IT'S THE LAW!

■ Provide employees a workplace free from

rights under the law, including raising a

health and safety concern with you or

with OSHA, or reporting a work-related

Comply with all applicable OSHA standards.

fatalities within 8 hours, and all inpatient

hospitalizations, amputations and losses

Provide required training to all workers

Prominently display this poster in the

Post OSHA citations at or near the

place of the alleged violations.

FREE ASSISTANCE to identify and correct

hazards is available to small and medium-

through OSHA-supported consultation

programs in every state.

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

**Federal Minimum Wage** 

\$7.25 PER HOUR BEGINNING JULY 24, 2009

An emplovee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may

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

t least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the

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 employer

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/

or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money

enalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serior

njury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers

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

Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor

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

**Pregnant Workers Fairness Act (PWFA)** 

The Pregnant Workers Fairness Act (PWFA) is a federal law that, starting June 27, 2023, requires covered employers to provide "reasonable accommodations" to a qualified worker's

Title VII which prohibits employment discrimination based on sex, pregnancy, or other protected categories (enforced by the U.S. Equal Employment Opportunity Commission (EEOC))

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

**Equal Employment Opportunity** 

The Family and Medical Leave Act which provides unpaid leave for certain workers for pregnancy and to bond with a new child (enforced by the U.S Department of Labor)

known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship." An undue hardship is

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

imployees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.

sized employers, without citation or penalty,

in a language and vocabulary they can

Report to OSHA all work-related

of an eye within 24 hours.

recognized hazards. It is illegal to retaliate

against an employee for using any of their

**Employers must:** 

injury or illness.

understand.

workplace.

**OSHA** Job Safety and Health

All workers have the right to:

Raise a safety or health concern with

Receive information and training on

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

Participate (or have your representative)

30 days (by phone, online or by mail)

if you have been retaliated against for

speak in private to the inspector.

■ File a complaint with OSHA within

See any OSHA citations issued to

Request copies of your medical

injury and illness log.

Employers subject to the

state minimum wage law are

obligated to pay the higher rate

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

who file a complaint or participate in any proceeding under the FLSA.

defined as causing significant difficulty or expense

Being able to sit or drink water

Having flexible hours

Some state laws provide greater employee protections; employers must comply with both.

WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS?

Receiving appropriately sized uniforms and safety apparel

Taking leave or time off to recover from childbirth

Know Your Rights: Workplace Discrimination is Illeg

Jnion members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?

scrimination lawsuit, investigation, or proceeding

Obtaining or disclosing genetic information of employees

Requesting or disclosing medical information of employees

What can You Do if You Believe Discrimination has Occurred?

Visit an EEOC field office (information at www.eeoc.gov/field-office)

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

in applying for a job, the EEOC may be able to help.

What Organizations are Covered?

Educational institutions (as employers

State and local governments (as employers)

Most private employers

Staffing agencies

Age (40 and older

Discharge, firing, or lay-off

**Call** 1–800–669–4000 (toll free)

E-Mail info@eeoc.gov

is available at www.eeoc.gov

-800-669-6820 (TTY) -844-234-5122 (ASL video phone)

equired by the jobs, A merit system

You Have Additional Rights

AMBULANCE:

ALTERNATE

Pav (unequal wages or compensation)

Hiring or promotion

observance or practice

Job applicants

Receiving additional break time to use the bathroom, eat, and rest

asonable accommodations" are changes to the work environment or the way things are usually done at work

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:

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

ation in employment. If you believe you've been discriminated against at work or

The PUMP Act which provides nursing mothers a time and private place to pump at work (enforced by the U.S. Department of Labor)

WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS?

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect

Employees (current and former), including managers and temporary employees

Under the EEOC's laws, an employer may not discriminate against you, regardless of your

Sex (including pregnancy and related conditions, sexual orientation, or gender identity)

tests, genetic services, or family medical history)

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

iding unwelcome verbal or physical conduct)

What Employment Practices can be Challenged as Discriminatory?

Genetic information (including employer requests for, or purchase, use, or disclosure of genetic

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

Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief,

Conduct that might reasonably discourage someone from opposing discrimination, filing a charge,

Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights,

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

Additional information about the EEOC, including information about filing a charge of discrimination

COMMONWEALTH OF MASSACHUSETTS

The New Massachusetts Equal Pay Act

gender in the payment of wages. Your employer may not pay you less than it pays an employee of a different gender performing comparable work. "Comparable work" is work that requires

The Massachusetts Equal Pay Act, M.G.L. c. 149 § 105A, prohibits discrimination based on

ubstantially similar skill, effort, and responsibility, and is performed under similar working

The law permits differences in pay for comparable work only when based upon one or

of the jobs, Job-related differences in education, training or experience Difference in travel

in the past until after making you a job offer that includes compensation.

☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐

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

A seniority system, Production, sales, or revenue based systems of pay, The geographic location

· If you are applying for a new job, the employer may not ask you how much you have been paid

Employers may not refuse to consider you for a job based on how much you earned in your last

r someone assisting or encouraging someone else to exercise rights, regarding disability iscrimination (including accommodation) or pregnancy accommodation

NURSING MOTHERS (PUMP AT WORK):

ADDITIONAL INFORMATION:

at least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

OVERTIME PAY

records, tests that measure hazards

in the workplace, and the workplace

Contact OSHA. We can help.

participate) in an OSHA inspection and

substances in your workplace.

job hazards, including all hazardous

your employer or OSHA, or report a work-

related injury or illness, without being

A safe workplace.

retaliated against.

OSHA on your behalf.

using your rights.

your employer.

enforces the FMLA for most employees.

parent who is a military servicemembe

• The birth, adoption or foster placement of a child with you,

or week. Read Fact Sheet #28M(c) for more information.

