OSHA Job Safety and Health

IT'S THE LAW!

Provide employees a workplace free from

recognized hazards. It is illegal to retaliate

against an employee for using any of their

rights under the law, including raising a

health and safety concern with you or

with OSHA, or reporting a work-related

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

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.

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

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

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/

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

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

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

Pregnant Workers Fairness Act (PWFA)

Equal Employment Opportunity

WORKERS?

conditions, include

Commission (EEOC))

Department of Labor)

(enforced by the EEOC)

WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT

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

The ADA which prohibits employment discrimination based on disability

workers for pregnancy and to bond with a new child (enforced by the U.S.

The PUMP Act which provides nursing mothers a time and private place to

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

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

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractor

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or th

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,

discrimination includes not making reasonable accommodation to the known physical or menta

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

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

affirmative action to employ and advance in employment qualified individuals with disabilities a

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

4212, prohibits employment discrimination against, and requires affirmative action to recruit,

employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within

three years of discharge or release from active duty), active duty wartime or campaign badge

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

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

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

telecommunications relay services, OFCCP may also be contacted by submitting a question

Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/

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

of employment, or where employment discrimination causes or may cause discrimination in

discrimination is covered by Title VI if the primary objective of the financial assistance is provisio

providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which

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,

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

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

to file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details,

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

Employer: Please poster or publish this Bulletin Board Poster so that your employee

will see it. Please indicate where they can get forms and information on this subject.

_ AND _____ OF THE MONTH

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

with or without reasonable accommodation, can perform the essential functions of the job.

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,

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

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

obligations under OFCCP's authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP)

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.

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

Asking About, Disclosing, or Discussing Pay

compensation of other applicants or employees.

all levels of employment, including the executive level.

veterans, or Armed Forces service medal veterans.

U.S. Department of Labor

Washington, D.C. 20210

200 Constitution Avenue, N.W.

receive Federal financial assistance.

If you can answer "yes"...

IRS Withholding

Payday Notice

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

PAY SCHEDULE IS

Emergency Notice

POLICE:

HAZARDOUS MATERIAL:

pump at work (enforced by the U.S. Department of Labor)

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

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

other protected categories (enforced by the U.S. Equal Employment Opportunity

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

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

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

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

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

work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

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.

Employers must:

injury or illness.

understand.

SKU: RI2-27X40-ENG

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

participate) in an OSHA inspection and

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

CHILD LABOR

difficulty or expense.

WORKERS?

Who is Protected

Staffing agencies

National origin

What Organizations are Covered? Most private employers

immigration status, on the bases of:

or pregnancy accommodation

Discharge, firing, or lay-off

Hiring or promotion

observance or practice

Call 1-800-669-4000 (toll free)

1-844-234-5122 (ASL video phone)

iscrimination, is available at www.eeoc.gov

1-800-669-6820 (TTY)

E-Mail info@eeoc.gov

Marry or divorce?

ended a job)?

AMBULANCE:

HOSPITAL:

ALTERNATE

OSHA:

Change your name?

Gain or lose a dependent?

Your itemized deductions?

Were there major changes to...

Job training

Classification

Referral

All aspects of employment, including:

Pay (unequal wages or compensation)

State and local governments (as employers)

tests, genetic services, or family medical history)

iscrimination lawsuit, investigation, or proceeding.

things are usually done at work.

Being able to sit or drink water

Receiving closer parking

Having flexible hours

ligated to pay the higher rate

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

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

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

to a qualified worker's known limitations related to pregnancy, childbirth, or

an "undue hardship." An undue hardship is defined as causing significant

"Reasonable accommodations" are changes to the work environment or the way

WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT

Receiving appropriately sized uniforms and safety apparel

Taking leave or time off to recover from childbirth

Know Your Rights: Workplace Discrimination is Illega

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

Union members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?

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

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

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)

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

What Employment Practices can be Challenged as Discriminatory?

Harassment (including unwelcome verbal or physical conduct)

Obtaining or disclosing genetic information of employees

charge, or participating in an investigation or proceeding.

Requesting or disclosing medical information of employees

discrimination (including accommodation) or pregnancy accommodation

What can You Do if You Believe Discrimination has Occurred?

