

Maryland & Federal Employment Notices

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 work-related 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.
- Use 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.

- 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.

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

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

Family Medical Leave Act

EMPLOYER RIGHTS UNDER THE FAMILY MEDICAL LEAVE ACT. How do I request FMLA leave? You must complete:
- Advance notice: 30 days before your need for FMLA leave, or if advance notice is not possible, give notice as soon as possible.
- You do not have to share a medical diagnosis but you must provide enough information to your employer to verify the need for FMLA leave.
- You must provide certification from a health care provider that you have a serious health condition and that you need FMLA leave.

How can I find more information?
- You may contact the nearest office of the U.S. Department of Labor.
- You may contact the nearest office of the U.S. Department of Justice.
- You may contact the nearest office of the U.S. Department of Health and Human Services.

IRS Withholding

You can answer "yes" if you are not employed or permitted to work more than five hours per week without a non-working period of at least 1 hour.
- 3 hours on any day when school is in session.
- 3 hours on any day when school is not in session.
- 18 hours in a school week.
- 18 hours on any day when school is not in session.
- 18 hours on any day when school is in session.

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.
- 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 in national security related activities.
- The Act permits polygraph (lie detector) tests to be administered in the private sector, subject to restrictions, to certain categories of employees of security sensitive firms (armed and dangerous, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

USERRA

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 Protection Act.
- REEMPLOYMENT RIGHTS: You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed services and you return to work within 90 days of the end of your military service.
- HEALTH INSURANCE: You have the right to continue your health insurance coverage for you and your dependents for up to 24 months while in the military.
- ENFORCEMENT: The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

Tipped Employees

Under Maryland law, a tipped employee is an employee who customarily and regularly receives more than \$30 each month in tips or gratuities.
- Maryland law prohibits an employer from requiring a tipped employee to reimburse an employer or pay an employer the amount of a charger for food or beverage if the customer leaves the employer without paying the charges.
- 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 business without paying the charges, you may contact the Commissioner of Labor and Industry.

Lie Detector Tests

This section does not apply to an applicant for employment as a conditional officer with the Department of Corrections for Prince George's County.
- (a) Employer Defined: In this section, "applicant" means:
 1. A person engaged in a business, industry, profession, trade, or other enterprise in the State.
 2. The State.
 3. A county or municipality.
 4. A municipal corporation in the State.
- (b) Section does not apply to an individual who is an employee of a Federal government agency or an employee of a State or local government.

Workers' Compensation

Job Related Accidental Personal Injury or Occupational Disease. If you are disabled and unable to work for more than three (3) days, your workers' compensation insurance company may pay your medical bills and other expenses and wage-loss benefits (if you are disabled on the day of the injury).
- Notify your employer of a work-related injury or occupational disease as soon as possible.
- Complete an employer's Claim Form (C-1) (available by phone on the Commission's website) and send it to us as soon as possible.

State OSHA Private

The Maryland Occupational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the State.
- Employees: Each employer shall furnish to each of his or her employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees.

Pregnancy Accommodations

What Does That Mean?
- Changing job duties.
- Changing work hours.
- Relocation.
- Modification of mechanical or electrical aids.
- Transfers to less strenuous or less hazardous positions.
- Providing time for rest breaks.
- Do I Need A Doctor's Note?
- It depends on what your employer requires. The law allows an employer, if he or she has discretion, to require certification from your health care provider regarding the need for a reasonable accommodation, but only to the same extent certification is required for other temporary disability conditions.

Emergency Notice

AMBULANCE: FIRE/RESCUE: PHYSICIAN: POLICE: HAZARDOUS MATERIAL:
- THIS NOTICE APPLIES TO STATE LAW. YOU MAY BE SUBJECT TO FEDERAL LAWS.
- YOU ARE EMPLOYED BY:
- PAY PERIOD:
- PAY SCHEDULE:
- PAYCHECKS ARE ISSUED ON: AND OF THE MONTH AT: TIME

Employment Discrimination

SB 531 - Discrimination - Race, Hair Texture and Hairstyles. This Act prohibits an employer from discriminating against an employee on the basis of race, hair texture, or hairstyle.
- Retaliation is also prohibited under this Act when you exercise your right to seek relief and file a complaint with the Commission.
- What If I Am A Victim Of Discrimination?
 - Changing job duties.
 - Changing work hours.
 - Relocation.
 - Modification of mechanical or electrical aids.
 - Transfers to less strenuous or less hazardous positions.
 - Providing time for rest breaks.

State Minimum Wage

Minimum Wage Rates: Employees with 15 or more employees: \$15.00. Employees with 14 or fewer employees: \$12.00.
- Minimum Wage: \$15.00.
- Minimum Wage: \$12.00.
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Child Labor Law

NOTE TO EMPLOYERS:
- No one under age 14 is 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 issued by the Department of Labor and Industry.
- Federal and State Child Labor Laws:
 - Federal Restrictions: Employers are generally subject to both state child labor laws and the federal child labor laws.
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Equal Pay for Equal Work

(2) After an employer makes an initial offer of employment with an offer of compensation to an individual for a particular job, the employer shall not discriminate on the basis of sex in the determination of the amount of the offer of compensation.
- (3) Subject to paragraph (3) of this subtitle, any offer of equal pay for equal work made by an employer to an individual for a particular job shall not be subject to the provisions of this subtitle if the offer of compensation is made in accordance with a bona fide seniority system, merit system, or any other bona fide system of compensation.
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Health Insurance Coverage

TO BE POSTED HEREIN IMMEDIATELY. If you are responsible for paying the entire cost of the health insurance policy, you should contact your employer or the insurance company.
- If you are covered by your employer under a group health insurance policy, you should contact your employer or the insurance company.
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Unemployment Insurance

IF YOU HAVE BEEN FIRED FOR CAUSE, you must report your gross wages to the Department of Labor and Industry.
- YOU ARE ENTITLED TO BENEFITS IF:
 - You are unemployed through no fault of your own.
 - You have worked long enough to qualify for benefits.
 - You are eligible for benefits.
- YOU ARE NOT ELIGIBLE IF:
 - You were discharged for cause.
 - You were laid off for economic reasons.
 - You were laid off for seasonal reasons.

Payday Notice

PAYDAY IS ON: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY
- PAY SCHEDULE IS:
- PAYCHECKS ARE ISSUED ON: AND OF THE MONTH AT: TIME

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ProService HAWAII HR that powers your business. Made in USA

Wage Payment & Collection

(1) An employer who is liable for the payment of wages to an employee shall pay such wages to the employee on the day specified in the contract of employment.
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Earned Sick and Safe Leave

A family member includes a spouse, child, parent, grandparent, grandchild, sibling, the legal guardian of the child of the employee, or any other individual who may be dependent on the employee or whose care is the responsibility of the employee.
- Employees are permitted to take earned sick and safe leave in increments in certain amounts established by their employer.
- Reporting: Employees are required to provide employees with a written statement of the employee's available earned sick and safe leave.

MARYLAND EARNED SICK AND SAFE LEAVE

Section 2-206. Reporting: Employees are required to provide employees with a written statement of the employee's available earned sick and safe leave.
- Section 2-207. Accrual: Employees are permitted to take earned sick and safe leave in increments in certain amounts established by their employer.
- Section 2-208. Reporting: Employees are required to provide employees with a written statement of the employee's available earned sick and safe leave.

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