You are an eligible employee if all of the following apply:

You have worked for your employer at least 12 months.

workweeks in the current or previous calendar year,

the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You work for a covered employer,

Office of Personnel Management

How do I request FMLA leave?

before your leave, and

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

What is FMLA leave?: The Family and Medical Leave Act (FMLA) is a federal law

that provides eligible employees with job-protected leave for qualifying family and

medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD)

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

An eligible employee who is the spouse, child, parent or next of kin of a covered

FMLA leave in a single 12-month period to care for the servicemember.

servicemember with a serious injury or illness may take up to 26 workweeks of

You have the right to use FMLA leave in one block of time. When it is medically

separate blocks of time, or on a reduced schedule by working less hours each day

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

You have at least 1,250 hours of service for your employer during the 12 months

Your employer has at least 50 employees within 75 miles of your work location.

You work for a private employer that had at least 50 employees during at least 20

You work for a public agency, such as a local, state or federal government agency

against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act

(armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers

Most federal employees are covered by Title II of the FMLA, administered by the

Airline flight crew employees have different "hours of service" requirements

You work for an elementary or public or private secondary school, or

embezzlement, etc.) that resulted in economic loss to the employer

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

WAGE AND HOUR DIVISION

Marry or divorce?

ended a job)?

Your tax credits?

Change your name?

Gain or lose a dependent?

Your itemized deductions?

Were there major changes to ...

pplicants to the uniformed services

HEALTH INSURANCE PROTECTION

Updated 6/2

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

the nondiscrimination and affirmative action commitments of companies doing business with the

Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin
Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with

classification, referral, and other aspects of employment by Federal contractors. Disability

disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training,

limitations of an otherwise qualified individual with a disability who is an applicant or employee, barrin

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

prohibits employment discrimination against, and requires affirmative action to recruit, employ, an

advance in employment, disabled veterans, recently separated veterans (i.e., within three years o

Retaliation is prohibited against a person who files a complaint of discrimination, participates in

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

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access

on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

to the deal, flat of fleating, or lave a speech disability, please didn't = 1 - 1 access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the

Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is

overed by Title VI if the primary objective of the financial assistance is provision of employment,

such programs. Title IX of the Education Amendments of 1972 prohibits employment discriminatio on the basis of sex in educational programs or activities which receive Federal financial assistance

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination

on the basis of disability in any program or activity which receives Federal financial assistance.

Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such

• Employers generally may not prohibit you from talking about either your own wages or your

File a complaint with the Civil Rights Division of the Attorney General's Office by calling us at

If you believe an employer has intentionally discriminated against you based on your gender you may also be able to file a complaint with the Massachusetts Commission Against

You also have the right to file a complaint in court. For help finding at attorney, contact the

Discrimination. For more information, call (617) 994-6000 or visit www.mass.gov/file-a-complai

Massachusetts Bar Association's Lawyer Referral Service by calling (866) 627-7577 or visiting

www.mass.gov/ago/equalpay #equalpayMA

Updated 7

(617) 963-2917 or by filing a complaint online at www.mass.gov/ago/civilrightscomplain

You cannot be retaliated against for exercising your rights under the law.

Think Your Rights Have Been Violated?

www.massbar.org/public/lawyer-referral-service

Attorney General's Office

imination causes or may cause discrimination in providing services under

The Office of Federal Contract Compliance Programs (OFCCP)

an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these

scharge or release from active duty), active duty wartime or campaign badge veterans, or Armed

undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative

action to employ and advance in employment qualified individuals with disabilities at all levels of

from discrimination based on inquiring about, disclosing, or discussing their compensation or the

Federal contract or subcontract, you are protected under Federal law from discrin

compensation of other applicants or employees

Forces service medal veterans.

200 Constitution Avenue, N.W.

**Equal Pay Act** 

**No Smoking** 

It is illegal to smoke in this establishment. Massachusetts

**Smoke-Free Workplace Law By order of:** 

M.G.L. Chapter 270, Section 22

**Payday Notice** 

□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY

PAY SCHEDULE IS

**Emergency Notice** 

HAZARDOUS MATERIAI

**UNITED STATES DEPARTMENT OF LABOR** 

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed Form W-4 with your employer did you...

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

with a disqualifying discharge or under other than honorable conditions.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

and bring a civil action against an employer for violations of USERRA.

proceeding under USERRA, even if that person has no service connection.

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

It is the goal of the Commonwealth of Massachusetts to promote a workplace that is free

of sexual harassment. Sexual harassment of employees occurring in the workplace or

n other settings related to their employment is unlawful and will not be tolerated by the

sexual harassment or retaliation against individuals for cooperating with an investigation

chieve our goal of providing a workplace free from sexual harassment, the conduct

that is described in this policy will not be tolerated and we have provided a procedure by

which inappropriate conduct will be dealt with, if encountered by employees. Because

the Commonwealth of Massachusetts takes allegations of sexual harassment seriously,

we will respond promptly to complaints of sexual harassment and where it is determined

conduct and impose such corrective action as is necessary, including disciplinary action

where appropriate. Please note that while this policy sets forth our goals of promoting

a workplace that is free of sexual harassment, the policy is not designed or intended to

limit our authority to discipline or take remedial action for workplace conduct which we

n Massachusetts, "sexual harassment" means sexual advances, requests for sexual

a) submission to or rejection of such advances, requests or conduct is made either

b) such advances, requests or conduct have the purpose or effect of unreasonably

nterfering with an individual's work performance by creating an intimidating, hostile,

Under these definitions, direct or implied requests by a supervisor for sexual favors

increases, promotions, increased benefits, or continued employment constitutes sexual

harassment. The legal definition of sexual harassment is broad and in addition to the

s unwelcome and has the effect of creating a work place environment that is hostile

offensive, intimidating, or humiliating to male or female workers may also constitute

While it is not possible to list all those additional circumstances that may constitute

sexual harassment, the following are some examples of conduct, which if unwelcome,

Inwelcome sexual advances -- whether they involve physical touching or not; \*Sexual

epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity,

whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

EARNED SICK TIME Notice of Employee Rights

\*Inquiries into one's sexual experiences; and, \*Discussion of one's sexual activities.