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

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.)?

PAYCHECKS ARE ISSUED ON THE _____

□ WEEKLY □ BI-WEEKLY □ SEMI-MONTHLY □ MONTHLY □ ____

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

Your family wage income (you or your spouse started or

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

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

work). You can reach the EEOC in any of the following ways:

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

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

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

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

or someone assisting or encouraging someone else to exercise rights, regarding disability

· 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/

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

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

protect you from discrimination in employment. If you believe you've been discriminated against

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

related medical conditions, unless the accommodation will cause the employer

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

records, tests that measure hazards

in the workplace, and the workplace

Contact OSHA. We can help.

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.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

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

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you nee-

You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

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

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

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting

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 employe

For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

USERRA

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS •

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

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

types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members

• 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

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

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

• 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

nstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusion

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations

• For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/

agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and

/ETS 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

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

Sexual Harassment

Sexual harassment is a form of discrimination that occurs when an individual makes unwelcome sexual advances, requests for sexual favors and/or other

The prohibition against sexual harassment does not only apply to employers. It also applies to labor organizations, employment agencies, and to individuals

Sexual harassment occurs when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes

with an individual's work performance or creates an intimidating, hostile, or offensive work environment. Sexual harassment is a violation of state and federal

Polygraph Protection

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

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

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

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

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.

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

State Minimum Wage

apply to agriculture employment.

EMPLOYEES CAN READILY SEE IT.

Call (401) 462-WAGE (9243)

or visit www.dlt.ri.gov/ls

Labor Standards Unit

Ban the Box

Pursuant to RI General Law §28-6.14-1, it is unlawful for an employer to include on a job application any questions regarding whether an applicant has ever been

No Smoking

IT IS ILLEGAL TO SMOKE IN THIS ESTABLISHMENT

PURSUANT TO R.I. GEN. LAWS § 23-20.10-7

To report a violation call Rhode Island Department of Health: 401-222-3293

State Family Medical Leave Act

arrested, charged with or convicted of any crime. Limited exceptions exist for law enforcement agencies and related positions. Employers in violation of this law

may be fined between \$100-\$500 per offense. Visit www.dlt.ri.gov/ls or call (401) 462-WAGE (9243) for more information.

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

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

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.

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

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

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

Report incidents of harassment to:

Labor. Youths 14 and 15 may work, with a special permit issued by local school

officials, in various jobs outside school hours under certain conditions. Different rules

ENFORCEMENT - The Rhode Island Dept. of Labor and Training (DLT) may bring

criminal action against any employer who pays substandard wages to an employee

and seek, upon conviction, a penalty up to \$500.00 and/or imprisonment of up to 90

days. Each week an employer fails to pay the applicable minimum wage constitutes a

Any employer who hinders or delays the DLT Director or authorized representative in

the performance of duties in the enforcement of the law; refuses to admit the Director

or said representative to any place of employment; fails to make, keep, and preserve.

accessible to the Director or said representative upon demand; or refuses to furnish

any records as required; falsifies any such record; refuses to make such record

a sworn statement of such record or any other information needed for the proper

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE

DLT is an equal opportunity employer/program, auxiliary aids and services are

entitled to 10 hours of leave during any 12 month period to attend school

employee is the parent, foster parent, or guardian. A notice of 24 hours prior

to the leave must be given to the employer by the employee. The leave is

not required to be paid; except an employee may substitute any accrued

Any employer who allows sick time or sick leave of an employee to be

used after the birth of a child shall allow the same time to be used for the

placement of a child 16 years of age or less with an employee in connection

Prior to the commencement of leave, the employee must pay his employer

Employees who are granted leave under the Act are entitled to be restored

equivalent seniority, status, employment benefits, pay and other terms and

conditions of employment, including all fringe benefits and service credits that the employee had been entitled to at the commencement of the leave.

to the position held when the leave commenced, or to a position with

a sum equal to the premium required to maintain the employee's health

benefits in force during the period of leave, which sum is required to be

returned to the employee within 10 days following return to work.

conferences or other school-related activities for a child of whom the

paid vacation leave or other appropriate paid leave.

Use of Sick Leave by Adoptive Parent

Continuation of Health Benefits

Return From Leave

Prohibited Acts

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

with the adoption of the child by the employee.

