**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.

records, tests that measure hazards

in the workplace, and the workplace

Contact OSHA. We can help.

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 employees can readily see it.

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

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

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 be troide a place, other than a bathroom, that is shielded from view and free from intrusion from convokers and the public, which may be used by the employee to

The Pregnant Workers Fairness Act (PWFA) is a federal law that, starting June 27. 2023. requires covered employers to

WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS?

You have the right to a safe and healthful workplace. IT'S THE LAW

ndicated on the citation. You must post this notice in your workplace as per N.J.A.C. 12:110-3.5 (c). Through its on-site consultation and training program NJPEOSH offers en correcting hazards or complying with standards, without citation or penalty.

Know Your Rights: Workplace Discrimination is Illegal

What Employment Practices can be Challenged as Discriminatory?

What can You Do if You Believe Discrimination has Occurred?

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

Call 1–800–669–4000 (toll free)
1–800–669–6820 (TTY)
1–844–234–5122 (ASL video phone)
Visit an EEOC field office (information

Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx

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

Public Employees
You have the right to notify your employer or New Jersey Public Employees Occupational Safety and Health (NJPEOSH) about workplace hazards. You have a right to keep your name confidential upon request.
You have the right to request a NJPEOSH inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative are entitled to participate in that inspection. You have a right to file a complaint within 180 days for retallation or discrimination by your employer for making safety and health complaints or for exercising your rights under the NJPEOSH Act (N.J.S.A. 34:6A-25 et seq.). You have a right to see NJPEOSH citations issued to your employer and your employer must post the citations at or near the place of the alleged violation.
You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.

**ublic Employers**our must report all work-related fatalities within 8 hours; and in-patient hospitalizations, amputations, and loss-of-eye incidents within 24 hours. This information must be called in to 800-624-1644 and faxed to 609-292-3749. Our must furnish your employees with a place of employment free from recognized hazards. Our must comply with all occupational safety and health standards.
Our must correct identified workplace hazards and must certify that these hazards have been eliminated by the date delated as the safety in the safety and the s

Who is Protected?
• Employees (current and former), including managers and temporary employees • Job applicants • Union members and applicants for

What Organizations are Covered?
• Most private employers • State and local governments (as employers) • Educational institutions (as employers) • Unions • Staffing agencies

What Types of Employment Discrimination are Illegal?
Under the EE/CO's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:
•Race • Color • Religion • National origin • Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
•Age (40 and older) • Disability • Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) • Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.
• Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

Il aspects of employment, including:
Discharge, firing, or lay-off + Harassment (including unwelcome verbal or physical conduct) + Hiring or promotion • Assignment • Pay unequal wages or compensation) • Failure to provide reasonable accommodation for a disability or a sincerelyheld religious bellef, bservance or practice • Benefits • Job training • Classification • Referral • Obtaining or disclosing genefits • Job training or discolaring questies • Obtaining or disclosing medical information of employees • Conduct that might reasonably discourage someone from opposing iscermination, filling 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

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

Right to be Free of Gender Inequity or Bias in Pay, Compensation, Benefits or Other Terms and Conditions of Employment

Compensation, benefits, or terms, conditions or privileges or employment accessed on among other things, an individual's sex. Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on, among other things, an individual's sex. Title VII claims must be filed with the United States Equal Employment Opportunity Commission (EEOC) before they

can be brought in court. Remedies under Title VII may include an order restraining unlawful discrimination, back pay, and can be brought in court. Remedies under little VII may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

The Equal Pay Act of 1963 (EPA) prohibits discrimination in compensation based on sex. EPA claims can be filed either with the EECC or directly with the court. Remedies under the EPA may include the amount of the salary or wages due from the employer, plus an additional equal amount as liquidated damages.

Please be mindful that in order for a disparity in compensation based on sex to be actionable under the EPA, it must be for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under

Unemployment Insurance
Benefits are payable to workers who lose their jobs or who are working less than full time because of a lack of full-time work and who
meet the eligibility requirements of the law.

you are covered under the state insurance plan, you may apply for disability benefits (or download a paper application — Form DS-1) line at myleavebenefits.nj.gov. Applying online is faster.

Submit the completed paper application by fax to: 609-984-4138 or mail to: Division of Temporary Disability Insurance PO Box 387

care for a victim of domestic violence or a sexually violent offence or for a victim's family member

☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐ \_\_\_

PAYCHECKS ARE ISSUED ON THE

AMBULANCE:

**ALTERNATE** 

mployers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their nployees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their

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.

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

**Pregnant Workers Fairness Act (PWFA)** 

**State OSHA** 

**Equal Employment Opportunity** 

**Gender Equity Notice** 

**Unemployment & Temporary Disability** 

**Family Leave Insurance** 

**Workers' Compensation** 

such form as the commissioner of banking and insurance may prescribe stating that he has secured the payment of compensation to his employees and their dependents in accordance with the provisions of the Workers' Compensation Law and shall name the company or companies insuring his liability, or shall state that the employer as qualified before the commissioner of banking and insurance for the carrying of his own liability."

**Payday Notice** 

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

PAY SCHEDULE IS

**Emergency Notice** 

ProService HAWAII

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

HR that powers your business

Employers subject to the state minimum wage law are obligated to pay the higher rate

Federal Minimum Wage

sized employers, without citation or penalty,

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 civi money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penaltie may also be assessed for violations of the FLSAs child labor provisions. Heightened civil money entailities may be assessed for each child labor violation at the 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 complair or participate in any proceeding under the FLSA.

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

WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS?

Email: peosha@dol.nj.gov Website: http://lwd.dol.state.nj.us/labor/lsse/employer/Public\_Employees\_OSH.html

Occupational Health Hazards NJ Department of Health (NJDOH) Public Employees Occupational Safety and Health (PEOSH) Phone: (609) 984-1863

Public Employees Occupational Safety and Health (PEOSH)

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

INAL INFORMATION: ccupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow ns also apply to the pump at work requirements. provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonweal

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

The Family and Medical Leave Act which provides unpaid leave for certain workers for pregnancy and to bond with a new

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

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

The New Jersey Department of Labor and Workforce Development is an equal opportunity employer with equal opportuni programs. Auxiliary aids and services are available upon request to individuals with disabilities.

Protected Veteran Status
The Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination agair 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

etaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise oppose crimination by Federal contractors under these Federal laws.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately content the Federal groups are visited as a special program of any institution which receives Federal financial assistance, you should

NEW JERSEY LAW
The New Jersey Law Against Discrimination (LAD) prohibits employment discrimination based on, among other things, an individual's sex. LAD claims can be filed with the New Jersey Division on Civil Rights (NJDCR) or directly in court. Remedies under the LAD may include an order restraining unlawful discrimination, back pay, and compensatory and employed.