The complainant does not have to be the person at whom the unwelcome sexual

may constitute sexual harassment depending upon the totality of the circumstances

\*Displaying sexually suggestive objects, pictures, cartoons; \*Unwelcome leering

in exchange for actual or promised job benefits such as favorable reviews, salary

explicitly or implicitly a term or condition of employment or as a basis for employment

avors, and verbal or physical conduct of a sexual nature when:

ive examples, other sexually oriented conduct, whether it is in

including the severity of the conduct and its pervasiveness:

deem unacceptable, regardless of whether that conduct satisfies the definition of sexual

of a sexual harassment complaint is similarly unlawful and will not be tolerated. To

that such inappropriate conduct has occurred, we will act promptly to eliminate the

. Definition Of Sexual Harassment

sexual harassment

numiliating or sexually offensive work environment

Commonwealth. Further, any retaliation against an individual who has complained about

Your family wage income (you or your spouse started or

You work for a **covered employer if one** of the following applies:

necessary or otherwise permitted, you may take FMLA leave intermittently in

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period

Certain qualifying reasons related to the foreign deployment of your spouse, child or

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

• Follow your employer's normal policies for requesting leave,

leave and may request certification of a qualifying exigency.

If you are eligible for FMLA leave, your employer must

About your FMLA rights and responsibilities, and

· Allow you to take job-protected time off work for a qualifying reason,

What does my employer need to do?

as if you had not taken leave, and

must notify you in writing:

WHD complaint process.

**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

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

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

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft,

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,

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

**IRS Withholding** 

**USERRA** 

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS •

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

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

n the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and

• you ensure that your employer receives advance written or verbal notice of your service; • you have five years or less of cumulative service in the uniformed services while

with that particular employer; • you return to work or apply for reemployment in a timely manner after conclusion of service; and • you have not been separated from service

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

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

• If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up

to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan

when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

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

n 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

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

**Sexual Harassment** 

interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may

request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. • You may also bypass the VETS process

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

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

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

Where can I find more information?

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

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

**Family Medical Leave Act** 

You do not have to share a medical diagnosis but must provide enough information

to your employer so they can determine whether the leave qualifies for FMLA

taken or approved for the same reason when requesting additional leave. Your

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

· Continue your group health plan coverage while you are on leave on the same basi

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

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

After becoming aware that your need for leave is for a reason that may qualify under

the FMLA, your employer must confirm whether you are eligible or not eligible for

FMLA leave. If your employer determines that you are eligible, your employer

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

under the FMLA have been violated, you may file a complaint with WHD or file a

private lawsuit against your employer in court. Scan the QR code to learn about our

For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889

5627 www.dol.gov/whd

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

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

to file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS

get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding

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.

at 1-800-829-3676. Now is the time to check your withholding. For more details,

Calculator at www.irs.gov/individuals on the IRS website.

· How much of your requested leave, if any, will be FMLA-protected leave

against you for requesting FMLA leave or cooperating with a WHD investigation.

protection. You must also inform your employer if FMLA leave was previously

employer may request certification from a health care provider to verify medical

Attorney General

Andrea Campbell

Fair Labor Hotline

TTY (617) 727-4765

www.mass.gov/ago/fairlaboi

State law requires all employers to post this notice at the

Massachusetts, all workers are presumed to be employees

agricultural workers (\$8.00 per hour is the minimum wage

workers being trained in certain educational, nonprofit, or

Minimum Wage

\$12.00

\$12.75

\$13.50

\$14.25

\$15.00

\$16.25

The hourly "service rate" applies to workers who provide

services to customers and who make more than \$20 a month

paid to the worker must add up to the minimum wage per each

in tips. The average hourly tips, plus the hourly service rate

shift. Employers, owners and employees with managerial or

supervisory responsibilities on a given day must never take

any of your tips. Tips and service charges listed on a bill must

employees. Tip pooling is allowed only for wait staff, service

be given only to wait staff, service bartenders, or other service

Generally, employees who work more than 40 hours in any week

nust be paid overtime. Overtime pay is at least 1.5 x the regular

overtime rate is 1.5 x the basic minimum wage, not the service

rate. Exception: Under state law, some jobs and workplaces

ate of pay for each hour worked over 40 hours in a week

For some employees who get paid the "service rate," the

are exempt from overtime. For a complete list of overtime

exemptions, visit www.mass.gov/ago/fairlabor or call the

Attorney General's Fair Labor Division at (617) 727-3465.

The law says when, what, and how employees must be paid

An employee's pay (or wages) includes payment for all hours

pay, and earned commissions that are definitely determined

worked, including tips, earned vacation pay, promised holiday

due and payable. Hourly employees must be paid every week

or every other week (bi-weekly). The deadline to pay is 6 or 7

Employees who quit must be paid in full on the next regular

payday or by the first Saturday after they guit (if there is no

egular payday). Employees who are fired or laid off must be

M.G.L. Chapter 149, Section 148; 454 C.M.R. 27.02

employee worked during one calendar week.

Service Rate

\$4.35

\$4.95

\$5.55

\$6.15

\$7.92

orkplace in a location where it can easily be read.

M.G.L. Chapter 151, Section 16; 454 C.M.R. 27.07(1)

he minimum wage applies to all employees, except:

M.G.L. Chapter 151, Sections 1, 2, 2A, and 7

for most agricultural workers)

members of a religious order

religious organizations, and

outside salespeople.