\$500. Each day such violation occurs constitutes a separate offense.

For more information on the Rhode Island Minimum Wage Law

Rhode Island Department of Labor and Training

available on request to individuals with disabilities.

TTY via RI Relay 711 DLT - L - 58 (Rev.1/19)

enforcement of this law, shall be deemed in violation and subject to a fine of up to

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in

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

employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

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

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

been separated from service with a disqualifying discharge or under other than honorable conditions.

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

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

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

• Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave

your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. Your employer may request certification from a health care provider to

Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

To care for your spouse, child or parent with a serious mental or physical health condition, and

reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information

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

covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and

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

You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,

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

Your serious mental or physical health condition that makes you unable to work

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

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

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

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

· Follow vour employer's normal policies for requesting leave · Give notice at least 30 days before your need for FMLA leave, or

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

erify medical leave and may request certification of a qualifying exigency.

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

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

n court. Scan the QR code to learn about our WHD complaint process

employer determines that you are eligible, your employer must notify you in writing:

of the uniformed services, and applicants to the uniformed services

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

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

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

You have worked for your employer at least 12 months

Am I eligible to take FMLA leave?

How do I request FMLA leave?

Generally, to request FMLA leave you must

What does my employer need to do?

Where can I find more information

employment because of this status.

HEALTH INSURANCE PROTECTION

except for service-connected illnesses or injuries.

SEXUAL HARASSMENT IS AGAINST THE LAW

who aid and abet an unlawful employment practice.

course of employment.

WAGE AND HOUR DIVISION

MINIMUM WAGE - RHODE ISLAND

Attention Employees

Effective January 1, 2024

\$11.70 (90% of Minimum Wage)

THIS LAW PROVIDES...

\$14.00 as of 1/1/24

UNITED STATES DEPARTMENT OF LABOR

HOURLY MINIMUM WAGE FOR ALL EMPLOYEES

educational, librarial or community services organization.

Employees receiving gratuities (as of Jan. 1, 2017): \$3.89

except in an unforeseeable emergent circumstance

— NOTICE TO EMPLOYEES —

continuously for at least 12 months.

1. Birth of a child of an employee.

certain conditions.

Employees Eligible

provider).

Requests for Leave

School Involvement Leave

Rhode Island Parental & Family Medical Leave Act

This notice is to provide you with information on the Rhode Island Parental

employees grant an unpaid leave of absence, upon the request of an eligible

& Family Medical Leave Act, which requires that employers of 50 or more

employee, for 13 consecutive weeks in any two calendar years, under

Employees are eligible to apply for leave if they are full-time employees

2. Placement of a child 16 years of age or less with an employee in

3. "Serious illness" of the employee or the employee's parent, spouse,

child, mother-in-law, or father-in- law. (Serious Illness is defined to mean

a disabling physical or mental illness, injury, impairment or condition that

patient care requiring continuing treatment or supervision by a health care

involves in-patient care in a hospital, nursing home, or hospice, or out-

In order to be entitled to the leave, the employee must give at least 30

days notice of the intended date upon which the requested leave is to

An employee who has been employed for 12 consecutive months is

commence and terminate, unless prevented by medical emergency from

doing so. Employees may be requested to provide written certification from

a physician caring for the person who is the reason for the leave request,

which certification shall specify the probably duration of the requested leave.

connection with the adoption of such child by the employees.

who work an average of 30 hours a week or more and have been employed

The leave required to be provided under the Act must be for one or more of

EXCEPT: Full time students under 19 years of age working in a non-profit religious

OVERTIME PAY - At least 1 1/2 times your regular rate of pay for all hours worked

over 40 in any one work week. Note: The law contains exemptions from the minimum

wage and/or overtime pay requirements for certain occupations or establishments.

*Learners and Handicapped workers may be paid less than the applicable minimum

but only under certificate issued at the discretion of the Director of Labor and Training.

hospital may not require certain nurses and certified nurse assistants to work overtime

MANDATORY NURSE OVERTIME - Pursuant to RI Law §23-17.20-1 et. seq., a

MINIMUM SHIFT HOURS - Employees requested or permitted to report for duty at

the beginning of a work shift must be provided with 3 hours work or 3 hours wages.