Department of Labor and wondrie Development (ADDVD) of infectly in Color. Nementes under this raw may include fulful amount of the salary or wages owed, plus an additional equal amount as liquidated damages. Please be mindful that under the State wage discrimination law a differential in pay between employees based on a reasonable factor or factors other than sex shall not constitute discrimination.

There are strict time limits for filing charges of employment discrimination. For more information regarding LAD claims, contact the NJDCR at 609-229-4605 or at www.njcvilrights.gov. For information concerning N.J.S.A. 34:11-55.1 et seq., contact the Division of Wage and Hour Compliance within the NJDLWD at 609-292-2305 or at http://lwd.state.nj.us.

New Jersey employers have the option of providing coverage to their employees through an approved private plan instead of the state

Who pays for Unemployment & Temporary Disability Programs?
These programs are paid for by payroll taxes paid by employers and employees. Your employer is authorized to deduct worker contributions (tax) from your wages. The deductions must be noted on your pay envelope, paycheck, or on some other form of notice. The amount of wages that are taxable changes from year to year.

This and other required employer posters are available free online at nj.gov/labor, or from the Office of Constituent Relations, PO Bo

The New Jersey Department of Labor and Workforce Development is an equal opportunity employer with equal opportunity program Auxiliary aids and services are available upon request to individuals with disabilities.

Updated 7

contributions to be deducted from employee wages. The deductions must be noted on the employee's pay envelope, paycheck, or on some other form of notice. In 2018, the taxable wage base for family leave insurance benefits is the same as the taxable wage base for

This and other required employer posters are available free online at nj.gov/labor, or from the Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200.

be deducted from workers' wages for disability insurance.

Your employer's contributions are based in part on their employment experience

NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT - LWD

nental Workforce Funds. If an approved private plan is

ve damages.

ner State law, N.J.S.A. 34:11-56.1 et seq., prohibits discrimination in the rate or method of payment of wages to nployee because of his or her sex. Claims under this wage discrimination law may be filed with the New Jersey urtment of Labor and Workforce Development (NJDLWD) or directly in court. Remedies under this law may include the

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.

f you are eligible for FMLA leave, your **employer must**:
• Allow you to take job-protected time off work for a qualifying reason,

in writing:

• About your FMLA rights and responsibilities, and
• How much of your requested leave, if any, will be

HEALTH INSURANCE PROTECTION

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

Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example,

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whethe you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you

Where can I find more information?
Call 1-866-487-9243 or visit do\_loyoffmla 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 WHD complaint

nployer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD invest

ninimum wage rate or the CPI-adjusted rates will exceed the NJ statutory rates for those years.

Kind of Employmen

oduction, including stage, motion pictures, and

nool hours in connection with minor's own home and

ewspaper Carriers: Minors who deliver, solicit, sell

Street Trades: Minors who sell, offer for sale, solicit

or, collect for, display, or distribute any articles, goods,

wspapers or magazines or in blacking shoes on any

tablishments, golf caddying, private bowling alleys,

offices, gas stations, garages, and other places or mean

Restaurant and Seasonal

nestic Services in Private Homes No restriction on work performed outside school hours

inor's parent or legal guardian.

connection with minor's own home and directly for the

mpanies Under Supervision and Control of the F.C.C.

Punishment for Violations of Child Labor Law
Whoever employed or to work in

Whoever employs or permits or suttlers any minor to be employed or to work in iolation of this act, or of any order or ruling issued under the provisions of this act, or obstructs the Department of Labor and Workforce Development, its officers or agents, or any other person authorized to inspect places of employment under his act, and whoever, having under his control or custody any minor, permits or suffers him to be employed or to work in violation of this act, shall be guilty of an

If a defendant acts knowingly, an offense under this section will be a crime of the fourth degree. Otherwise it will be a disorderly persons offense and the defendant will, upon conviction, be punished by a fine of at least \$100 (up to \$2,000) for an initial violation, and at least \$200 (up to \$4,000) for each subsequent violation. Each day during which any violation of this act continues will constitute a separate and distinct offense, and the employment of any minor in violation of the act will, with respect to each minor so employed, constitute a separate and distinct offense.

১৯2,১৩∪ for each subsequent violation, specified in a schedule of penalties b be promulgated as a rule or regulation by the commissioner in accordance rith the "Administrative Procedure Act," P.L. 1968, c.410 (C.52:14B-1 et seq.

lo administrative penalty will be leveled pursuant to this section unless the Commissioner of Labor and Workforce Development provides the alleged violator with notification of the violation and of the amount of the penalty by certified mail and an opportunity to request a hearing before the commissioner or his designee within 15 days of receiving the notice.

If a hearing is requested, the commissioner will issue a final order upon such learning a requested, the commissioner winnesde a miner order upon stear to learning and a finding that a violation has occurred. If no hearing is requested, the lotice will become a final order upon expiration of the 15-day period. Payment of the penalty is due when a final order is issued or when the notice becomes a inal order. Any penalty imposed pursuant to this section may be recovered with prosts in a summary perediting commenced by the commissioner pursuant to the

osts in a summary preceding commenced by the commissioner pursuant Penalty Enforcement Law of 1999," P.L.1999, c.274 (C.2A:58-10 et seq.).

sons 18 years of age and over, if an employment certificate (or a certified

copy )accompanies the minor's district are not in session, no certificate or permit when schools in the minor's district are not in session, no certificate or permit s required for minors at least 14 years old employed at agricultural fairs, horse, log, or farm shows that last no more than 10 days. No certificate is required for minors 15 and older during school vacation for first 14 days of employment in food service, restaurant, retail operations, or seasona

amusement occupations.

3 Does not apply to minors 16 or 17 years of age employed during June, July, August, or September by a summer resident camp, conference or retreat operated by a nonprofit or religious corporation or association, unless the employment is primarily general maintenance work or food service activities.

4 Where the professional employment is reasonably separable into discrete

snows or productions.

In Theatrical employment, the combined time spent on a set or on call and performance time shall not exceed 8 hours in any one day.

In certain cases of Theatrical employment, the commissioner has the authorit o change the hours of the day when a minor may work, but not the total number thours.

In **General Employment**, 14- and 15-year-old minors may work until 9 p.m.

vith written permission of parent or guardian, from the last day of the minor's chool year until Labor Day.

Minors under 18 years old must get a 30-minute meal break after 5 consecutive nours of work.

orking during school hours nors under 16 may not work during the hours they are required to attend

Employment certificate (also called working papers) & age certificate

enefit and Tax Laws

Wage Payment Law (N.J.S.A. 34:11-4.1 et seq.) and

age and Hour Law (N.J.S.A. 34:11-56a et seg.)

the employee during the payroll week:

ontracted for the public works project a

Net pay paid to the employee

Fringe benefits paid in cash to the employee.