Effective Date

January 1, 2019

January 1, 2021

January 1, 2022

January 1, 2023

January 1, 2024

M.G.L. Chapter 149, Section 152A;

M.G.L. Chapter 151. Sections 1A and 1B

Payment of Wages

M.G.L. Chapter 151, Section 7

M.G.L. Chapter 149, Section 148 Office of Massachusetts All employees must get a statement, at no cost, with their pay

employee's savings account).

the actual costs to the employee

454 C.M.R. 27.02

get paid for that time.

(each day and week).

before using sick leave.

M.G.L. Chapter 151, Section 15

M.G.L. Chapter 149, Section 148C

sick leave 90 days after starting work.

provide their employer a doctor's note

M.G.L. Chapter 151B, Section 4

meals the employer gives to the employee

M.G.L. Chapter 149. Sections 100 and 101

that says the name of the employer and employee, the date of payment (month, day, and year), the number of hours worked during the pay period, the hourly rate, and all deductions or increases made during the pay period M.G.L. Chapter 149. Section 148: 454 C.M.R. 27 05

employer can take from an employee's pay for housing and

works before or after the normal shift to complete the work.

Most employees who work more than 6 hours must get a

30-minute meal break. During their meal break, employees

Employees are eligible for this leave if the employer has at leas 50 employees and the employee has been employed for at least 12 months by the employer and worked at least 1,250 hours for the employer during the previous 12-month period.

454 C.M.R. 27.04(1) Most employees must be paid for 3 hours at no less than minimum wage if the employee is scheduled to work 3 or

expected hours of work **Rights of Temporary Workers** M.G.L. Chapter 149, Section 159C

through staffing agencies, call: 617-626-6970 or go to: www. must be on duty at the employer's worksite or other location, and **Rights of Domestic Workers** M.G.L. Chapter 149, Section 190 To learn about additional rights for workers who provide housekeeping, cleaning, childcare, cooking, home

stay at the workplace during the meal break, the employee must **Public Works and Public Construction Workers** M.G.L. Chapter 149, Section 26-27H Workers who work on public construction projects and certain Payroll records must include the employee's name, address, other public work must be paid the prevailing wage, a minimum job/occupation, amount paid each pay period, and hours worked rate set by the Department of Labor Standards based on the type of work performed. Employers must keep payroll records for 3 years. Employees

have the right to see their own payroll records at reasonable Domestic Violence Leave M.G.L. Chapter 149, Section 52E Employees who are victims, or whose family members are victims, of domestic violence, sexual assault, stalking or Most employees have the right to earn 1 hour of sick leave for such as health care, counseling, and victims services; safe every 30 hours they work, and they may earn and take up to 40 housing; care and custody of their children; and legal help, hours of sick leave a year. Employees begin accruing sick time

on their first day of work. Employees must have access to their Eligible employees may use their sick leave if they or their child, spouse, parent, or spouse's parent is sick, injured, or has a routine policy. This law applies to employers with 50 or more medical appointment. They may also use sick leave for themselves or their child to address the effects of domestic violence Unless it is an emergency, employees must notify the employe Employees Have the Right to Sue M.G.L. Chapter 149. Section 150: Employees who miss more than 3 days in a row may need to M.G.L. Chapter 151. Sections 1B and 20

Paid Sick Leave Employers with 11 or more employees must provide paid sick leave. Employers with fewer than 11 employees must provide sick leave; however, it does not need to be paid. **Employers Must Not Discriminate** M.G.L. Chapter 149, Section 105A;

Subject to certain limited exceptions, employers must not pay days after the pay period ends, depending on how many days another employee of a different gender or other terms of employment based on a person's: Race or color Religion, national origin, or ancestry

Sex (including pregnancy) Genetic information or disability

one employee less for doing the same or comparable work as They must not discriminate in hiring, pay or other compensation,

Sexual orientation or gender identity or expression Military service

Work Permits Required - Most workers under 18 must obtain a work permit. Employers must keep their minor workers' work permits on file at the worksite. To get a work permit, the minor must apply to the superintendent of the school district where the minor lives or goes to school. To learn more about getting a work permit, contact the Department of Labor Standards at

16 & 17 Work at a job that requires that he employee have or use a firearm • Work 30 or more feet off of the ground • Cook (except on electric or gas grills that do not have open flames), operate Perform any baking activities fryolators, rotisseries, NEICO broilers, or pressure cookers • Operate, clean or repair power-driven food slicers, grinders, choppers, processors, • Work in or near factories, construction sites, manufacturing plants, mechanized workplaces, garages, tunnels, or other risky workplaces · Minors under 14 cannot work in Massachusetts in most cases. These are just some examples of tasks prohibited under both state and federal law. For a complete list of prohibited jobs for minors, contact the Attorney General's Fair Labor Division: 617) 727-3465 • www.mass.gov/ago/youthemployment. Or contact the U.S. Department of Labor: (617) 624-6700 • www.youth.dol.gov At night, from 10 p.m. to 6 a.m. (or past 10:15 if the employer stops serving • More than **9 hours** per day

Time & Schedule Restrictions for Minors Age 16 & 17 customers at 10 p.m.) Exception: On non-school nights, may work until 11:30 p.m. More than 48 hours per week or until midnight, if working at a restaurant or racetrack. · More than 6 days per week 14 & 15 At night, from 7 p.m. to 7 a.m. Exception When school is not in session In summer ( July 1 – Labor Day), may work until 9 p.m. · More than 8 hours on any day · More than 40 hours per week During the School Year: · More than 6 days per week · More than 3 hours on any school day More than 18 hours during any week More than 8 hours on any weekend or holiday Exception: For school-approved career or experience-building jobs, students may be allowed to work during the school day, up to 23 hours a week

