Maryland Department of Labor - Employment Article, Title 8, Sec. 8-603 Updated 3/20 Discretion Account of the Sec. 8-603 Updated 3/20 Updated 3/20 Maryland Department of Labor - Employment Article, Title 8, Sec. 8-603 Updated 3/20 Updated 3/20 Maryland Department of Labor - Employment Article, Title 8, Sec. 8-603 Updated 3/20 Update 3/20 Maryland Department of Labor - Employment Article, Title 8, Sec. 8-603 Updated 3/20 Update 3/20 Maryland Department of Labor - Employment Article, Title 8, Sec. 8-603 Updated 3/20 <			<section-header> Dreggnabage Accommodations commodations for the second products of the second product product products of the second product product products of the second product product product products product products product products product product products product products product products product products product products product products</section-header>	be provided. reasonable accommodation. Article, §20-609(h) when exercising your o request a reasonable accommodation for a er may not: Int of Discrimination with the Maryland violated, you must file a complaint with MCCR of trained Civil Rights Officer will work with you	 as provided in paragraph (2) of this sub-section, shall pay each employee at least once in every 2 weeks or twice each month. (2) An employer may pay an administrative, executive, or professional employee less frequently than required under paragraph (1) (ii) of this subsection. (b) Paydays- If the regular payday of an employee is a non work day, an employer shall pay the employee on the preceding workday. (c) Form of Payment- Each employer shall pay a wage: (1) In United States currency; or (2) By a check that, on demand, is convertible at face value into United States currency. (d) This section does not prohibit the: (1) direct deposit of the wage of an employee into a personal bank account of the employee; or (2) credit or the wage of an employee to a debit card or card account from which the employee is able to access the funds through withdrawal, purchase, or transfer if: (i) authorized by the employee; and (ii) any fees applicable to the debit card or card account are disclosed to the employee in writing in at least 12 point font. Section 3-503 - Deductions. An employer may not make a deduction from the wage of an employee unless the deduction is: 	 (b) Wage Increase- This section does not prohibit an employer from increasing a wage without advance notice. Section 3-505 - Payment on Termination of Employment. Each employer shall pay an employee or the authorized representative of an employee all wages due for work that the employee performed before the termination of employment, on or before the day on which the employee would have been paid the wages if the employment had not been terminated. Section 3-506 - Reciprocal Agreements. To collect wages that employers unlawfully withhold, the Commissioner may enter into a reciprocal agreement with a labor department or other similar unit that has jurisdiction in another state over wage collection. Section 3-507 - Enforcement. (a) In general - Whenever the commissioner determines that this subtitle has been violated, the Commissioner: (1) May try to resolve any issue involved in the violation informally by mediation, (2) With the written consent of the employee, may ask the Attorney General to bring an action in accordance with this section on behalf of the employee; and (3) May bring an action on behalf of an employee in the county where the violation allegedly occurred. (b) Award - (1) If in an action under subsection (a) of this section, a court 	 this section, a court finds that an employer withheld the wage of an employee in violation of this subtitle and not as a result of a bona fide dispute, the court may award the employee an amount not exceeding 3 times the wage, and reasonable counsel fees and other costs. Section 3-508 - Prohibited Acts and Penalties. (a) Prohibited Acts of Employer- An employer may not willfully violate this subtitle. (b) Prohibited Acts of Employee- An employee may not knowingly make to a governmental unit or official of a governmental unit a false statement with respect to any investigation or proceeding under this subtitle, with the intent that the governmental unit or official consider or otherwise act in connection with the statement. (c) Penalties- (1) An employer who violates subsection (a) of this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$1,000. (2) an employee who violates subsection (b) of this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$500. Section 3-509 - Short Title. This subtitle may be cited as the Maryland Wage Payment and Collection Law.

protection for workers through the promotion of safe and healthful working conditions throughout

Public Employers: Each public employer shall furnish to each of his or her employees

employee who believes he or she has been discriminated against may file a complaint with the Commissioner within 30 days of the alleged discrimination. Citation: If upon an inspection performed by the Division of Labor and Industry, the Commission

believes a public employer has violated the Act, a citation alleging such violations shall be issued to the public employer. Each citation shall specify a time period within which the alleged violation

Emergency Notice

Employment Discrimination

Main: (410) 767-8600 | Toll Free: 1 (800) 637-6247 | TTY: (410) 333-1737 | Fax: (410) 333-1841

require certification from your health care provider regarding the medical advisability of a reasonable accommodation, but only to the same extent certification is required for othe emporary disabilities. State Government Article. §20-609(f)

mccr@maryland.gov | www.mccr.maryland.gov

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OCCUPATIONAL SAFETY and HEALTH ACT (PUBLIC SECTOR) The Maryland Occupational Safety and Health Act of 1973 provides job safety and health the State. Requirements of the Act include the following:

State OSHA Public for filing safety and health complaints or otherwise exercising their rights under the Act. A public

AMBULANCE: F	FIRE-RESCUE:	SB 531 – Discrimination – Race – Hair Texture and Hairstyles Modifies the definition of "race" in Maryland's Fair Employment Practices Act to include "traits associated with race, including hair texture, afro hairstyles, and protected hairstyles." A "protective	 Labor organizations cannot deny membership to qualified persons or discriminate in apprenticeship programs. Employment agencies cannot discriminate in job referrals, ask discriminatory pre-employment 	employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees; and shall comply with occupational safety and health standards issued under the Act.	must be corrected. The MOSH citation must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there.
HOSPITAL: P	PHYSICIAN:	hairstyle" includes braids, twists, and locks. The legislation also deletes from FEPA Section 20-605, which permitted certain employment practices based on a "bona fide occupational qualification reasonably necessary to the normal	 Employment agencies cannot discriminate in job referrals, ask discriminatory pre-employment questions, or circulate information that unlawfully limits employment. Newspapers and other media cannot publish job advertisements that discriminate. 	Public Employees: Each public employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to his or her own actions	Voluntary Activity: The Act encourages efforts by labor and management to reduce injuries and illnesses arising out of employment. The Commissioner of Labor and Industry encourages
	POLICE:	operations of that business or enterprise"; permitted schools educational institutions from hiring and employing employees of a particular religion in specific situations; and permitted organizations to observe bona fide seniority systems and benefit plans so long as such systems and plans are not a subterfuge to evade FEPA. This legislation is effective October 1, 2020.	What If My Employer Retaliates Retaliation is also prohibited under the law when you exercise your rights to seek relief and redress. If an employee decides to file an employment discrimination complaint, an employer may not: • Interfere with; • Restrain; • Deny the exercise; or • Deny the attempt to exercise the right. Any form of retaliation is grounds to file a Complaint of Discrimination with the Maryland	and conduct on the job. The Commissioner of Labor and Industry has the primary responsibility for administering the Act and issuing occupational safety and health standards. Inspection: The Act provides that the State Government and each of its political subdivisions or any agency thereof shall develop, conduct and maintain a program of self-inspection. This program is to be approved and monitored by the Commissioner of Labor and Industry. The	employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries. Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors.
		Employment Discrimination is Unlawful How Does The Law Protect Me? State Government Article, §20-602 of the Annotated Code of Maryland provides every Marylander equal protection in employment regardless of: Race, Sex, Age, Ethnicity, Ancestry or National Origin, Religion, Physical or Mental Disability, Color, Marital	Commission on Civil Rights (MCCR). What If I Am A Victim Of Discrimination? If you believe your rights under the law have been violated, you must file a complaint with MCCR within 300 days of the alleged act of discrimination. A trained Civil Rights Officer will work with you to discuss what happened and determine if there is reason to believe a discriminatory.	Act requires that a representative or representatives authorized by the employees be given an opportunity to participate in the inspection procedure. Where there is no authorized employee representative, the inspector shall consult with a reasonable number of employees concerning safety and health conditions in the workplace .	ADDITIONAL INFORMATION AND COPIES OF THE ACT, SPECIFIC MARYLAND OCCUPATIONAL SAFETY AND HEALTH STANDARDS, AND OTHER APPLICABLE REGULATIONS MAY BE OBTAINED FROM:
ProService HAWA HR that powers your busin		 Status, Sexual, Orientation, Gender Identity, Genetic Information What Am I Protected From? You are protected from unlawful discrimination from the following employment-related practices: Employers cannot discriminate in recruiting, interviewing, hiring, upgrading/promoting, setting work conditions, and discharging an employee. 	violation occurred. You can reach MCCR by phone, email, fax, letter, or walk-in. All procedures by MCCR are confidential until your case is certified for public hearing or trial. Main: (410) 767-8600 Toll Free: 1 (800) 637-6247 TTY: (410) 333-1737 Fax: (410) 333-1841 mccr@maryland.gov www.mccr.maryland.gov	Complaint: Public employees or their representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request The Act provides that employees may not be discharged or discriminated against in any way	THE COMMISSIONER OF LABOR AND INDUSTRY, 1100 North Eutaw Street, Baltimore, Maryland 21201, Phone: 410-767-SAFE Complaints about the Public Employer Self-inspection Program may be made to the Commissioner of Labor and Industry at the above address.
TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDER.	RALPOSTER.COM	MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW A	AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY	ALI	L RIGHTS RESERVED. COPYRIGHT BY STATE AND FEDERAL POSTER, INC