. Full name, address and social security number

ertified payroll record containing the following employee information

Actual daily, overtime and weekly hours worked in each craft or trade;

ed by the report, and (f) the total amount of gratuities received; and

When determining the amount of the penalty imposed because of a violation, the commissioner will consider factors including the history of an employer's previous riolations, the seriousness of the violation, the good faith of the employer, and the size of the employer's business.

Public Bowling Alleys

erchandise, commercial service, posters, circulars

Updated 6/2

Updated 8/1

Updated 6/20

rectly for the minor's parent or legal guardian.

\$15 January 1, 2027 Under the law, the "effective minimum wage rate" for any given year covered by this chart is the highest of the federal minimum wage rate, the minimum wage rate set by New Jersey statute, or a ninimum wage rate adjusted to account for increases in the Consumer Price Index (CPI). The minimum wage rates listed in the chart through 2023 are the true effective minimum wage rates for those rears. However, the minimum wage rates listed for 2024 and the following years reflect only the NJ statutory rates (and, thus, are estimates), in that we do not yet know whether either the federal

Cash wage plus tips must equal at least the State minimum wage \*\* As of 11/1/2020, Long-Term Care Facility Direct Care Staff Members are paid \$3 above the State minimum hourly wage and increases accordingly anytime the State minimum wage increases. \*\* Overtime at the time and a half regular rate is due with the exception of certain truck drivers, loaders, helpers and mechanics involving vehicles weighing in excess of 10,000 lbs. GVW and who

**Child Labor Law Abstract** 

nied at all times by an adult who is a paren

16 years old

14 years old

14 years old

16 years old

16 years old

Hours of Work

Not to Exceed (1) (3

Under 16: No more than 2 shows

r productions⁴ daily or 8 weekly

hours daily, 24 hours weekly, 6

time. Combined hours of schoo

and work not to exceed 8 hours

16 &17 years old: 8 hours daily5.6

0 hours daily, 6 days a week

10 hours daily, 6 days a week

mbined hours of school and

work not to exceed 8 hours daily, 40 hours weekly, 7 days

When school is in session

During school vacation: 8 hour

8 hours per day, 40 hours per

When school is in session

3 hours per day 18 hours per week.

During school vacation

8 hours per day

40 hours per week 6 days per week.

40 hours per week

6 days per week

No Restrictions

8 hours daily

6 days a week

issuing officer of the school district where they live.
Read working papers carefully. They contain information that is important to you.

Impropries mask top security and ending hours of daily work and meal Name • address • date of birth • start and ending hours of daily work and meal

attack of which state and the state and of which shall be also had a state and of which are spainted to each minor. squired records for Newspaper Carriers are: "Name - address - date of birth late they began and stopped delivering newspapers - number of newspapers ld - general description of the route area served. sees records are not required to be kept for:

sold \* general description of the route area served.
These records are not required to be kept for:

-those engaged in domestic service in private homes those engaged in agricultural pursuits-minors 16–18 years old employed by a summer resident camp, conference or retreat operated by a nonprofit or religious corporation or association during June, July, August or September.

The minimum wage rate does not apply to minors under 18 years of age except as provided in N.J.A.C. 12:56-11, 12:56-13, 12:56-14 and N.J.A.C. 12:57, Wage Orders for Minors.

NOTE: Employers subject to the Fair Labor Standards Act (FSLA) would be required to pay the federal minimum wage to minors not covered by a wage order.

Work Prohibited to Minors

Exemptions to some of these prohibitions apply:

to work done by students under the supervision and instruction of officers or

>to work done by minors who are at least 17 years old, doing work related to

No minor under 18 years of age may be employed, suffered, or permitted to work in, about, or in connection with the following:

noxious dust, gases, vapors or fumers.

Work involving exposure to benzol or any benzol compound that is volatile or can penetrate the skin

Making, transporting or using explosives or highly inflammable substances. The wording 'the manufacture, transportation or use of explosives or highly inflammable substances' as used in the prohibited occupations section of the Child Labor Act does not include filling the gasoline tanks of gasoline motor-driven vehicles by using a hose connected to automatic or manual-powered pumping equipment commonly used for that purpose in gasoline service station.

This interpretation does not in any way affect any prohibition contained in

porting payrolls other than within the employer's premises

Papers are valid only for the period of time and conditions stated thereo

3 hours per day

40 hours per week

After 7 p.m. 14–17 years old

14 & 15 years old

14-15 years old

16-17 years old

.School vacation season

of parent or guardian.)

2.Days not preceding a school

Before 6 a.m. After 11 p.m.

Before 7 a.m. After 7 p.m.<sup>7</sup>

16 & 17 years old: Before 6 a.m.

Certificate or Permit Required

Special Theatrical Permi

16 & 17 years old

12 - 15 years old only

NJ publishers may issue Special

Newspaper Carrier Permit or local is suing officer may issue: Special Per

11-15 years old) or Employment

Special Street Trades Permit or

mplovment Certificate

Employment Certificate

### **USERRA**

**Family Medical Leave Act** 

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS • YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employmen positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of

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) enforces the FMLA for

n eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take

ou have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA

infine light crew employees have alimeteric floors of service requirements.

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

You work for a **private** employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year, You work for an elementary or public or private secondary school, or

You work for a covered employer,
You have worked for your employer at least 12 months,
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.

**≅WH**⊁

Am I eligible to take FMLA leave?
You are an eligible employee if all of the following apply:

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

he uniformed services, and applicants to the uniformed servi You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed 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 rom service with a disqualifying discharge or under other than honorable conditions.

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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you: • are a past or present member of the uniformed service: • have applied for membership in the iniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: initial employment; • recemployment; • retention in employment; • promotion; or • any benefit of employment

re-existing condition exclusions) except for service-connected illnesses or injuries ENFORCEMENT • The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. • For assistance in filing a complaint, or for any other information on USERRA. contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/

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

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.,

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 and bring a civil action against an employer for violations of USERRA. In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights. including testifying or making a statement in connection with a proceeding under USERRA, even if that person

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/userr poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees



**EXAMINEE RIGHTS** 

### **Polygraph Protection**

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment. **PROHIBITIONS** Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. Federal, State and local governments are not affected by the law. Also, the law does not apply to ests given by the Federal Government to certain private individuals engaged in national security-The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms

The law does not preempt any provision of any State or local law or any collective bargaining

that resulted in economic loss to the employer.

AM I AN EMPLOYEE OR AN INDEPENDENT CONTRACTOR?

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

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

IF MY FMPI OYER HAD ME SIGN AN INDEPENDENT CONTRACTOR AGREEMENT REFORE HIRING ME, DOES THAT MAKE ME AN INDEPENDENT CONTRACTOR?

No. Your employment status is determined based on an analysis of all the facts surrounding your relationship with the employer under the ABC test.