Contact the Attorney General's Fair Labor Division: (617) 727-3465 – www.mass.gov/ago/fairlabor

# **Fair Employment**

Massachusetts General Laws Chapter 151B from discrimination on the following bases: RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, GENETIC INFORMATION, ANCESTRY, MILITARY SERVICE employment on the basis of race, color, religion, national origin (including unlawful language proficiency requirements), age (if you are 40 years old or older), sex (including pregnancy), gender identity, sexual orientation, genetic information, ancestry, and military service. Religious discrimination includes failing to reasonably accommodate an

advances, requests or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with a person's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. The law also prohibits harassment based on the protected classes set forth above. The law requires employers to grant an employee who has completed an initial probationary period and has given two (2) weeks' notice of the anticipated date of departure and the employee's intention to return, at least eight (8) weeks of paid or unpaid leave for the purpose of childbirth, adoption of a child under 18, or adoption of a child under 23 years old if

the child has a mental or physical disability

It is illegal to retaliate against any person because s/he has opposed any discriminatory practices or because s/he has filed a complaint, testified, or assisted in any proceeding before the Commission. It is also illegal to aid, abet, incite, compel or coerce any act forbidden under M.G.L. c. 151B, or attempt to do so. M.G.L. c. 151B prohibits discrimination and harassment against certain domestic workers where the employer has one (1) or more employee.\* While some exclusions apply, domestic workers generally include individuals paid to perform work of a domestic nature within a household on a regular basis, such as housekeeping, housecleaning, nanny

i.e. race, color, etc. Domestic workers are also entitled to parental leave. CRIMINAL HISTORY INQUIRIES The law prohibits employers from asking applicants on an initial employment application for any criminal background information unless an exemption by statute or regulation

f you feel you have been harassed or discriminated against, you should immediately file a charge of discrimination with the Massachusetts Commission Against Discrimination,

An agreement with your employer to arbitrate your discrimination claim(s) does not bar you from filing a charge of discrimination. Boston Office: 1 Ashburton Pl., Suite 601, Boston, MA 02108 - P: 617-994-6000 F: 617-994-6024 New Bedford Office: 800 Purchase St., Room 501, New Bedford, MA 02740 - P: 508-990-2390 F: 508-990-4260 Springfield Office: 436 Dwight St., Room 220, Springfield, MA 01103 – P: 413-739-2145 F: 413-784-1056 Worcester Office: 484 Main St., Room 320, Worcester, MA 01608 - P: 508-453-9630 F: 508-755-3861

For more information, please see our website: www.mass.gov/mcad/

# **Parental Leave Act**

The MA Parental Leave Act applies to employers with six or more employees The Law: Massachusetts law requires employers with six or more employees to provide eight weeks of unpaid leave for the purpose of giving birth or for the placement of a child under the age

of 18 (or under the age of 23 if the child is mentally or physically disabled) for adoption. Both women and men are eligible for parental leave Employee Rights: The parental leave law is now gender neutral, the law applies to all new parents regardless of gender Parental leave applies after you have completed your initial probationary period (set by the terms of employment) but cannot exceed three months. delay is for reasons beyond your control.

employee at the end of the extended leave unless you clearly inform the employee in writing before the leave, and before any extension of that leave, that taking longer than 8 weeks of leave shall result in the denial of reinstatement or the loss of other rights and benefits.

You do not need to register or apply for parental leave with the state. The Commonwealth of Massachusetts does not require individuals to register or apply with the state to benefit from parental leave. In order to take advantage of protected leave, you must provide at least two weeks' notice of the anticipated date of departure and state your intention to return with the proper administrators at your company or organization. However, the law permits you to provide notice as soon as practicable if the delay is for reasons beyond your control. Paid Family Medical Leave: The MCAD does not oversee or administer the Paid Family and Medical Leave act.

For more information about paid leave in Massachusetts, please visit the Dept. of Family Medical Leave website: https://www.mass.gov/orgs/department-of-family-and-medical-leave

### Yes. An employer can have their own sick leave or paid time off policy, so long as employees can use at least the same amount of time, for the same reasons, and with the same job-protections as under the Earned Sick Time RETALIATION

**Earned Sick Time** 

WHO QUALIFIES? All employees in Massachusetts can earn sick time. This includes full-time, part-time, temporary, and seasonal employees.
HOW IS IT EARNED? yees earn 1 hour of sick time for every 30 hours they work.

Employees with unused earned sick time at the end of the year can rollover up to 40 hours. If an employer has 11 or more employees, sick time must be paid. For employers with 10 or fewer employees, sick time may be unpaid. Paid sick time must be paid on the same schedule and at the same rate as regular wages

pouse is sick, has a medical appointment, or has to address the effects of domestic violence. The smallest amount of sick time an employee can take is one hour.

Sick time cannot be used as an excuse to be late for work without advance notice of a proper use. Use of sick time for other purposes is not allowed and may result in an employee being disciplined

• Employees using earned sick time cannnot be fired or otherwise retaliated against for exercising or attempting to exercise rights under the law. • Examples of retaliation include: denying use or delaying payment of earned sick time, firing an employee, taking away work hours, or giving the employee undesirable assignments. **NOTICE & VERIFICATION** Employees must notify their employer before they use sick time, except in a emergency

• If an employee is out of work for 3 consecutive days OR uses sick time within 2 weeks of leaving their job, an

conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct. The harasser may be anyone including a

All employees should take special note that, as stated above, retaliation against an

individuals for cooperating with an investigation of a sexual harassment complaint is