CHILD LABOR - Employees must be at least 16 years old to work in most nonfarm

jobs and 18 to work in nonfarm jobs declared hazardous by the U.S. Secretary of

Retail establishment employees must be provided with 4 hours work on Sundays and

Minors 14 and 15 years of age working not more than 24 hours in a week

PROHIBITIONS

Updated 6/23

verbal or physical conduct of a sexual nature against his or her wishes.

• a co-worker • a non-employee • the same sex as the victim

• a supervisor • an agent of the employer • a supervisor in another area

If you believe you are or have been

the victim of sexual harassment, contact:

RHODE ISLAND COMMISSION FOR HUMAN RIGHTS

180 Westminster Street, Third Floor

Providence, RI 02903

401-222-2661

TDD: 401-222-2664

Fax: 401-222-2616

www.richr.ri.gov

If you are eligible for FMLA leave, your employer must

FMLA leave or cooperating with a WHD investigation

About your FMLA rights and responsibilities, and

brought by an employee, (2) by a complaint filed with the Director of Labor

and Training of the State of Rhode Island. Civil penalties are provided for

violations of the Act or any order issued by the Director of Labor and Training

Alleged violations of the Act may be complained of (1) in a civil action

The Act makes it unlawful for any employer to interface with, restrain, or

deny employees the rights provided under the Act. Any discrimination or

Family 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.

I. File your claim for benefits with the RI Dept. of Labor and Training (DLT) the same week you are unemployed or working reduced hours. 2. File your claim online at www.dlt.ri.gov/ui or by telephone at (401) 415-6772. Visit www. dlt.ri.gov/ui for hours of operation. For more information, visit www.dlt.ri.gov/ui or call (401)

3. Monday is a high-volume telephone day; you may prefer to file your claim later in the week. You will need your Social Security number and name, address and telephone numbers of your employers for the last two years. If you are not a U.S. citizen, your alien registration number is required. . To collect unemployment benefits, the law requires that you must: a. Be unemployed through no fault of your own,

. Have earned minimum qualifying wages while you were working, c. Be physically able to work, available for work and actively seeking work, and d. Register for work with the RI Dept. of Labor and Training.

You are protected under provisions of the Rhode Island Employment Security Act and the

If you need help finding a job: The RI Dept. of Labor and Training offers free employment and training related services Job referral and placement services Resource rooms with a wide range of employment and training resources.

within 30 days after the first day of leave is taken for reasons of bonding or caregiving. TDI/ Resume writing seminars to help you create an effective resume and cover letter. or call (401) 462-8420. Visit www.dlt.ri.gov to find a Career Center near you. You can also access many services on the Internet at www.employri.org.

NOTE: You may be entitled to a refund of a portion of your contributions if during the calendar year TDI contributions were deducted from your pay by more than one employe. Information may be obtained regarding a refund by calling (401) 574-8700 or writing to the RI Division of Taxation, Employer Tax Section, One Capitol Hill, Suite 36, Providence, RI

NOTICE TO ALL EMPLOYEES - INFORMATION EMPLOYERS MUST POST

rursuant to Rhode Island General Law § 28- 6-18, it is unlawful for an employer to pay a differential wage based on race, color, religion, sexual orientation, gender, gender identity or expression, disability, age, and country of ancestral origin for comparable work. A differential wage permissible where one or more of the following factors is found to apply: "A seniority system; provided, however, that time spent on leave due to a pregnancy related family and medical leave shall not reduce seniority." "A system that measures earnings by quantity or quality of production." "Geographic location when the locations correspond with different costs of living, provided, that no

the state of Rhode Island will be considered to have a suffi ciently different cost of living. Reasonable shift differential, which is not based upon or derived from a differential in protected] characteristic[] Education, training, or experience to the extent such factors are job-related and consistent with a "Work-related travel, if the travel is regular and a business necessity."

"A bona fi de factor other than [a protected] characteristic[] . . . which is not based upon or derived from a differential in compensation based on [a protected] characteristic[] . . . which is job-related with respect to the position in question; and which is consistent with business necessity.'

Alleged violations of the Act may be complained of (1) in a civil action brought by an employee, or (2) by a complaint filed with the DLT Director. mployer Wage Inquiry (Rev. 12/2022)

Healthy and Safe Families and Workplaces Act

Pursuant to RI General Law §28-57, you are entitled to sick and safe leave to address your own health and safety needs as well as those of your family. This leave may or may not be paid depending on the size of your employer and other factors as detailed in the law.

Right To Know

The Rhode Island Right–To–Know Law IGNORING THIS POSTER CAN BE HAZARDOUS TO YOUR HEALTH

Under the Rhode Island Right-To-Know Law, your employer must tell you about the dangers of any hazardous substances in your workplace.

You have a right to know: · the common name or trade names of the substance, including the chemical name; • the level at which exposure to the substance is hazardous, if known; the effects and symptoms of exposure at hazardous levels; the potential for flammability, explosion, and reactivity of the substance appropriate emergency treatment; proper procedures for the safe use of and exposure to the substance;

• proper protective equipment for safe use; and procedures for clean-up of leaks and spills.

and Training at (401) 462-8570. "Because not knowing about the hazardous substances you work with is the greatest

(3) Because an employee refuses to violate or assist in violating federal, state or local The Rhode Island Whistleblowers' Protection Act law, rule or regulation, or

§ 28-50-1 Short title. – This chapter may be cited as the "Rhode Island Whistleblowers' Protection Act"

CHAPTER 28-50

1) "Employee" means a person employed by any employer, and shall include, but not be limited to, at-will employees, contract employees and independent contractors. (2) "Employer" means any person, partnership, association, sole proprietorship,

corporation or other business entity, including any department, agency, commission. committee, board, council, bureau, or authority or any subdivision thereof in state or municipal government. One shall employ another if services are performed for wages or under any contract of hire, written or oral, express or implied. (3) "Person" means an individual, sole proprietorship, partnership, corporation, association, or any other legal entity (4) "Public body" means all of the following: (i) A state officer, employee, agency, department, division, bureau, board, commission council, authority, or other body in the executive branch of state government.

(ii) An agency, board, commission, council, member, or employee of the legislative branch of state government. (iii) A county, city, town, or regional governing body, a council, school district, or a board, department, commission, agency, or any member or employee of the entity. (iv) Any other body which is created by state or local authority or which is primarily unded by or through state or local authority, or any member or employee of that body. (v) A law enforcement agency or any member or employee of a law enforcement (vi) The judiciary and any member or employee of the judiciary.

(vii) Any federal agency. "Supervisor" means any individual to whom an employer has given the authority o direct and control the work performance of the affected employee or any individual who has the authority to take corrective action regarding the violation of a law, rule or regulation about which the employee complains.

§ 28-50-3 Protection. – An employer shall not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment: (1) Because the employee, or a person acting on behalf of the employee, reports or is about to report to a public body, verbally or in writing, a violation which the employee knows or reasonably believes has occurred or is about to occur, of a law or regulation or rule promulgated under the law of this state, a political subdivision of this state, or the United States, unless the employee knows or has reason to know that the report

(4) Because the employee reports verbally or in writing to the employer or to the employee's supervisor a violation, which the employee knows or reasonably believes has occurred or is about to occur, of a law or regulation or rule promulgated under the laws of this state, a political subdivision of this state, or the United States, unless the employee knows or has reason to know that the report is false. Provided, that if the report is verbally made, the employee must establish by clear and convincing evidence that the report was made. § 28-50-4 Relief and damages. – (a) A person who alleges a violation of this act may

loss caused by each violation of this chapter (d) [Deleted by P.L. 2012, ch. 306, § 5 and P.L. 2012, ch. 344, § 5.] § 28-50-5 Reinstatement. – A court, in rendering a judgment in an action brought under this act, shall order, as the court considers appropriate, reinstatement of the employee, the payment of back wages, full reinstatement of fringe benefits and seniority rights, actual damages, or any combination of these remedies. A court may also award the complainant all or a portion of the costs of litigation, including attorneys' fees if the court determines that the award is appropriate.

§ 28-50-6 Collective bargaining. – This chapter shall not be construed to diminish or impair the rights of a person under any collective bargaining agreement. § 28-50-7 Exemption. – This chapter shall not be construed to require an employer to

compensate an employee for participation in an investigation, hearing or inquiry held appropriate means to keep his or her employees informed of their protections and obligations under this chapter.

§ 28-50-9 Severability. – If any provision of this chapter or its application to

this end the provisions of this chapter are declared to be severable.

any person or circumstances is held invalid or unconstitutional, the invalidity or unconstitutionality shall not affect other provisions or applications of this act which can be given effect without the invalid or unconstitutional provision or application, and to

Workers' Compensation Act

Workers' Compensation Insurance Company:____

insurer to provide priority care shall not be considered the employee's initial choice. For more information about Workers' Compensation procedures and benefits, call the Education Unit at (401) 462-8100 and press option #1 or TDD (401) 462-8006. If you suspect fraud, contact the Fraud Prevention Unit at (401) 462-8100 and press option #7.

In accordance with Rhode Island General Law §28-29-13, this notice must be posted and maintained in conspicuous places where workers are employed.

Fines may be imposed for noncompliance.

As sick leave legislation continues to sweep the nation, Rhode Island becomes the eighth state to pass paid sick leave. Mandatory paid sick leave is part of the Healthy and Safe Families and Workplaces Act, which takes effect July 1, 2018. The law, passed in September, is similar to that of many other states, but there are some

The law applies to employers with 18 or more employees. It is unclear at this point if the law would impose unpaid leave requirements for smaller employers. Leave accrual and carryover

• Generally, all employees, regardless of status — including full-time, part-time, and emporary —shall begin accruing paid sick leave beginning July 1, 2018, or upon hire, whichever is later. • Employees must accrue sick leave at a rate of at least one hour for every 35

nours worked. This is a variation from the sick leave requirements of many other states, which provide one hour for every 30 worked. • The annual accrual cap is 24 hours in 2018, 32 in 2019, and 40 in subsequent vears, unless the employer sets a higher limit. This phase-in is a variation from the sick leave requirements of many other states.

• Employers may require a 90-day waiting period after date of hire for employees to use accrued sick leave. • Unlike most other state sick leave requirements, employers may require a 150day wait for seasonal employees · Generally, unused paid sick leave shall carry over to the following year. • An employer may choose to frontload or grant a lump sum of sick leave entitlement so long as the frontloaded amount is sufficient to meet the

requirements of the law. What sick leave can be used for Like many other state sick leave laws, employees will be able to use accrued sick leave for the following reasons:

• To deal with their own illness, injury, or health condition, including diagnosis, treatment, care, and preventive medical care • To care for a family member's illness, injury, or health condition, including diagnosis, treatment, care, and preventive medical care • Leave related to domestic violence, sexual assault, or stalking impacting an employee or covered relation • Closure of the employee's place of business, or a child's school or place of care, by order of a public official due to a public health emergency • Health authorities or a health care provider determine whether the employee or covered relation's presence in the community may jeopardize others' health because

of the individual's exposure to a communicable disease, if the employee or covered relation has contracted the communicable disease

Requesting sick leave Employees shall provide reasonable notice when the need for sick leave is their use of sick leave is for an authorized purpose exceeding three days.

Notice and recordkeeping requirements Employers must regularly notify employees about the amount of paid sick leave available to them.

• Start thinking about updating your employee handbooks with this new policy: these provisions.

- If you already provide all employees with sick or paid time off (PTO) benefits

• Work with your payroll provider to determine how to comply with recordkeeping Client Account Manager. If you are one of our full-service clients, we will work with you to review your. compliant with these new regulations. If you have any questions about how this new

current PTO policies or provide you with sample language to ensure they are law interacts with your existing policies or affects your business, please contact us. · As more guidance and regulations on this statewide law become available, we will notify our clients of any additional details.

changes regularly and laws may vary depending on the state or municipality. The material is made available for informational purposes only and is not a substitute for legal advice or your professional judgment. You should review applicable laws in

your jurisdiction and consult experienced counsel for legal advice. If you have any questions regarding this advisory, please contact HR Knowledge at 508.339.1300 or

Labor and Training and your claim will be investigated by the department. You may

Working on State or Municipal Financed Construction Projects?

You must not be paid less than the Davis Bacon wage rate for each trade listed on the Wage Determination schedule posted with this notice. Overtime rate applies when working over 8 hours a day or 40 hours a week.

Notice to Employees

DISCRIMINATION IS ILLEGAL

Apprentice rates apply only to apprentices properly registered under approved State

John O. Pastore Center 1511 Pontiac Avenue, Cranston, RI 02920-4407 www.dlt.ri.gov/pw

Employees and applicants have the right under state law to request a reasonable accommodation for conditions related to pregnancy, childbirth and related conditions such as the need to express breast milk for a nursing child. This workplace may not:

•refuse to grant you the reasonable accommodation unless it would create an undue hardship on this employer's enterprise, business or program; •require you to take a leave if another reasonable accommodation can be granted; or •deny you employment opportunities based on a refusal to provide a reasonable accommodation. If you want to request a reasonable accommodation, or if you have been discriminated against based on pregnancy, childbirth or related condition, please contact one of the following staff members:

Email Address:____

Phone Number:

Discrimination

Commission for Human Rights 180 Westminster Street

Third Floor Providence, RI 02903 401-222-2661 TDD: 401-222-2664 www.richr.ri.gov WE ARE AN EQUAL OPPORTUNITY EMPLOYER

NOTICE OF RIGHT TO BE FREE FROM DISCRIMINATION BECAUSE OF PREGNANCY, CHILDBIRTH AND RELATED CONDITIONS State law protects employees and applicants from discrimination based on pregnancy, childbirth and related conditions. Federal law provides similar protections.

Email Address:___

If you are caring for a seriously ill: child, spouse, parent, parent in-law, grandparent, domestic partner, or you are bonding with a newborn child, adopted child or foster child within the first 12 months of parenting; you may be eligible to receive benefits if you meet

Temporary Disability Insurance Act. **Employment and Training Services**

Career counseling and testing to help assess aptitudes and interests. . Internet access for employment and training information

. Job Search workshops to help you develop interviewing skills

NOTICE TO ALL EMPLOYEES

Unemployment Insurance Benefits

If you become totally/partially unemployed:

for bonding claims, and 3. You earned enough in qualifying wages to be monetarily eligible. How to Apply individual can show a good medical reason for the delay in filing. TCl claims must be filed

Unemployment Insurance and Disability

Temporary Disability Insurance Benefits

Who is Eligible for TDI Benefits?

prior or subsequent thereto, and

entitled to receive benefits

1. You are unemployed because you are caring for a seriously ill family member or bonding 2. You provide the department with the required medical evidence of the seriously ill family member and your need to care for him/her or the required proof of parent child relationshi Complete a TDI/TCI application. TDI claims must be filed within 90 days of the first week out of work due to illness. The DLT Director may extend this period up to 26 weeks if the

If you have become ill or injured and meet all of the following requirements, you may be

2 You are under the care of an approved Qualified Health Care Provider

Who is Eligible for Temporary Caregiver Insurance Benefits?

You are unemployed due to illness, surgery, or injury for a minimum of seven consecutive

You have a timely exam: an in-office physical exam the week within the calendar week

in which the first day of unemployment due to sickness occurs or within the calendar week

4. You earned enough qualifying wages during the base period to be monetarily eligible.

TCI application may be obtained online at www.dlt.ri.gov/tdi. Or call (401) 462-8420, Option #1 to request an application be mailed to you. For more information, visit www.dlt.ri.gov/tdi

Pay Equity Act

RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING (DLT)

maximum threshold of prior wage earnings as a condition of employment + An employer may, for the limited purpose of "support[ing] a wage higher than the wage [initially] offered by the employer," consider and seek to confirm a job applicant's wage history if such wage history was voluntarily provided employee, an employer must disclose to the hired, transferred, or inquiring individual, the wage range for the position the individual's position. Wage Discussion among Employees

Any discriminatory or disciplinary action taken against an employee for exercising these rights under the Act, or for opposing any practice made unlawful by the Act, is prohibited. RI General Laws §28-6-18 states that this notice must be posted and maintained in conspicuous

mposed for noncompliance. DLT is an equal opportunity employer/program, auxiliary aids and services are available on

The Right-To-Know Law was created to protect you. For more information about your rights under the Hazardous Substances Right-to-Know Law, contact the R.I. Department of Labor

This poster must be displayed in a conspicuous location in the workplace.

§ 28-50-2 Definitions. – As used in this chapter:

(2) Because an employee is requested by a public body to participate in an nvestigation, hearing, or inquiry held by that public body, or a court action, or

In accordance with Rhode Island General Law §28-32-1, the employer must report to the Director of Labor and Training every personal injury sustained by an employee if the iniury incapacitates the employee from earning full wages for at least three (3) days or requires medical treatment, regardless of the period of incapacity. If the injury proves

Paid Sick Leave

responsible for providing care), members of the employee's household.

Next steps for employers • You must comply with these changes by July 1, 2018. - If you have not previously offered sick leave to Rhode Island-based employees, you will be required to do so and should create a new policy to comply with

- If you already provide sick leave, review your current policies to make sure they comply with the provisions of the new law. that exceed the requirements of the law, you do not need to implement a new policy, but may need to adjust your policy to allow a carryover to comply with the state provisions; if HR Knowledge is your payroll provider, please contact your

This content is provided with the understanding that HR Knowledge is not rendering legal advice. While every effort is made to provide current information, the law

Phone Number:____

State law also prohibits employers from asking applicants about arrest records, and makes it unlawful to ask about convictions until at or after a first interview (with certain exceptions). You have the right to a workplace free of harassment and discrimination. Report incidents of harassment and discrimination to the Commission for Human Rights and the company representative named below:

Pursuant to Rhode Island General Law § 28- 6-18, it is unlawful for an employer to prohibit employees from discussing wages or asking other employees about their wages. Employers may not request or require that employees or applicants waive the right to discuss wages.

equest to individuals with disabilities. TTY via RI Relay 7111 Updated 1/23

Your employer must provide you with the above information. If he or she has not, make sure you ask about it. Your company representative is:

Whistleblowers' Protection Act

bring a civil action for appropriate injunctive relief, or actual damages, or both within three (3) years after the occurrence of the alleged violation of this chapter. complaint is filed resides or has their principal place of business.

by a public body in accordance with § 28-50-3. § 28-50-8 Notices posted. – An employer shall post notices and use other

Policy Effective Date:_____

fatal, the report must be filed within forty-eight (48) hours. If not fatal, the report shall be made within ten (10) days of the injury. An injured employee shall have the freedom to choose medical treatment initially. The employee's first visit to any facility under contract or agreement with the employer or

Family members are defined as child, grandchild, parent (in-law), grandparent, sibling spouse, domestic partner, care recipients (those individuals for whom an employee is

Prevailing Wage

services are available upon request.

right of action to collect wages and benefits.

wage history when considering the individual's candidacy, and from setting a minimum or

+ At the time of hire or internal transfer to a new position, and whenever requested by an

places where workers are employed. Fines may be

Visit www.dlt.ri.gov/wrs or call (401) 462-WAGE (9243) for more information.

(b) An action commenced pursuant to subsection (a) of this section may be brought in the superior court for the county where the alleged violation occurred, the county where the complainant resides, or the county where the person against whom the civil (c) As used in subsection (a) of this section, "damages" means damages for injury or

This employer is subject to the provisions of the WORKERS' COMPENSATION ACT of the State of Rhode Island

foreseeable. Employers may request reasonable verification from an employee when

Rhode Island Department of Labor and Training

Pregnancy Notice

TTY via RI Relay 711 • Equal Opportunity Employer/Program • Auxiliary aids and

State and Federal laws prohibit harassment and discrimination in hiring, terms and conditions, promotion, discharge, salary, benefits, and other aspects of

employment based on race, color, religion, ancestral origin, sex, sexual orientation*, gender identity or expression *, physical or mental disability or age (over 40).

If you do not receive proper pay, you may file a complaint with the RI Department of

contact the Prevailing Wage Division at (401) 462-8580, option # 7 for additional

information. In addition, please note that RI Law 37-13-17 also provides for a private

+ Pursuant to Rhode Island General Law § 28- 6-22, employers are prohibited from inquiring into or requiring the disclosure of a job applicant's wage history, from relying upon a job applicant's