NJ DOL would review the agreement you signed but your employment relationship would not be determined by this

New Jersey courts have ruled that to consider only the agreement, if one exists, and not the totality of the facts surrounding

WHAT HAPPENS WHEN IT IS FOUND BY A STATE AGENCY OR COURT THAT AN EMPLOYER HAS MISCLASSIFIED

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



# **Worker Misclassification**

Misclassification is the practice of an employer improperly disastigning employees as independent contraction.

Misclassification may illegally deprive workers of basic rights, protections, and benefits guaranteed to employees such as the right to be paid the minimum wage, the right to overtime pay, time and mode of pay protections, the protection against al deductions from pay, unemployment compensation, temporary disability benefits, family leave insurance benefits kers' compensation, family leave and earned sick leave. Often when workers are paid in cash "off the books", it may be a method to

perform a service and are paid, you are presumed to be an employee, unless the employer can prove all three of ) You have been and will continue to be free from control or direction over performance of the service, both under a contrac 3) The service is either outside the usual course of the business for which such service is performed, or the service is verformed outside of all the places of business of the enterprise for which such service is performed; and C) You are customarily engaged in an independently established trade, occupation, profession or business. This is referred to in New Jersey as the "ABC test" for independent contractor status. Please go to www.myworkrights.nj.gov to learn about the factors considered for each of the three above tests. DO I HAVE TO PROVE THAT I AM AN EMPLOYEE? No. If you worked and were paid, you are presumed to be an employee. It is the employer's burden to show that all three earts of the ABC test are met.

If the employer can't meet its burden to establish all three parts of the ABC test, then you are deemed to be an employee, ntitled to the rights, protections, and benefits of an employee under the above-cited New Jersey laws. If you believe you are misclassified, email misclass@nj.dol.gov. DOES IT MATTER IF I RECEIVED AN IRS FORM 1099, AS No. It does not matter which federal tax form the employer uses to report earnings. What matters are the facts surrounding your working relationship with the employer and the application of the ABC test to

AN EMPLOYEE AS AN INDEPENDENT CONTRACTOR?

In addition to the award of a remedy or remedies to make the misclassified employee or the State agency whole for the employer's violation of the underlying New Jersey wage, benefit or tax law (for example, the award of back pay to the misclassified employee who has been illegally deprived of the statutory minimum wage or overtime premium pay in violation of the State Wage and Hour law, or whose pay was subject to illegal deductions in violation of the State Wage Payment law), New Jersey law also empowers the Department of Labor and Workforce Development to take actions and impose . Inder New Jersey's Unemployment Compensation Law, Wage and Hour Law, Wage Payment Law, Wage Collection Law mporary Disability Benefits Law (including sections providing for Family Leave Insurance) and Earned Sick Leave Law, if penalty paid by the employer to the misclassified employee of not more than 5 percent of the worker's gross earnings o • A penalty of up to \$250 per misclassified employee for a first violation and up to \$1,000 per misclassified employee for each • For violation of State wage, benefit or tax laws in connection with the misclassification of employees, the imposition of The suspension or revocation of any one or more licenses that are held by the employer and that are necessary to operate proyer's business. onal penalties and fees pavable to the Department and where wades are owed to the employee, an additional amou AM I PROTECTED FROM RETALIATION BY MY EMPLOYER FOR REPORTING MISCLASSIFICATION? Employees are protected from retalilation by their employers for having made an inquiry or complaint to the employer, to the Commissioner of Labor or to an authorized representative regarding any possible violation by the employer of any State wage, benefit or tax law, including those inquiries or complaints that involve misclassification, or because the employee caused to be instituted or is about to cause to be instituted any proceeding under or related to State wage, benefit or tax la or because the employee has testified or is about to testify in such a proceeding.

• Where such retaliation has occurred, the Department is authorized by law to issue an administrative penalty against the employer: however, only the courts are authorized by law to order reinsta



REPORTING MISCLASSIFICATION If you have been misclassified and would like to file a claim, you can do so here: https://wagehour.dol.state.nj.us/default.htm WRITE: Employer Accounts, Subject – Misclassification

· Whichever way you chose to reach out, multilingual staff will be able to assist you and translation assistance made available as needed You can also visit www.myworkrights.nj.gov to learn more about misclassification

## **Security and Financial Empowerment (SAFE) Act**

o be eligible, the employee must have worked at least 1,000 hours during the immediately preceding 12-month period. Further, the mployee must have worked for an employer in the State that employs 25 or more employees NJ SAFE Act leave may be taken for the purpose of engaging in any of the following activities by (1) an employee who is a victim of domestic violence or a sexually violent offense, or (2) an employee whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, or any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, is a victim of domestic Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence Obtaining services from a victim services organization

(2) Outaining services from a victim services organization (3) Obtaining spychological or other counseling (4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security (6) Seeking legal assistance or remedies to ensure health and safety (6) Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence eave under the NJ SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually olent offense. The unpaid leave must be taken at least one day at a time, and may be taken intermittently. I leave under the SAFE Act shall run concurrently with any paid vacation leave, personal leave, or medical or sick leave, or any temporary disability leave benefits, that the employee elects to use during any part of the 20-day period of unpaid leave. If the

. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the

Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception

Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believ

s in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified

is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection

presentation which the employee reasonably believes may defraud any shareholder, investor, client, customer, employee, former employee, retiree or pensioner of the employer or any governmental entit

nscientious Employee Protection Act "Whistleblower Act"

Ith care professional, constitutes improper quality of patient care

You and your loved one deserve help coping with and finding safety from domestic or sexual violence. For additional support, contact: New Jersey Coalition Against Sexual Assault Hotline: 1-800-601-7200 men's Referral Central: 1-800-322-8092

**Whistleblower Act** 2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure provided that the situation is emergency in nature.

Employees eligible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide the employer with

written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The employee

ust provide the employer with written notice as far in advance as reasonable and practicable under the circumstances. The employe

has the right to require the employee to provide the employee with documentation of the domestic violence or sexually violent offense th is the basis for the leave. The employer must retain any documentation provided to it in this manner in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is required by a federal or State law, rule or regulation.

The NJ SAFE Act also prohibits an employer from discharging, harassing or otherwise discriminating or retaliating or threatening to

discharge, harass or otherwise discriminate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave that the employee was entitled to under the NJ SAFE Act, or or

the basis that the employee refused to authorize the release of information deemed confidential under the NJ SAFE Act. Learn more a

oyee does any of the following: closes, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the oloyer or another employer, with whom there is a business relationship, that the employee reasonably believes I violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed ertified health care professional, reasonably believes constitutes improper quality of patient care Your employer has designated the following contact person to receive written notifications, pursuant to paragraph Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry o any violation of law, or a rule or regulation issued under the law by the employer or another employer, with om there is a business relationship, or, in the case of an employee who is a licensed or certified health care ional,provides information to, or testifies before, any public body conducting an investigation, hearing or uiry into quality of patient care; or Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, tient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.

Once each year, employers with 10 or more employees must distribute notice of this law to their employees. If you ed this document in a language other than English or Spanish, please call 609-292-7832.

### **State Family Leave Act** The New Jersey Family Leave Act (NJFLA) entitles certain employees to take up to 12 weeks of family leave in a 24-month period without losing their jobs

The EMPLOYER has at least 30 employees worldwide OR is a government entity, regardless of size;
The EMPLOYEE has worked for that employer at least 1 year, AND has worked at least 1,000 hours in the past 12 months; and
The LEAVE is being taken to: Care for or bond with a child within 1 year of the child's birth or placement for adoption or foster care;

Care for a family member, or someone who is the equivalent of family, who has a serious health condition, or who has been isolated or guarantined because of suspected exposure to a communicable disease (including COVID-19) during a state of emergency; or Provide required care of treatment for a child during a state or emergency if their school or place of care is closed due to an epidemic of a communicable disease (including COVID-19) or other public health emergency.

Remedies may include money damages, an order to stop violating the Act, adoption of new policies and procedures, attorney's fees, and more To get more information of file a complaint, contact the Division of Civil Rights



1-833-NJDCR4U 711 (Replay Services) NJCivilRights.gov #CivilRightsNJ NJ DIVISION ON CIVIL RIGHTS



**Anti-Discrimination** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee.

The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

Start of Benefit Year:

### VIOLATORS ARE SUBJECT TO FINE. New Jersey Smoke-Free Air Act

**No Smoking Notice** 

N.J.S.A. 26:3D-55

## **Earned Sick Leave**

New Jersey Department of Labor and Workforce Development New Jersey Earned Sick Leave nder New Jersey's Earned Sick Leave Law, most employees have a right to accrue up to 40 hours of earned New employees must receive this written notice from their employer when they begin employment, and existing employees must receive it by November 29, 2018. Employers must also post this notice in a conspicuous and accessible place at all work sites, and provide copies to employees upon request. YOU HAVE A RIGHT TO EARNED SICK LEAVE. Your employer must provide up to a total of 40 hours of earned sick leave every benefit year. Your employer's benefit year is:

Rate of Accrual u accrue earned sick leave at the rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours of eave per benefit year. Alternatively, your employer can provide you with 40 hours of earned sick leave up front. s later. Exception: If you are covered by a collective bargaining agreement that was in effect on October 29, 2018, you begin to accrue earned sick leave under this law beginning on the date that the agreement expires

You can begin using earned sick leave accrued under this law on February 26, 2019, or the 120th calendar day after you begin employment, whichever is later. However, your employer can provide benefits that are more

End of Benefit Year: \_\_\_\_

enerous than those required under the law, and can permit you to use sick leave at an earlier date Acceptable Reasons to Use Earned Sick Leave ou need diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or ou need to care for a family member during diagnosis, care, treatment, or recovery for a mental or physical nber needs preventive medical care. You or a family member have been the victim of domestic violence or sexual violence and need time for

eatment, counseling, or to prepare for legal proceedings.
You need to attend school-related conferences, meetings, or events regarding your child's education; or to ttend a school-related meeting regarding your child's health. Your employer's business closes due to a public health emergency or you need to care for a child whose chool or child care provider closed due to a public health emergency Child (biological, adopted, or foster child; stepchild; legal ward; child of a domestic partner or civil union

Domestic partner or civil union partner

 Sibling of an employee's spouse, domestic partner, or civil union partner
 Any other individual related by blood to the employee • Any individual whose close association with the employee is the equivalent of family

Spouse, domestic partner, or civil union partner of an employee's parent or grandparent

up to 7 days' advance notice of your intention to use earned sick leave. If your need for earned sick leave is eseeable (cannot be planned in advance), your employer may require you to give notice as soon as it is Your employer can require reasonable documentation if you use earned sick leave on 3 or more consecutive work days, or on certain dates specified by the employer. The law prohibits employers from requiring your health care provider to specify the medical reason for your leave.

Jp to 40 hours of unused earned sick leave can be carried over into the next benefit year. However, your can offer to purchase your unused earned sick leave at the end of the benefit year. You Have a Right to be Free from Retaliation for Using Earned Sick Leave sting and using earned sick leave

 Frequesting and using earlied sick reave
 Filling a complaint for alleged violations of the law
 Communicating with any person, including co-workers, about any violation of the law
 Participating in an investigation regarding an alleged violation of the law, and
 Informing another person of that person's potential rights under the law.
 Retaliation includes any threat, discipline, discharge, demotion, suspension, or reduction in hours, or any othe adverse employment action against you for exercising or attempting to exercise any right guaranteed under th You Have a Right to File a Complaint
You can file a complaint with the New Jersey Department of Labor and Workforce Development online at nj.gov/labor/wagehour/complnt/filing\_wage\_claim.html or by calling 609-292-2305 between the hou of 8:30 a.m. and 4:30 p.m., Monday through Friday.

Keep a copy of this notice and all documents that show your amount of sick leave accrual and usage You have a right to be given this notice in English and, if available, your primary language. For more information visit the website of the Department of Labor and Workforce Development: nj.gov/labor. NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT Enforced by: NJ Department of Labor and Workforce Development Division of Wage and Hour Compliance, PC Box 389, Trenton, NJ 08625-0389 • 609-292-2305

This and other required employer posters are available free online at nj.gov/labor, or from the Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200. If you need this document in Braille or large print, call 609-292-2305. TTY users can contact this department through the New Jersey Relay: 7-1-1.

## **IRS Withholding**

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

Since you last filed Form W-4 with your employer did you...
Marry or divorce? Gain or lose a dependent? Change your name?

YOU MAY NEED TO CHECK YOUR WITHHOLDING

To any of these or you owed extra tax when you filed your last return, you may need to file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the

## **Payment of Wages**

xecutive and supervisory employees, however, may be paid at least once a calendar month

amounts authorized by New Jersey or United States Law or payments to correct payroll errors.

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

All Employers Must Pay Wages to All Employees in Full at Least Twice a Calendar Month.

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

hen a payday falls on a non-work day, payment must be made on the immediately preceding work day, unless a collective bargaining mployees leaving or terminated for any reason, including labor disputes, must be paid all wages due not later than the regular payday An additional 10 days may be allowed when a labor dispute involves payroll employee:

is unlawful to make any agreement for payment other than as provided in this act, except to pay at shorter intervals or to pay wages in No Deductions from Employees' Wages are Permitted Except:

sonal savings accounts such as a credit union, savings fund society, savings and loan or building and loan association • Christmas,

records regarding wages, benefits, taxes and other contributions and assessments. employer will be punished by a fine of at least \$100 but not more than \$1,000. Each day during which any violation of this act continues will constitute a separate and distinct offense. As an alternative to or in addition to any other sanctions allowed by law for violations, the Commissioner is authorized to assess and collect administrative penalties, up to \$250 for a first violation and up to \$500 for each subsequent violation. The employer will also pay the Commissioner an administrative fee equal to at least 10% but not more than 25% of any payment due to Note: The Division of Wage and Hour Compliance applies New Jersey's labor laws without regard to a worker's legal status. The Division does not investigate or inquire into the legal status of any worker. The Division does not share information with

Enforced by: Division of Wage and Hour Compliance NJ Department of Labor and Workforce Development PO Box 389, Trenton, NJ 08625-0389 • 609-292-2305 This and other required employer posters are available free online at nj.gov/labor.

### **Reporting & Recordkeeping Requirements** Chapter 194, Laws of New Jersey, 2009, Relating to Employer Obligation to Maintain and Report Records

the Division of Revenue, within the Department of the Treasury, and remit the corresponding unemployment insurance, supplemental workforce fund, workforce development partnership fund, temporary disability insurance and family leave insurance contribution payments, within 30 days after the end of each quarter.

PROHIBITED SUBSTANCES

PROHIBITED TYPES OF WORK

•Carcinogenic substances • Corrosive material •Pesticides•Toxic or hazardous substances •Radioactive substances and ionizing radiation

. The name of the employee;
. The address of the employee;
. The birth date of the employee if the employee is under the age of 18;
. The total hours worked by the employee each day and each workweek;
. The earnings of each employee, including the regular hourly wage, gross to net
imounts with itemized deductions, and the basis on which wages are paid; Regarding each employee who receives gratuities, the total gratuities received Regarding each employee who receives gratuities, daily or weekly reports impleted by the employee containing the following information: (a) the inployee's name, (b) the employee's address, (c) the employee's social security umber, (d) the name and address of the employer, (e) the calendar day or week

he employer must keep the wage and hour records described above for a period

of six years.
The employer must keep the wage and hour records described above at the blic work" is defined at N.J.S.A. 34:11-56.26) to which any public body is a arty or for public work to be done on a property or premises owned by a public

each public works contractor must submit to the public body or lessor which isability benefits, The amount contributed by workers during that year,

0. Any fringe benefits paid to approved plans, funds or programs on behalf of e certified payroll record to the public body or the lessor which contracted for Unemployment Compensation Law (N.J.S.A. 43:21-1 et seq.), Temporary Disability Benefits Law (N.J.S.A. 43:21-25 et seq.) and Family Leave Insurance Benefits Law, P.L. 2008, c. 17.

Payroll records: Each employing unit must maintain a record for each worker engaged in employment, which record must contain the following information about the worker: 1. Full name, address and social security number;
2. Total remuneration paid in each pay period showing separately cash, including commissions and bonuses; the cash value of all compensation in any medium other than cash; gratuities received regularly in the course of employment if reported by the employee, or if not so reported, the minimum wage rate prescribed under applicable laws of this State or of the United States, or the amount of remuneration actually received by the employee, whichever is higher, and service charges collected by the employer and distributed to workers in lieu of gratuities and tips: of gratuities and tips; Is. An entry under the heading "special payments" of the amount of any special yments, such as bonuses and gifts, which have been paid during the pay period but which relate to employment in a prior period. The following shall be shown separately under this heading: cash payments, cash value of other remuneration, the nature of such payments, the period during which the services

vere performed for which special payments were payable: were performed for which special payments were payable;
. The date hired, rehired and returned to work after temporary layoff;
. The date separated from employment and the reason for separation;
. Such information as may be necessary to determine remuneration on a alendar week basis; and
. The number of base weeks (as the term "base week" is defined in N.J.S.A. 3:21-19(t)) and wages. ccessible at the New Jersey place of business of the employing unit.

Il records referred to in 1. through 7. above must be retained for the current lendar year and for the four preceding calendar years. o in 1. through 7. above for the subsequent six quarters.

Vage reporting: Each employer (other than employers of domestic service Wage reporting: Each employer (other than employers of domestic service workers) must electronically file a WR-30, "Employer Report of Wages Paid," with the Division of Revenue, within the Department of the Treasury, within 30 days after the end of each quarter. The WR-30 lists the name, social security number and wages paid to each employee and the number of base weeks worked by the employee during the calendar quarter.

Each employer of domestic service workers (as the term "domestic service worker" is defined at N.J.A.C. 12:16-13.7(b)) must file an annual, rather than quarterly, WR-30 with the Division of Revenue, within the Department of the ontribution reporting: Each employer (other than employers of domestic service

The NJ-927 lists the total of all wages paid, the wages paid in excess of the taxable maximum, the taxable wages on which contributions are due, the number of workers employed during the pay period, the number of workers insured under a "private plan" for temporary disability insurance and the number of workers sured under a "private plan" for family leave insurance. insured under a "private pian" for family leave insurance. Each employer of domestic service workers (as the term "domestic service worker" is defined in N.J.A.C. 12:16-13.11(c)) must file an annual, rather than quarterly, NJ-927H, "Domestic Employer's Annual Report," with the Division of Revenue, within the Department of the Treasury. <u>Temporary Disability Insurance and Family Leave Insurance information:</u> Each employer must retain all records pertaining to any election to discontinue a private plan for temporary disability insurance and/or family leave insurance benefits and

must make such records available for inspection by the Division of Temporary Disability Insurance for a one-year period from the date that the private plan is Each employer having a private plan for temporary disability insurance and or family leave insurance must, within 10 days after the Division of Tempo Disability Insurance has mailed the employer a request for information with respect to a period of disability, furnish the Division with any information requested or known to the employer which may bear upon the eligibility of the logging as a cash substitute for the employee who receives food or logging supplied by the employer, information substantiating the cost of furnishing such food or lodgings, including but not limited to the nature and amount of any expenditures entering into the computation of the fair value of the food or lodging and the date required to compute the amount of the depreciated investment in any assets allocable to the furnishing of the lodgings, including the date of Each employer having two or more approved private plans in effect during a calendar half-year or any portion thereof must, on or before the 30th day follow the close of the calendar half-year, file a report showing the amount of taxable wages paid during such calendar half-year to employees while covered under equisition or construction, the original cost, the rate of depreciation and the total he employer may use any system of time keeping provided that it is a complete,

each such private plan. Each employer who provides temporary disability insurance to its employees through a self-insured private plan must, for the six-month periods ending June 30 and December 31 of each calendar year during which the self-insured private plan is in effect, file a statement with the Division of Temporary Disability Insurance, on or before the 30th day following the end of the respective six-month

employer must file a report with the Division of Temporary Disability Insurance

1. The amount of funds available at the beginning of that year for payment of

Each employer who provides family leave insurance to its employees throi a self-insured private plan must for the one-year period ending December of each calendar year during which a self-insured private plan is in effect file a statement with the Division of Temporary Disability Insurance, on or before the 30th day following the end of the oneyear period showing the following information with regard to each of the following types of claims: care of a sick

child, care of a sick spouse, care of a sick domestic partner, care of a sick civil on partner, care of a sick parent, bonding by biological parent with a newbo child, bonding by domestic partner or civil union partner of biological parent with a newborn child, bonding by individual with newly adopted child: 1. The number of claims for family leave insurance benefits received during the one-year period, 2. The number of claims for family leave insurance benefits accepted during the one-year period,

3. The number of workers who received family leave insurance benefits during

he one-year period, 4. The amount of family leave insurance benefits paid during the one-year period The average weekly family leave insurance benefit during the one-year period, 6. The amount of sick leave, vacation leave or other fully paid time, which esulted in reduced benefit duration during the one-year period, 7. With regard solely to family leave insurance benefit claims to care for sick family members, the amount of intermittent family leave insurance benefits paid during the one-year period, and 8. The average duration of family leave insurance benefits, in days, during the The information reported in 1. through 8. above must be broken down by sex and by age group, beginning at 25 years and under and increasing in increments of On or before the 30th day following the close of each calendar year during which a self-insured private plan for family leave insurance is in effect, the employer must file a report with the Division of Temporary Pickhilth, because of housing. Temporary Disability Insurance showing: 1. The amount of funds available at the beginning of that year for payment of family leave insurance benefits,

2. The amount contributed by workers during that year, 3. The direct cost of administration of the plan during that year,

4. The number of employees covered by the plan as of December 31, and

5. Such other information as the Division of Temporary Disability Insurance may o. Such differ information as the Division of Temporary Disability Insurance may require with respect to the financial ability of the self-insurer to meet the self-insured's obligation under the

Upon the happening of an accident or the occurrence of any occupational disease, an employer who has insurance coverage or utilizes a third-party istrator shall promptly furnish the insurance carrier or the third-party

Nithin three weeks after an accident or upon knowledge of the occurrence statutory non-insured employer, including the State, counties, municipalities and school districts, and duly authorized self-insured employer not utilizing a and school districts, and duly authorized self-insured employer not utilizing a third-party administrator must file a report designated as "first notice of accident" in electronic data interchange media with the Division of Workers' Compensation through the Compensation Rating and Inspection Bureau in a format prescribed by the Compensation Rating and Inspection Bureau. When filed by an insurance carrier or third-party administrator, the report must also be sent to the employer. If the employer disagrees with the report, the employer may prepare and sign an amended report and file the amended report with the insurance carrier or third-party administrator. The amended report must then be filed electronically with the Division through the Compensation Rating and Inspection Bureau. Every insurance carrier providing workers' compensation insurance and every Every insurance carrier providing workers' compensation insurance and every workers' compensation self-insured employer shall designate a contact persor who is responsible for responding to issues concerning medical and temporary

address and fax number of the contact person must be submitted to the Division of Workers' Compensation utilizing the Division's contact person form in the manner instructed on the form. Each employer, when directed to do so by the Division of Workers' Compensation, must submit to the Division of Workers' Compensation copies o such medical certificates and reports as it may have on file. Gross Income Tax Act (N.J.S.A. 54A:1-1 et seq.)

Employer's Quarterly Report: The Employer's Quarterly Report, NJ-927, reports New Jersey Gross Income Tax withheld, unemployment insurance, supplementa Each employer is required to electronically file an Employer's Quarterly Repor NJ-927, for each calendar quarter, regardless of the amount of tax actually due for a particular quarter. Quarterly reports are due on the 30th day of the month

of Taxation. Such records must include the following:

Income Tax: 2. The names, addresses and occupations of employees receiving such 3. The periods of their employment; 4. Their social security numbers; 5. Their withholding exemption certificates;

6. The employer's New Jersey Taxpayer Identification Number 8. The dates and amounts of payments made; and

For possible failure to meet the record keeping or reporting requirements of the Wage Payment Law, Wage and Hour Law or Prevailing Wage Act: Phone: 609-292-2305

E-mail: wagehour@dol.nj.gov Mail: New Jersey Department of Labor and Workforce Development Division of Wage and Hour Compliance

Phone: 609-292-2810 E-mail: emplaccts@dol.nj.gov Mail: New Jersey Department of Labor and Workforce Development Division of Employer Accounts P.O. Box 947 Trenton, NJ 08625-0947

Workers' Compensation Law: Phone: 609-292-2515 E-mail: dwc@dol.nj.gov Mail: New Jersey Department of Labor and Workforce Development Division of Workers' Compensation

employee must also be provided a written copy of the notice or, for employees hired after November 7, 2011, a written copy of the notice must be provided at the time of the employee's hiring. See N.J.A.C. 12:2-1.3 for alternate methods of

**Discrimination in Employment** 

### The Law Against Discrimination (LAD) Prohibits Discrimination and Harassment in Employmen sed on Actual or Perceived Race or Color, Religion or creed, Disability, Age, Sex, Gender identity or expression, Liability for military service, Sexual orientation, National origin, nationality, or ancestry, Pregnancy or breastfeeding Martial or domestic partnership or civil union status, Atypical cellular or blood trait, genetic information including the refusal to submit to genetic testing The law means people cannot be treated differently, harassed, or otherwise discriminated against at work based on their membership in a protected class

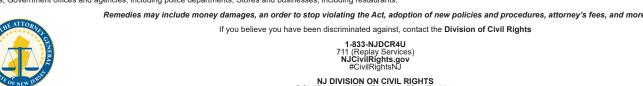
The law applies to all employers (including labor unions, apprenticeship and training programs, and employment agencies) and in all aspects of employment, including but not limited to:

Recruitment and iob postings, Interviews and hiring decisions, Promotion or transfer. Termination or demotion, Compensation, including salary and benefits, All terms, conditions, or privileges or employment, Membership in a union Remedies may include money damages, an order to stop violating the Act, adoption of new policies and procedures, attorney's fees, and more. If you believe you have been discriminated against, contact the Division of Civil Rights 1-833-NJDCR4U

711 (Replay Services NJCivilRights.gov #CivilRightsNJ NJ DIVISION ON CIVIL RIGHTS

## **Discrimination In Public Accommodation**

The New Jersey Law Against Discrimination (LAD) prohibits discrimination and harassment in places of public accommodation based on actual or perceived Race or color, Religion or creed, Disability, Gender identity or expression, Liability for military service, National origin, nationality, or ancestry, Pregnancy or breastfeeding, Martial or domestic partnership or civil union status, Sex, Sexual orientation



NJ DIVISION ON CIVIL RIGHTS
@CivilRightsNJ #CivilRightsNJ #StopTheHate

No one can retaliate against you for reporting LAD violations, filing a discrimination complaint, or exercising other rights under the LAD All places of public accommodation who are covered by the Law Against Discrimination shall display this official poster in places easily visible to all persons seeking or using the accommodations N.J.A.C. 13:8-1.4.

**Discrimination in Housing** 

The Law Against Discrimination (LAD) Prohibits Discrimination and Harassment in Housing Based on Actual or Perceived Race of color, Religion or creed, Disability, Familial status, Pregnancy or breastfeeding, Martial or domestic partnership or civil union status, Source of lawful income used for rental or mortgage payments, including government rental assistance benefits, Gender identity or expression, Liability for military service, National origin, nationality, or ancestry, Sex, Sexual orientation

The law applies to all persons who are engaged in the management of residential real property, including, but not limited to, landlords, property management companies, and cooperative and condominium associations, and to property wners, real estate agents and brokers, advertisers of sales or rentals, and mortgage companies and banks, in all aspects of housing, including but not limited to: Sale, rental, or lease, including all conditions and restrictions of tenancy and ownership, lease termination, and eviction. Property management services, including settling, adjusting, and collecting rent and fees, screening of tenants and occupants, provision of accommodations, and maintenance and repair. Providing access to common building spaces to residents and their guests.

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Same as for General Employment except that minors at least 16 years old may be employed after midnight during regular school vacation season, if work begins before 11 p.m. on the previous day, or on work date that do not begin on a school day, with special written permission from a parent or guardian. May not be employed after Same as for General Employment except that minors at least 16 years old may be employed as pin setters, lane attendants, or buspersons until 11:30 p.m. — but du mplovment Certificate

When school is in session: Ouring school vacation season:

PROHIBITED MACHINES/EQUIPMENT

ver-driven machinery includes, but is not limited to

entrifugal extractors or mangles in laundries or dry cleaning establishments ircular saws, band saws, guillotine shears orn pickers, power hay balers, power field choppers, including work in or on es that have a guillotine action Power woodworking and metal working tools Power-driven woodworking machinery (opera Power-driven woodworking machinery (operating or helping to operate); however apprentices in a bona fide apprenticeship may operate such machines under competent instruction and supervision
Punch presses or stamping machines if the clearance between the ram and the
die or the stripper exceeds 1/4 inch
Steam boilers with more than 15 pounds of pressure.
Power-driven machinery does not include:
Agricultural machines when used on farms such as standard type poultry feeders

o minor under 16 years of age may be employed, permitted, or suffered to work , about, or in connection with power-driven machinery.

washers, egg coolers, and milking machines sh register conveyor belt in a supermarket or retail establishment for minors a ast 15 years old working as cashiers or baggers tandard domestic type machines or appliances when used in domestic or PROHIBITED PLACES PROHIBITED PLACES
Any establishment where alcoholic liquors are distilled, rectified, compounded, brewed, manufactured, bottled, or sold for consumption on the premises (however, minors at least 16 years old may work as pin setters, lane attendants, or bus persons in public bowling alleys, and in restaurants or in the executive offices, maintenance departments, or pool or beach areas of a hotel, motel or guest house — but may not prepare, sell or serve alcoholic beverages, or prepa photographs, or work in any dancing or theatrical exhibition or performance whice is not part of a theatrical production where alcoholic beverages are sold on the premises while so employed Mipros at least 14 years of age may be employed. ises, while so employed. Minors at least 14 years of age may be employed s golf caddies and pool attendants). ny place or condition operated or maintained for immoral purposes or a disorderly house

Junk or scrap metal yards, which means any place where old iron, metal, paper cordage, and other refuse is collected and deposited or both and sold or may be treated so as to be reused in some form or discarded or where automobiles or machines are demolished for the purpose of salvaging metal or parts

re reduction works, smelters, hot rolling mills, furnaces, foundries, forging shops, or any other place where metals are heated, melted or treated Pool and billiard rooms Video stores where X-rated movies are rented or sold. PROHIBITIONS for ACTORS & PERFORMERS ng as a rope or wire walker or rider, gymnast, wrestler, boxer, onist, acrobat, rider of a horse or other animal unless the minor is trained to safely ride such horse or animal or rider of any vehicle other than that general ised by a minor of the same age Appearing in any illegal, indecent, or immoral exhibition, practice, or theatrical practice, exhibition or theatrical production dangerous to the life, limb, health norals of a minor Appearance or exhibition of any physically deformed or mentally deficient mino

New Jersey Department of Labor and Workforce Development

has not been answered. The full name, telephone number, mailing address, ema

Records to be kept: Every employer is required to keep all pertinent records available for inspection by authorized representatives of the New Jersey Division

nemployment Compensation Law Temporary Disability Benefits Law or Family Leave Insurance Benefits Law

For possible failure to meet the record keeping or reporting requirements of the

Phone: 609-292-6400 E-mail: nj.taxation@treas.state.nj.us Mail: New Jersey Department of the Treasure Division of Taxation • Information and Publications Branch P.O. Box 281

Trenton, NJ 08625-0281

No one can retaliate against you for reporting LAD violations, filing a discrimination complaint, or exercising other rights under the LAD All employers, employment agencies, and labor organizations shall display this official poster in places easily visible to all employees and applicants for employment N.J.A.C. 12:8-1.2.

The law means people cannot be treated differently, harassed, or otherwise discriminated against in housing based on their membership in a protected class

Remedies may include money damages, an order to stop violating the Act, adoption of new policies and procedures, attorney's fees, and more. If you believe you have been discriminated against, contact the Division of Civil Rights

19). truction work" means: -erecting, alterating, repairing, renovating, lishing or removing any building or structure-excavating, filling and grading excavating, repairing or paving roads and highways, and-any function med within 30 feet of the above operations. ruction work" does not include the repair or painting of fences, buildings

and structures up to 12 feet tall.

Most occupations in slaughtering, meat packing, processing, or rendering, including operating slicing machines used in delicatessens and restaurants for cutting or slicing any food product.

1. The amounts and dates of all wage payments subject to New Jersey Gross





The law means people cannot be treated differently, harassed, or otherwise discriminated against in a place or public accommodation based on their membership in a protected class place of public accommodation is generally any place that is open to the public, including but not limited to: Schools, colleges, and universities, Summer camps, Hotels & motels, Medical providers, hospitals, doctors' offices, and harmacies, Government offices and agencies, including police departments, Stores and businesses, including restaurants.

No one can retaliate against you for reporting LAD violations, filing a discrimination complaint, or exercising other rights under the LAD



All persons who are engaged in the management of residential real property shall display this official poster in places easily visible to all prospective tenants and purchasers N.J.A.C. 13:8-1.3

a State representative in order to provide information to or file a complaint with the representative regarding an employer's possible failure to meet any of the requirements set forth above, he or she may use the following contact

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