If any Commonwealth employee believes that he/she has been subjected to sexual

writing or orally. If you would like to file a complaint you may do so by contacting you

to discuss any concerns you may have and to provide information to you about the Commonwealth's policy on sexual harassment and the Commonwealth's complaint

agency's Sexual Harassment Officer. The Sexual Harassment Officer is also available

process. The procedures for reporting sexual harassment can be located on the HRD

When a state agency receives a complaint it will promptly investigate the allegation

in a fair and expeditious manner. The investigation will be conducted by the Sexual

under the circumstances. The investigation will include a private interview with the

person filing the complaint and with witnesses. The Sexual Harassment Officer will

also interview the person alleged to have committed sexual harassment. When the

investigation is completed, the agency will, to the extent appropriate, inform the person

filing the complaint and the person alleged to have committed the conduct of the result

of that investigation. If it is determined that inappropriate conduct has occurred, the state

agency will act promptly to eliminate the offending conduct, and where it is appropriate

If it is determined that an employee has engaged in inappropriate conduct, the state

agency will take such action as is appropriate under the circumstances. Such action

In addition to the above, if you believe you have been subjected to sexual harassment,

you may file a formal complaint with either or both of the government agencies set fort

below. Using our complaint process does not prohibit you from filing a complaint with

these agencies. Each of the agencies has a short time period for filing a claim (EEOC

The United States Equal Employment Opportunity Commission ("EEOC") One Congress Street, 10th Floor Boston, MA 02114, (617) 565-3200.
 The Massachusetts Commission Against Discrimination ("MCAD") Boston Office:

(617) 994-6000. Springfield Office: 424 Dwight Street, Rm. 220, Springfield, MA

other forms of disciplinary action deemed appropriate under the circumstances.

Harassment Officer in such a way as to maintain confidentiality to the extent practicable

harassment, the employee has the right to file a complaint. This may be done in

individual who has complained about sexual harassment, and retaliation against

unlawful and will not be tolerated by the Commonwealth of Massachusetts.

vebsite at or by contacting the Human Resources Division.

III. Complaints of Sexual Harassment

IV. Sexual Harassment Investigation

V. Disciplinary Action

300 days; MCAD - 300 days).

One Ashburton Place, Rm. 601, Boston, MA 02108.

CAN AN EMPLOYER HAVE A DIFFERENT POLICY?

supervisor, a co-worker, or a non-employee, such as a recipient of public services or a

loyer may require documentation from a medical provide DO YOU HAVE QUESTIONS? Call the Fair Labor Division at 617-727-3465 • Visit <a href="www.mass.gov/ago/earnedsicktime">www.mass.gov/ago/earnedsicktime</a> The Attorney General enforces the Earned Sick Time Law and regulations. It is unlawful to violate any provision of iolations of any provision of the Earned Sick time law, M.G.L. c. 149, § 148C, or these regulations, 940 CMR

Employers may require employees to use a reasonable notification system the employer create

shall be subject to paragraphs (1), (2), (4), (6) and (7) of subsection (b) of M.G.L. c. 149, \$27C(b) and to \$ 150. earnedsicktime.

Employers must provide for, contribute to, or otherwise maintain the employee's employment

have been provided if the employee had continued working continuously for the duration of

related health insurance benefits, if any, at the level and under the conditions coverage would

# Paid Family and Medical Leave (MassPFML)

Paid Family and Medical Leave (PFML) Available Leave Covered individuals may be entitled to family and medical leave for the following reasons: up to 20 weeks of paid medical leave in a benefit year if they have a serious health condition

Notice of Benefits Available Under M.G.L. Chapter 175M

above-mentioned chapter by insuring with:

Employees can earn and use up to 40 hours per year if they work enough hours

that incapacitates them from work. up to 12 weeks of paid family leave in a benefit year related to the birth, adoption, or foster care placement of a child, to care for a family member with a serious health condition, or because of a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the Armed Forces. • up to 26 weeks of paid family leave in a benefit year to care for a family member who is a overed service member with a serious health condition Covered individuals are eligible for no more than 26 total weeks, in the aggregate, of paid family and medical leave in a single benefit year. If an employer offers employees paid family leave, medical leave, or both, with benefits

To fund PFML benefits, employers may deduct payroll contributions of up to 0.46% (adjusted annually) from a covered individual's wages or other earnings. A covered individual's average weekly earnings will determine his or her benefit amount, for a maximum weekly benefit of up to \$ 1,149.90 (adjusted annually). Who is a Covered Individual Under the Law? Generally, a worker qualifies as a covered individual eligible for PFML benefits if they are:

• covered by unemployment insurance in Massachusetts and paid wages by a Massachusetts

• a self-employed individual who resides and works in Massachusetts and choosesto opt-in to has earned at least 30 times the expected benefit and at least \$6,300 (adjusted annually) in the last four completed quarters preceding the application for benefits. Generally, an employee who has taken paid family or medical leave must be restored to the employee's previous position or to an equal position, with the same status, pay, employment

POLICY NUMBER EFFECTIVE/DATES

EMPLOYER/ADDRESS

penefits, length-ofservice credit, and seniority as of the date of leave. These job protections do not apply to former employees, independent contractors, or self-

No Retaliation or Discrimination • It is unlawful for an employer to discriminate or retaliate against an employee for exercising any right to which s/he is entitled under the law. · An employee or former employee who is discriminated or retaliated against for exercising rights under the law may, not more than three years after the violation occurs, institute a civi action in the superior court, and may be entitled to damages of as much as three times his c

that are at least as generous as those provided under the law, the employer may apply for an exemption from paying the contributions. Employees continue to be protected from discrimination and retaliation under the law even when an employer opts to provide paid leaven benefits through a private plan. Name of Private Insurer: Private plan is for : Medical Family Both

City, State & Zip Code: \_ No Retaliation or Discrimination • It is unlawful for an employer to discriminate or retaliate against an employee for exercising

any right to which s/he is entitled under the law. • An employee or former employee who is discriminated or retaliated against for exercising rights under the law may, not more than three years after the violation occurs, institute a civi action in the superior court, and may be entitled to damages of as much as three times his o If you have questions or concerns about your Paid Family and Medical Leave rights, please call: (833) 344-7365 or visit: https://www.mass.gov/DFMI

This notice must be posted in a conspicuous place on the employer's premises.

#### **Workers' Compensation** The Commonwealth of Massachusetts DEPARTMENT OF INDUSTRIAL ACCIDENTS 600 Washington Street, Boston, Massachusetts 02111

617-727-4900 - http://www.mass.gov/dia

As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will give you notice that I (we) have provided for payment to our injured employees under the

NAME OF INSURANCE AGENT/ADDRESS/PHONE #

NAME OF INSURANCE COMPANY ADDRESS OF INSURANCE COMPANY

EMPLOYER'S WORKERS' COMPENSATION OFFICER (IF ANY)/DATE

MEDICAL TREATMENT

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

The above named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Workers' Compensation Act. A copy of the First Report of Injury must be given to the injured employee. The employee may select his or her own physician. The reasonable cost of the services provided by the treating physician will be paid by the insurer, if the treatment is necessary and reasonably connected to the work related injury. In cases requiring hospital attention, employees are hereby notified that the insurer has arranged for such attention at the NAME OF HOSPITAL **ADDRESS** 

Division of Occupational Safety 1001 Watertown Street West Newton, MA 02465

Phone: 617-969-7177 Fax: 617-727-4581

An employer cannot deduct money from an employee's pay

appointments.

child's doctor or dentist appointment, or

elderly relative's doctor or dentist appointments, or other unless the law allows it (such as state and federal income

taxes), or the employee asked for a deduction to be made for the employee's own benefit (such as to put money aside in the An employer cannot take money from an employee's pay for the employer's ordinary business costs (for example: supplies, materials or tools needed for the employee's job). An employer The law also puts limits on when and how much money an

management, elder care, or similar services in a household, go at the request of the employer, an employee agrees to work or to www.mass.gov/ago/DW

kidnapping have the right to 15 days of leave for related needs

protective orders, and going to court. The leave can be paid or unpaid depending on the employer's

Employees have the right to sue their employer for most

M.G.L. Chapter 149, Section 148A; M.G.L. Chapter 151, Section 19 the rights explained in this poste to immigration authorities because the worker complained about a violation of rights, the employer can be prosecuted and/or

Employees Under 18 - Child Labor M.G.L. Chapter 149, Sections 56 -105

All employers in Massachusetts must follow state and federal laws for employees who are under 18 (minors). These laws say when, where, and how long minors may work. They also say what kinds of

(617) 626-6975, or www.mass.gov/dols Dangerous Jobs & Tasks Minors Must Not Do

Adult Supervision Required After 8 p.m., - After 8 p.m., all minors must be directly supervised by an adult who is located in the workplace and is reasonably accessible exception: Adult supervision is not required for minors working at a kiosk or stand in a common area of an enclosed shopping mall that has security from 8 p.m. until the mall closes.

M.G.L. c. 151B protects applicants and employees from discrimination in hiring, promotion, discharge, compensation, benefits, training, classification and other aspects of employee's religious practices where the accommodation does not impose an undue hardship. HARASSMENT Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such

DISABILITY M.G.L. c. 151B prohibits discrimination the basis of disability, a record of disability or perceived disability, in hiring, promotion, discharge, compensation, benefits, training, classification and other aspects of employment. Disability discrimination may include failing to reasonably accommodate an otherwise qualified person with a disability. RETALIATION

services, and/or caretaking. Employers are prohibited from engaging in sexual harassment and harassment and/or discrimination based on the protected classes described above

Employers may not refuse to hire or terminate an employee for failing to furnish information regarding his/her admission to a facility for the care and treatment of mentally ill persons. An employment application may not seek information about an applicant's admission to such a facility. IF YOU HAVE BEEN DISCRIMINATED AGAINST www.mcad.gov, at one of the offices below.

Parental Leave in Massachusetts: Parental Leave, formerly called MA Maternity Leave in the Workplace, requires employers to provide eight weeks of unpaid leave to employees for the birth or adoption of their child

**Unemployment Insurance Coverage** 

Information on Employees' Unemployment Insurance Coverage \_Employer DUA ID # : \_\_\_\_

Employees of this business or organization are covered by Unemployment Insurance (UI), a program financed entirely by Massachusetts employers. No deductions are made from your salary to cover the cost of your Unemployment Insurance benefits. If you lose your job, you may be entitled to collect Unemployment Insurance. Outlined below is the information you need in order to apply for Unemployment Insurance (UI) benefits. Before you file, your employer will give you a copy of the pamphlet: How to Apply for Unemployment Insurance Benefits, provided by the Massachusetts Department of Unemployment Assistance (DUA). You must be in the United States, its territories, or Canada when filing a claim or certifying for weekly UI benefits.

for direct deposit, update your address, and even file an appeal online. To apply for benefits using UI Online, go to www.mass.gov/dua, and select UI Online for Claimants, and complete the required information to submit your application. Apply by calling the TeleClaim Center Unemployment Insurance services are available by telephone. You can apply for Unemployment Insurance benefits, reopen a current claim, obtain up-to-date information on the status of your claim and benefit payment, resolve problems, and sign up for direct deposit — all by telephone. To apply for benefits by telephone, call the TeleClaim Center at

Assigned Day to Call Teleclaims is: If the last digit of your Social **Note:** During peak periods from Monday Security number is: through Thursday, call scheduling may be Monday implemented, providing priority for callers pased on the last digit of their Social Security Tuesday TELECLAIM Number. This helps ensure that you and 4. 5. 6 Wednesday others can get through to the TeleClaim 

IMPORTANT: Massachusetts General Law, Chapter 151A, Section 62A requires that this notice be displayed at each site operated by an employer, in a conspicuous place, where it is accessible to all employees. It must include the name and mailing address of the employer, and the identification number assigned to the employer by the Department of Unemployment Assistance. An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For hearing-impaired relay services, call 711. www.mass.gov/dua

## The RIGHT TO KNOW LAW, Chapter 111F of the Massachusetts General Laws, provides rights to Public Sector employees\* regarding the communication of information on toxic and hazardous substances. These rights include:

TRAINING- Employers must provide an annual training program to employees who work with toxic or hazardous substances. New employees must receive training within thirty days from date of hire. The training program must be conducted by a competent person and may be in the form of verbal and/or written instruction. At a minimum, training must include an explanation of employee rights, information on how to read an MSDS, the specific hazards of the chemicals used, handled or stored in the workplace, the type of

personal protective equipment to be worn, and information on labeling of hazardous substances. This training must be done with pay during the employee's normal work shift or work hours. A record of this training must be maintained by the employer MATERIAL SAFETY DATA SHEET (MSDS)- The Material Safety Data Sheet is the document that provides information on each toxic or hazardous substance used or stored in the workplace. An employee or his or her designated representative has the right to obtain and examine the MSDS for any toxic or hazardous substance to which the employee is, has been, or may be", exposed, if the employee's request is made to the employer in writing. After four working days from the date the request is made, an employee can

refuse to work with the substance under two circumstances: 1. The employer fails to: (a) furnish the employee with the MSDS and (b) furnish the employee with proof that the employer has exercised diligent effort to obtain the MSDS,

LABELING- All containers in the workplace of more than five pounds or more than one gallon, containing toxic or hazardous substances, must be labeled with the chemical name of the substance. Containers of mixtures must be labeled with the chemical name of each toxic or hazardous constituent when the constituents comprise one percent or more of the mixture. Containers must also be labeled with the appropriate National Fire Prevention Association (NFPA) symbol if available. Labels must be clear, prominent, in

occurred, to file a complaint with the Deputy Director of the Division of Occupational Safety. A copy of the complaint must be sent to the employer at the same time by certified NOTE- The employee rights listed above are further defined in Chapter 111F of the Massachusetts General Laws and the Code of Massachusetts Regulations 454 CMR 21.00.

ALL RIGHTS RESERVED. COPYRIGHT BY STATE AND FEDERAL POSTER. INC.

unpaid leave every 12 months for their: child's school activities

Leave M.G.L. Chapter 149, Section 52D

In some cases, employees have the right to take up to 24 hours

more hours, and reports to work on time, and is not given the

To learn about rights of temporary workers and employees hired Hours worked or "working time" includes all time that an employed

violations of wage and hour laws. Employees may sue as an individual or they may sue their employer as a group if they have similar complaints. Employees who win their case will receive back pay, triple damages, attorneys' fees, and court costs. Important! There are strict deadlines for starting a lawsui For most cases, the deadline is 3 years after the violation.

**Employers Must Not Retaliate** It is against the law for an employer to punish or discriminate against an employee for making a complaint or trying to enforce regardless of immigration status, including undocumented workers. If an employer reports or threatens to report a worker

Applicants to and employees of private employers with 6 or more employees\*, state and local governments, employment agencies and labor organizations are protected under

You must provide at least two weeks' notice of the anticipated date of departure and state your intention to return. However, the law permits you to provide notice as soon as practicable if the Employer Responsibilities: Employers must keep a posting in a conspicuous place describing the Parental Leave law's requirements and the employer's policies as to parental leave Employees on parental leave for the adoption of a child shall be entitled to the same benefits offered to an employee on leave for the birth of a child. If two of your employees are give birth to

or adopting the same child, the two employees are entitled to an aggregate of 8 weeks of leave. If you, the employer, provide parental leave for longer than 8 weeks, you must reinstate the

There are two ways to apply for UI Benefits: Ul Online is a secure, easy-to-use, self-service system. You can apply for benefits, reopen an existing claim, request weekly benefit payments, check your claim status, sign up

1-877-626-6800 from area codes 351, 413, 508, 774, and 978; or 1-617-626-6800 from any other area code. You will be asked to enter your Social Security Number and the year you were born. You will then be connected to an agent who will take the information necessary to file your claim.

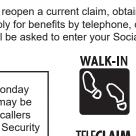
Center in a timely manner. Please check the 7. 8. 9 Thursday schedule on the right before calling. Any last digit Friday

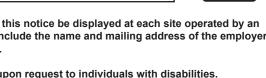


WORKPLACE NOTICE- A notice must be posted in a central location in the workplace informing employees of their rights under the law. The notice must be in the English language. In workplaces where employees' first language is other than English, the notice must be posted in that language.

either through the manufacturer or through the Deputy Director of the Division of Occupational Safety, or, 2. The MSDS provided by the employer is incomplete or outdated.

\*Private sector employees in Massachusetts are covered by a similar regulation, the Hazard Communication Standard (29 CFR 1910.1200), enforced by the Federal Occupational Safety and Health Administration (OSHA 617-565-9860).





English and weather resistant. There are some exceptions to the labeling requirements for containers which are labeled in accordance with certain Federal laws. **N-** An employee who believes he or she has been discharged, disciplined, or in any other manner discriminated against by an employer for exercising rights granted under the Law, has one hundred eighty days following the violation of the Law or following the date on which he or she obtained knowledge that a violation

Copies of the law and regulation can be obtained at the Statehouse Bookstore (Phone: 617-727-2834). All Right-to Know Inquiries should be addressed to: