COMPLETE LABOR LAW POSTER

UNEMPLOYMENT INSURANCE

Employees of this business or organization are covered by Unemployment Insurance (UI), a program financed entirely by Massachusetts

If you lose your job, you may be entitled to collect Unemployment Insurance. Outlined below is the information you need in order to

apply for Unemployment Insurance (UI) benefits. Before you file, your employer will give you a copy of the pamphlet: How to Apply for

UI Online is a secure, easy-to-use, self-service system. You can apply for benefits, reopen an existing claim, request

weekly benefit payments, check your claim status, sign up for direct deposit, update your address, and even file an

appeal online. To apply for benefits using UI Online, go to www.mass.gov/dua, and select UI Online for Claimants,

Jnemployment Insurance services are available by telephone. You can apply for Unemployment Insurance benefits,

eopen a current claim, obtain up-to-date information on the status of your claim and benefit payment, resolve

problems, and sign up for direct deposit — all by telephone. To apply for benefits by telephone, call the TeleClaim

Center at 1-877-626-6800 from area codes 351, 413, 508, 774, and 978; or 1-617-626-6800 from any other area code.

You will be asked to enter your Social Security Number and the year you were born. You will then be connected to

2, 3

4, 5, 6

7, 8, 9

Any last digit

Questo documento contiene informazioni

importanti. La preghiamo di tradurlo

Este documento contém informações

Docikman sa gen enfòmasyon enpòtan

Tanpri fè yon moun tradwi l touswit.

본 문서에는 중요한 정보가 포함되어

있습니다. 본 문서를 즉시 번역하도록

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

and the identification number assigned to the employer by the Department of Unemployment Assistance.

importantes. Por favor, traduzi-lo

nmediatamente

imediatamente.

If the last digit of your Social Security Number is: | Assigned day to call TeleClaims is:

សូមបកប្រែវាជាបន្ទាន់ ។

au plus tôt.

Ce document contient des informations

importantes. Veuillez le faire traduire

Tuesday

Wednesday

Thursday

www.mass.gov/dua

(Rev. 8-2009)

ເອກະສານສະບັບນີ້ ບັນຈຸຂໍ້ມູນອັນສຳຄັນ. 此文件含有重要信息。

تحتوي هذه الوثيقة على معلومات هامة. ។ ឯកសារនេះមានខ្លូវព័ត៌មានដ៏សំខាន់ ។

ກະລຸນາເອົາເອກະສານສະບັບນີ້ໄປແປອອກ 請立即找人翻譯。

employers. No deductions are made from your salary to cover the cost of your Unemployment Insurance benefits.

Unemployment Insurance Benefits, provided by the Massachusetts Department of Unemployment Assistance (DUA).

and complete the required information to submit your application.

an agent who will take the information necessary to file your claim.

Apply by calling the TeleClaim Center

There are two ways to apply for UI Benefits:

Apply by Using UI Online

You must be in the United States, its territories, or Canada when filing a claim or certifying for weekly UI benefits.

Information on Employees'

Unemployment Insurance Coverage

Employer DUA ID #

of the need for FMLA leave. If it is not possible to give 30-days' notice, an

employee must notify the employer as soon as possible and, generally, follow

Employees do not have to share a medical diagnosis, but must provide enough

protection. Sufficient information could include informing an employer that

family member cannot perform daily activities, or that hospitalization or

employer if the need for leave is for a reason for which FMLA leave was

the need for leave. If the employer determines that the certification is

EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an

the FMLA. If the employee is not eligible, the employer must provide a reason

and if so, how much leave will be designated as FMLA leave.

information to the employer so it can determine if the leave qualifies for FMLA

EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases: RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 Actof 1964, as amended, protects applicants and employees from discrimination protects applicants and employees from discrimination based on genetic in hiring, promotion, discharge, pay, fringe benefits, job training, classification, information in hiring, promotion, discharge, pay, fringe benefits, job training, referral, and other aspects of employment, on the basis of race, color, religion, classification, referral, and other aspects of employment. GINA also restricts sex (including pregnancy), or national origin. Religious discrimination includes employers' acquisition of genetic information and strictly limits disclosure of

DISABILITY Title I and Title V of the Americans with Disabilities Act of 1990, as diseases or disorders in family members (family medical history); and amended, protect qualified individuals from discrimination on the basis of requests for or receipt of genetic services by applicants, employees, or their disability in hiring, promotion, discharge, pay, fringe benefits, job training, family members. classification, referral, and other aspects of employment. Disability **RETALIATION** All of these Federal laws prohibit covered entities from retaliating physical or mental limitations of an otherwise qualified individual with a proceeding, or otherwise opposes an unlawful employment practice. disability who is an applicant or employee, barring undue hardship.

classification, referral, and other aspects of employment. SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex individuals with hearing impairments). EEOC field office information is available at discrimination in the payment of wages to women and men performing www.eeoc.gov or in most telephone directories in the U.S. Government or Federal substantially equal work, in jobs that require equal skill, effort, and responsibility, Government section. Additional information about EEOC, including information under similar working conditions, in the same establishment.

> Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, disabilities at all levels of employment, including the executive level. NATIONAL ORIGIN Executive Order 11246, as amended, prohibits employment PROTECTED VETERANS The Vietnam Era Veterans' Readjustment Assistance discrimination based on race, color, religion, sex, sexual orientation, gender Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination identity, or national origin, and requires affirmative action to ensure equality of against, and requires affirmative action to recruit, employ, and advance in opportunity in all aspects of employment.

their compensation or the compensation of other applicants or employees. physical or mental limitations of an otherwise qualified individual with a Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or disability who is an applicant or employee, barring undue hardship to the (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at action to employ and advance in employment qualified individuals with in most telephone directories under U.S. Government, Department of Labor. If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 TTY 1-877-889-5627 www.dol.gov.

RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title activities which receive Federal financial assistance.

failing to reasonably accommodate an employee's religious practices where genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of

discrimination includes not making reasonable accommodation to the known against a person who files a charge of discrimination, participates in a discrimination WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are AGE The Age Discrimination in Employment Act of 1967, as amended, protects strict time limits for filing charges of employment discrimination. To preserve the applicants and employees 40 years of age or older from discrimination based on ability of EEOC to act on your behalf and to protect your right to file a private age in hiring, promotion, discharge, pay, fringe benefits, job training, lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission about charge filing, is available at www.eeoc.gov.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

employment, disabled veterans, recently separated veterans (i.e., within three

PAY SECRECY Executive Order 11246, as amended, protects applicants and years of discharge or release from active duty), active duty wartime or campaign employees from discrimination based on inquiring about, disclosing, or discussing badge veterans, or Armed Forces service medal veterans. **RETALIATION** Retaliation is prohibited against a person who files a complaint **INDIVIDUALS WITH DISABILITIES** Section 503 of the Rehabilitation Act of of discrimination, participates in an OFCCP proceeding, or otherwise opposes 1973, as amended, protects qualified individuals with disabilities from discrimination under these Federal laws. Any person who believes a contractor discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, has violated its nondiscrimination or affirmative action obligations under the classification, referral, and other aspects of employment. Disability authorities above should contact immediately: The Office of Federal Contract discrimination includes not making reasonable accommodation to the known Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution employer. Section 503 also requires that Federal contractors take affirmative OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act of 1973, 1964, as amended, prohibits discrimination on the basis of race, color or as amended, prohibits employment discrimination on the basis of disability in any national origin in programs or activities receiving Federal financial assistance. program or activity which receives Federal financial assistance. Discrimination is Employment discrimination is covered by Title VI if the primary objective of the prohibited in all aspects of employment against persons with disabilities who, with financial assistance is provision of employment, or where employment or without reasonable accommodation, can perform the essential functions of the discrimination causes or may cause discrimination in providing services under job. If you believe you have been discriminated against in a program of any such programs. Title IX of the Education Amendments of 1972 prohibits institution which receives Federal financial assistance, you should immediately employment discrimination on the basis of sex in educational programs or contact the Federal agency providing such assistance.

Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poster

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private employers collective bargaining agreement which is more restrictive with respect to lie

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can law. Civil money penalties may also be assessed for violations of the FLSA's

OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked each child labor violation that results in the death or serious injury of any

CHILD LABOR An employee must be at least 16 years old to work in most non- are determined to be willful or repeated. The law also prohibits retaliating

farm jobs and at least 18 to work in non-farm jobs declared hazardous by the against or discharging workers who file a complaint or participate in any

MASSACHUSETTS MINIMUM WAGE

Massachusetts Wage & Hour Laws

Sick Leave

Paid Sick Leave

Race or color

or ancestry

Military service

Small Necessities Leave

every 12 months for their:

and the employee has

Reporting Pay

12-month period.

is not given the expected hours of work.

Rights of Temporary Workers

Rights of Domestic Workers

Domestic Violence Leave

protective orders, and going to court.

Employees Have the Right to Sue

deadline is 3 years after the violation.

Employers Must Not Retaliate

or subject to civil penalties.

applies to employers with 50 or more employees.

Employers Must Not Discriminate

of employment based on a person's:

Religion, national origin,

Sex (including pregnancy)

· child's school activities,

• child's doctor or dentist appointment, or

(617) 727-3465

TTY (617) 727-4765

Call: 10 a.m. – 4 p.m. (M–F)

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

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

Secretary of Labor. Youths 14 and 15 years old may work outside school hours proceeding under the FLSA.

from using lie detector tests either for pre-employment screening or detector tests. during the course of employment. PROHIBITIONS Employers are generally prohibited from requiring or numerous strict standards concerning the conduct and length of the test. requesting any employee or job applicant to take a lie detector test, and from Examinees have a number of specific rights, including the right to a written discharging, disciplining, or discriminating against an employee or prospective notice before testing, the right to refuse or discontinue a test, and the right not employee for refusing to take a test or for exercising other rights under the Act. to have test results disclosed to unauthorized persons.

EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

to certain private individuals engaged in national security-related activities. applicants may also bring their own court actions. the private sector, subject to restrictions, to certain prospective employees of EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. 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 who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any

in various non-manufacturing, non-mining, non-hazardous jobs with certain

TIP CREDIT Employers of "tipped employees" who meet certain conditions

may claim a partial wage credit based on tips received by their employees.

Employers must pay tipped employees a cash wage of at least \$2.13 per hour

if they claim a tip credit against their minimum wage obligation. If an

employee's tips combined with the employer's cash wage of at least \$2.13 per

hour do not equal the minimum hourly wage, the employer must make up

NURSING MOTHERS The FLSA requires employers to provide reasonable break

time for a nursing mother employee who is subject to the FLSA's overtime

requirements in order for the employee to express breast milk for her nursing

child for one year after the child's birth each time such employee has a need to

express breast milk. Employers are also required to provide a place, other than a

bathroom, that is shielded from view and free from intrusion from coworkers and

ENFORCEMENT 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

n Massachusetts, all workers are presumed to be employees. The minimum

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

• workers being trained in certain educational, nonprofit, or religious

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

paid overtime. Overtime pay is at least 1.5 x the regular rate of pay for each

For some employees who get paid the "service rate," the overtime rate is 1.5 x

Exception: Under state law, some jobs and workplaces are exempt from overtime.

For a complete list of overtime exemptions, visit www.mass.gov/ago/fairlabor or

The law says when, what, and how employees must be paid. An employee's

pay (or wages) includes payment for all hours worked, including tips, earned

Hourly employees must be paid every week or every other week (bi-weekly).

The deadline to pay is 6 or 7 days after the pay period ends, depending on

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

The hourly "service rate" applies to workers who provide services to customers

The service rate is \$3.75 per hour. The average hourly tips, plus the hourly

Tips and service charges listed on a bill must be given only to wait staff,

Tip pooling is allowed only for wait staff, service bartenders, and other

all deductions or increases made during the pay period.

service bartenders, or other service employees according to the services

All employees must get a statement, at no cost, with their pay that says the

An employer cannot deduct money from an employee's pay unless the law

allows it (such as state and federal income taxes), or the employee asked for

a deduction to be made for his/her own benefit (such as to put money aside

in the employee's savings account). An employer cannot take money from an

The law also puts limits on when and how much money an employer can

take from an employee's pay for housing and meals the employer gives to

Hours worked or "working time" includes all time that an employee must be on

Most employees who work more than 6 hours must get a 30-minute meal break.

During their meal break, employees must be free of all duties and free to leave

the workplace. If, at the request of the employer, an employee agrees to work or stay at the workplace during the meal break, s/he must get paid for that time.

Payroll records must include the employee's name, address, job/occupation,

Workplace Notice: State law requires all employers to post this notice at

the workplace in a location where it can easily be read. M.G.L. Chapter 151,

minors may work. They also say what kinds of work or tasks minors must NOT do.

Employers must keep payroll records for 3 years. Employees have the right to see

amount paid each pay period, and hours worked (each day and week).

their own payroll records at reasonable times and places.

duty at the employer's worksite or other location, and works before or after the

employee's pay for the employer's ordinary business costs (for example: supplies,

naterials or tools needed for the employee's job). An employer who requires an

employee to buy or rent a uniform must refund the actual costs to the employee.

name of the employer and employee, the date of payment (month, day, and

year), the number of hours worked during the pay period, the hourly rate, and

M.G.L. Chapter 149, Section 152A; M.G.L. Chapter 151, Section 7

M.G.L. Chapter 149, Section 148

M.G.L. Chapter 149, Section 148; 454 C.M.R. 27.05

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

first Saturday after they quit (if there is no regular payday). Employees who

vacation pay, promised holiday pay, and earned commissions that are

how many days an employee worked during one calendar week.

are fired or laid off must be paid in full on their last day of work.

service rate paid to the worker must add up to \$11.00 (or more). Managers, supervisors and owners must never take any part of their

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

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

the public, which may be used by the employee to express breast milk.

The minimum wage is

\$11.00

wage applies to **all** employees, except:

· members of a religious order,

hour worked over 40 hours in a week.

definitely determined, due and payable.

and who make more than \$20 a month in tips.

service employees.

Pay Deductions

Hours Worked

normal shift to complete the work.

Section 16; 454 C.M.R. 27.01(1)

Employees Under 18 - Child Labor

the basic minimum wage, not the service rate.

The minimum wage is \$11.00.

agricultural workers),

organizations, and

· outside salespeople

Minimum Wage

work hours restrictions. Different rules apply in agricultural employment.

readily see it.

over 40 in a workweek.

EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to

EXEMPTIONS Federal, State and local governments are not affected by **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain the law. Also, the law does not apply to tests given by the Federal Government violations and assess civil penalties against violators. Employees or job The Act permits polygraph (a kind of lie detector) tests to be administered in THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE



ADDITIONAL INFORMATION

comply with both.

wage, and/or overtime pay provisions.

correctly classified independent contractors are not.

www.mass.gov/ago/fairlabor

www.massworkrights.com

have access to their sick leave 90 days after starting work.

row may need to provide their employer a doctor's note

Most employees have the right to earn 1 hour of sick leave for every 30 hours

Employees begin accruing sick time on their first day of work. Employees must

Eligible employees may use their sick leave if they, their child, spouse, parent,

or spouse's parent is: sick, injured, or has a routine medical appointment. They

may also use sick leave for themselves or their child to address the effects

of domestic violence. Unless it is an emergency, employees must notify the

employer before using sick leave. Employees who miss more than 3 days in a

Employers with 11 or more employees *must* provide paid sick leave. Employers

to be paid. Learn more about sick leave at: www.mass.gov/ago/earnedsicktime.

with fewer than 11 employees must provide sick leave; however, it does not need

Subject to certain limited exceptions, employers must not pay one employee less

for doing the same or comparable work as another employee of the opposite sex.

They must not discriminate in hiring, pay or other compensation, or other terms

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

• elderly relative's doctor or dentist appointments, or other appointments.

Employees are eligible for this leave if the employer has at least 50 employees

worked at least 1,250 hours for the employer during the previous

Most employees must be paid for 3 hours at no less than minimum wage if

s/he is scheduled to work 3 or more hours, and reports to work on time, and

To learn about rights of temporary workers and employees hired through

To learn about additional rights for workers who provide housekeeping,

cleaning, childcare, cooking, home management, elder care, or similar

Workers who work on public construction projects and certain other

public work must be paid the prevailing wage, a minimum rate set by the

Department of Labor Standards based on the type of work performed.

Employees who are victims, or whose family members are victims, of

domestic violence, sexual assault, stalking or kidnapping have the right to

services; safe housing; care and custody of their children; and legal help,

15 days of leave for related needs, such as health care, counseling, and victims

The leave can be paid or unpaid depending on the employer's policy. This law

Employees have the right to sue their employer for most violations of wage

Employees may sue as an individual or they may sue their employer as a

group if they have similar complaints. Employees who win their case will

Important! There are strict deadlines for starting a lawsuit. For most cases, the

It is against the law for an employer to punish or discriminate against an employee

immigration status, including undocumented workers. If an employer reports

or threatens to report a worker to immigration authorities because the worker

complained about a violation of rights, the employer can be prosecuted and/

for making a complaint or trying to enforce the rights explained in this poster.

The laws explained in this poster apply to all workers, regardless of

receive back pay, triple damages, attorneys' fees, and court costs.

staffing agencies, call: 617-626-6970 or go to: www.mass.gov/dols/.

services in a household, go to www.mass.gov/ago/DW.

Public Works and Public Construction Workers

• been employed for at least 12 months by the employer and

they work, and they may earn and take up to 40 hours of sick leave a year.

certificates issued by the Department of Labor.

WAGE AND HOUR DIVISION 1-866-487-9243 TTY: 1-877-889-5627

child labor provisions. Heightened civil money penalties may be assessed for

minor employee, and such assessments may be doubled when the violations

Certain occupations and establishments are exempt from the minimum

Special provisions apply to workers in American Samoa, the Commonwealth

Some state laws provide greater employee protections; employers must

Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know

the difference between the two because employees (unless exempt) are

entitled to the FLSA's minimum wage and overtime pay protections and

Certain full-time students, student learners, apprentices, and workers with

disabilities may be paid less than the minimum wage under special

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243 TTY: 1-877-889-5627

Office of Massachusetts

Attorney General

Maura Healey

M.G.L. Chapter 149, Section 148

M.G.L. Chapter 149, Section 105A

• Sexual orientation or gender

Genetic information or disability

identity or expression

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

M.G.L. Chapter 149,

M.G.L. Chapter 149, Section 52E

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

M.G.L. Chapter 149, Sections 56 –105

M.G.L. Chapter 151, Section 19

of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

WH1462 REV 07/16

THE COMMONWEALTH OF MASSACHUSETTS

Employer Name

Note: During peak periods from

scheduling may be implemented,

providing priority for callers based

Security Number. This helps ensure

that you and others can get through

to the TeleClaims Center in a timely

manner. Please check the schedule

This document contains important

сделать перевод документа.

Vui lòng dịch tài liệu này ngay

Form 2553-A Rev. 10-6-15

information. Please have it translated

В данном документе содержится важная

mportante. Por favor, consiga una traducción

информация. Вам необходимо срочно

Tài liệu này có chứa thông tin quan trọng.

For hearing impaired relay services, call 711

on the right before calling.

immediately.

Monday through Thursday, call

on the last digit of their Social

EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT

NO SMOKING NOTICE NO SMOKING

IMPORTANT Massachusetts General Law, Chapter 151A, Section 62A requires that this notice be displayed at each site operated by an

employer, in a conspicuous place, where it is accessible to all employees. It must include the name and mailing address of the employer

It is illegal to smoke in this establishment.

To report a violation, contact the Massachusetts Department of Public Health at 1-800-992-1895 Massachusetts Smoke-Free Workplace Law By order of: M.G.L. Chapter 270, Section 22

ANTI-DISCRIMINATION NOTICE

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.

PAYDAY NOTICE

Regular Paydays for Employees of

Shall be as follows.

Bi-Weekly

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with your If you can answer "YES"... Employer: Please post or publish this

employer did you... Marry or divorce? Gain or lose a dependent? Change vour name?

Were there major changes to... Your nonwage income (interest, dividends) capital gains, etc.)? · Your family wage income (you or you

spouse started or ended a job)? Your itemized deductions? Your tax credits?

extra tax when you filed your last return, employees will see it. Please indicate you may need to file a new form W-4. where they can get forms and information on this subject. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Publication 213 Now is the time to check your withholding. Cat. No. 11047P For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Department of the Treasury

Withholding Calculator at Internal Revenue Service www.irs.gov

To any of these questions or you owed Bulletin Board Poster so that your

SEXUAL HARASSMENT ACT

www.irs.gov/individuals on the IRS web site.

SEXUAL HARASSMENT AT WORK DOES NOT HAVE TO BE TOLERATED. IT'S ILLEGAL. If you are being sexually harassed, report it immediately to your supervisor or contact:

Sexual Harassment Officer

You can file a complaint with the Massachusetts Commission Against Discrimination, (MCAD). Visit or contact the MCAD at one of the following locations: One Ashburton Place Room 601, Boston, MA 02108 436 Dwight Street Room 220, Springfield, MA 01103

DISCRIMINATION

FAIR EMPLOYMENT IN MASSACHUSETTS

Applicants to and employees of private employers with 6 or more employees*, state and local governments, employment agencies and labor organizations are protected under Massachusetts General Laws Chapter 151B from discrimination on the following bases:

RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, GENETIC INFORMATION, M.G.L. c. 151B protects applicants and employees from discrimination in hiring, promotion, discharge, compensation, benefits, training,

classification and other aspects of employment on the basis of race, color, religion, national origin (including unlawful language proficiency requirements), age (if you are 40 years old or older), sex (including pregnancy), gender identity, sexual orientation, genetic information, ancestry, and military service. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose an undue hardship. M.G.L. Chapter 149, Section 52D

> submission to or rejection of such advances, requests or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with a person's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. The law also prohibits harassment based on the protected classes set forth above.

The law requires employers to grant an employee who has completed an initial probationary period and has given two (2) weeks' notice of the anticipated date of departure and the employee's intention to return, at least eight (8) weeks of paid or unpaid leave for the purpose of childbirth, adoption of a child under 18, or adoption of a child under 23 years old if the child has a mental or physical disability. **DISABILITY** 454 CMR 27 04

M.G.L. c. 151B prohibits discrimination the basis of disability, a record of disability or perceived disability, in hiring, promotion, discharge, compensation, benefits, training, classification and other aspects of employment. Disability discrimination may include failing to reasonably accommodate an otherwise qualified person with a disability. M.G.L. Chapter 149, Section 1590 It is illegal to retaliate against any person because s/he has opposed any discriminatory practices or because s/he has filed a complaint,

testified, or assisted in any proceeding before the Commission. It is also illegal to aid, abet, incite, compel or coerce any act forbidden **DOMESTIC WORKERS** M.G.I. Chapter 149 Section 190 M.G.L. c. 151B prohibits discrimination and harassment against certain domestic workers where the employer has one (1) or more

employee.* While some exclusions apply, domestic workers generally include individuals paid to perform work of a domestic nature $within\ a\ household\ on\ a\ regular\ basis,\ such\ as\ housekeeping,\ housecleaning,\ nanny\ services,\ and/or\ caretaking.\ Employers\ are\ prohibited$ from engaging in sexual harassment and harassment and/or discrimination based on the protected classes described above, i.e. race, color, etc. Domestic workers are also entitled to parental leave.

The law prohibits employers from asking applicants on an initial employment application for any criminal background information unless an exemption by statute or regulation exists. **MENTAL HEALTH FACILITY ADMISSION INQUIRIES** Employers may not refuse to hire or terminate an employee for failing to furnish information regarding his/her admission to a facility for the care and treatment of mentally ill persons. An employment application may not seek information about an applicant's admission to

IF YOU HAVE BEEN DISCRIMINATED AGAINST If you feel you have been harassed or discriminated against, you should $\underline{immediately}$ file a charge of discrimination with the **Massachusetts** Commission Against Discrimination, www.mcad.gov, at one of the offices below.

An agreement with your employer to arbitrate your discrimination claim(s) does not bar you from filing a charge of discrimination.

Springfield Office Boston Office New Bedford Office Worcester Office 1 Ashburton Pl. Suite 601 800 Purchase St Room 501 484 Main St, Room 320 436 Dwight St. Room 220 Worcester, MA 01608 Boston, MA 02108 New Bedford, MA 02740 Springfield, MA 01103 P: (617) 994-6000 P: (413) 739-2145 P: (508) 453-9630 P: (508) 990-2390

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

WORKERS' COMPENSATION

NOTICE TO EMPLOYEES

F: (508) 990-4260

F: (617) 994-6024

ADDRESS OF INSURANCE COMPANY:

NAME OF INSURANCE AGENT:

POLICY NUMBER:



EFFECTIVE DATES:

THE COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF INDUSTRIAL ACCIDENTS

1 Congress Street, Suite 100, Boston, Massachusetts 02114-2017 • 617-727-4900 • http://www.state.ma.us/dia As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above mentioned chapter by insuring with: NAME OF INSURANCE COMPANY:

Time & Schedule Restrictions for Minors Must Not

worksite. To get a work permit, the minor must apply to the superintendent of the school district where s/he lives or goes to school. To learn more about getting a work permit, contact the Department of Labor Standards at (617) 626-6975, or www.mass.gov/dols. Dangerous Jobs & Tasks Minors Must Not Do Must Not

Work Permits Required - Most workers under 18 must obtain a work permit. Employers must keep their minor workers' work permits on file at the

All employers in Massachusetts must follow state and federal laws for employees who are under 18 (minors). These laws say when, where, and how long

 Drive most motor vehicles or Handle, serve, or sell alcoholic • Work 30 or more feet off of

U.S. Department of Labor: (617) 624-6700 • www.youth.dol.gov

 Work at a job that requires that s/he have or use a firearm • Use, clean or repair certain kinds of power-driven machines

14 & 15 • Cook (except on electric or gas grills that do not have open flames). operate fryolators, rotisseries, NEICO broilers, or pressure cookers construction sites. Operate, clean or repair power-driven manufacturing plants, food slicers, grinders, choppers, processors, cutters, and mixers

 Work in or near factories. mechanized workplaces. workplaces

Under 14 • Minors under 14 cannot work in Massachusetts in most cases.

Perform any baking activities

garages, tunnels, or other risky **These are just some examples** of tasks prohibited under both state and federal law. For a complete list of prohibited jobs for minors, contact the Attorney General's Fair Labor Division: (617) 727-3465 • www.mass.gov/ago/youthemployment. Or contact the

the ground

16 & 17 At **night**, from 10 p.m. to 6 a.m. (or past 10:15 if the employer stops

• More than **9 hours** per day • More than 48 hours per week serving customers at 10 p.m.) • More than **6 days** per week Exception: On non-school nights, may work until 11:30 p.m. or until midnight. if working at a restaurant or racetrack.

• Work in freezers or meat coolers 14 & 15 At night, from 7 p.m. to 7 a.m. Exception: In summer (July 1 – Labor Day), may work until 9 p.m. **During the School Year:*** When school is not in session: • More than **8 hours** on any day During school hours • More than **3 hours** on any school day • More than **40 hours** per week More than 18 hours during any week More than 6 days per week More than 8 hours on any weekend

or holiday *Exception: For school-approved career or experience-building jobs, students may be allowed to work during the school day, up to 23 hours a week. Adult Supervision Required After 8 p.m. - After 8 p.m., all minors must

be directly supervised by an adult who is located in the workplace and is reasonably accessible. Exception: Adult supervision is not required for minors working at a kiosk or stand in a common area of an enclosed shopping mall that has security from 8 p.m. until the mall closes. ? Contact the Attorney General's Fair Labor Division: (617) 727-3465 – www.mass.gov/ago/fairlabor

EMPLOYER'S WORKERS COMPENSATION OFFICER (IF ANY)

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

TO BE POSTED BY EMPLOYER

ADDRESS:

FMLA - FAMILY AND MEDICAL LEAVE ACT

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS Eligible employees who work for a covered employer *Special "hours of service" requirements apply to airline flight crew employees. can take up to 12 weeks of unpaid, job-protected leave in a 12-month period **REQUESTING LEAVE** Generally, employees must give 30-days' advance notice The birth of a child or placement of a child for adoption or foster care;

To bond with a child (leave must be taken within 1 year of the child's birth the employer's usual procedures.

To care for the employee's spouse, child, or parent who has a qualifying serious health condition; For the employee's own qualifying serious health condition that makes the the employee is or will be unable to perform his or her job functions, that a employee unable to perform the employee's job;

For qualifying exigencies related to the foreign deployment of a military continuing medical treatment is necessary. Employees must inform the member who is the employee's spouse, child, or parent. An eliaible employee who is a covered servicemember's spouse, child, parent, previously taken or certified. or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month Employers can require a certification or periodic recertification supporting period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically incomplete, it must provide a written notice indicating what additional

necessary or otherwise permitted, employees may take leave intermittently or information is required. on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid employee's need for leave is for a reason that may qualify under the FMLA, leave while taking FMLA leave. If an employee substitutes accrued paid the employer must notify the employee if he or she is eligible for FMLA leave

leave for FMLA leave, the employee must comply with the employer's normal and, if eligible, must also provide a notice of rights and responsibilities under **BENEFITS & PROTECTIONS** While employees are on FMLA leave, employers for ineligibility. must continue health insurance coverage as if the employees were not Employers must notify its employees if leave will be designated as FMLA leave,

Upon return from FMLA leave, most employees must be restored to the same **ENFORCEMENT** Employees may file a complaint with the U.S. Department job or one nearly identical to it with equivalent pay, benefits, and other of Labor, Wage and Hour Division, or may bring a private lawsuit against An employer may not interfere with an individual's FMLA rights or retaliate The FMLA does not affect any federal or state law prohibiting discrimination or

against someone for using or trying to use FMLA leave, opposing any practice supersede any state or local law or collective bargaining agreement that made unlawful by the FMLA, or being involved in any proceeding under or provides greater family or medical leave rights. ELIGIBILITY REQUIREMENTS An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The

Have worked for the employer for at least 12 months; Have at least 1,250 hours of service in the 12 months before taking leave;* and

Work at a location where the employer has at least 50 employees within

75 miles of the employee's worksite.

For additional information or to file a complaint: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 WWW.WAGEHOUR.DOL.GOV U.S. Department of Labor | Wage and Hour Divisio

FACT SHEET ON PARENTAL LEAVE

Massachusetts Commission Against Discrimination PARENTAL LEAVE An Act Relative to Parental Leave expands the current maternity • The law provides that if two employees of the same employer give birth

leave law, G.L. c. 149, § 105D, which is enforced by the Massachusetts to or adopt the same child, the two employees are entitled to an Commission Against Discrimination (MCAD). Currently, Massachusetts aggregate of 8 weeks of leave. law requires employers with six or more employees to provide eight weeks •The law clarifies that an employee seeking leave must provide at of unpaid maternity leave for the purpose of giving birth or for the least 2 weeks' notice of the anticipated date of departure and the placement of a child under the age of 18, or under the age of 23 if the child employee's intention to return, but also permits the employee to is mentally or physically disabled, for adoption. The new law goes into effect provide notice as soon as practicable if the delay is for reasons beyond on April 7, 2015 and expands the current leave law in the following ways: the employee's control.

• The law clarifies that an employee on parental leave for the adoption • The parental leave law is now gender neutral. Both men and women are of a child shall be entitled to the same benefits offered to an employee • If the employer agrees to provide parental leave for longer than 8 weeks, on leave for the birth of a child. •The law expands the notice requirements, mandating that employers the employer must reinstate the employee at the end of the extended keep a posting in a conspicuous place describing the law's requirements leave unless it clearly informs the employee in writing before the leave and before any extension of that leave, that taking longer than 8 weeks

and the employer's policies as to parental leave Boston: One Ashburton Place, Room 601, Boston, MA 02108; 617-994-6000 Springfield: 436 Dwight Street, Room 220, Springfield, MA 01103; 413-739-2145 **Worcester:** 484 Main Street, Room 320, Worcester, MA 01608; 508-453-9630 **New Bedford:** 800 Purchase, Room 501, New Bedford, MA 02740; 508-990-2390

The law clarifies that the right to leave applies to employees who have completed an initial probationary period set by the terms of employment, **Visit our website** for more resources and instructions on filing a complaint: www.mass.gov/mcad Formatted by HH 3/10/15

EARNED SICK TIME

Beginning July 1, 2015, Massachusetts employees have the right to earn and take sick leave from work.

Notice of Employee Rights

WHO QUALIFIES? All employees in Massachusetts can earn sick time. This includes full-time, part-time, temporary, and seasonal employees.

• Employees earn 1 hour of sick time for every 30 hours they work. • Employees can earn and use up to **40 hours per year** if they work enough

of leave shall result in the denial of reinstatement or the loss of other

entitled to parental leave.

but which is not greater than 3 months.

rights and benefits.

• Employees with unused earned sick time at the end of the year can **rollover** Employees **begin earning** sick time on their first day of work and **may begin using** earned sick time 90 days after starting work. If an employer has 11 or more employees, sick time must be paid.

• For employers with 10 or fewer employees, sick time may be unpaid. • Paid sick time must be paid on the same schedule and at the same rate as regular wages WHEN CAN IT BE USED? • An employee can use sick time when the employee or the employee's child, spouse, parent, or parent of a spouse is sick, has a medical appointment, or

to address the effects of domestic violence. The smallest amount of sick time an employee can take is one hour. Sick time cannot be used as an excuse to be late for work without advance notice of a proper use.

Use of sick time for other purposes is not allowed and may result in an employee being disciplined. CAN AN EMPLOYER HAVE A DIFFERENT POLICY? Yes. An employer can have their own sick leave or paid time off policy, so long as employees can use at least the same amount of time, for the same reasons,

and with the same job-protections as under the Earned Sick Time Law.

• Employees using earned sick time cannot be fired or otherwise retaliated against for exercising or attempting to exercise rights under the law. • Examples of retaliation include: denying use or delaying payment of earned sick time, firing an employee, taking away work hours, or giving the employee undesirable assignments.

• Employees must **notify** their employer before they use sick time, except in a emergency. • Employers may require employees to use a reasonable notification system the employer creates • If an employee is out of work for 3 consecutive days **OR** uses sick time within 2 weeks of leaving his or her job, an employer may require documentation from a medical provider.

> **DO YOU HAVE QUESTIONS? Call** the Fair Labor Division at 617-727-3465 **Visit** www.mass.gov/ago/earnedsicktime

The Attorney General enforces the Earned Sick Time Law and regulations. It is unlawful to violate any provision of the Earned Sick Time Law. Violations of any provision of the Earned Sick time law, M.G.L. c. 149, § 148C, or these regulations, 940 CMR 33.00 shall be subject to paragraphs (1), (2), (4), (6) and (7) of subsection

NOTICE & VERIFICATION

Office of the Attorney General (b) of M.G.L. c. 149, §27C(b) and to § 150. English - July 2016

This notice is intended to inform. Full text of the law and regulations are available at www.mass.gov/ago/earned sick times a simple contraction of the law and regulations are available at www.mass.gov/ago/earned sick times are available at which the sick times are available at the sick times at the sick times are

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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 of the uniformed services, and applicants to the uniformed services. **HEALTH INSURANCE PROTECTION** You have the right to be reemployed in your civilian job if you leave that job to • If you leave your job to perform military service, you have the right to elect to

you ensure that your employer receives advance written or verbal notice of vour service: you have five years or less of cumulative service in the uniformed services while with that particular employer; you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or

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

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: reemployment: initial employment;

perform service in the uniformed service and:

under other than honorable conditions.

any benefit of employment because of this status. 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 has no

Office of U.S. Department Special Counsel

retention in employment:



promotion; or

The rights listed here may vary depending on the circumstances. This notice was prepared by VETS, and may be viewed on the internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm. 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. Publication Date - October 2008

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT



Job Safety and Health IT'S THE LAW!

All workers have the right to:

A safe workplace.

workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.

participate) in an OSHA inspection and speak in private to the inspector.

days (by phone, online or by mail) if you have been retaliated against for using your rights.

employer. Request copies of your medical records,

This poster is available free from OSHA.

Contact OSHA. We can help.

illnesses or injuries.

• The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. · For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its web site at: http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at: http://www.dol.gov/elaws/userra.htm. • If you file a complaint with VETS and VETS is unable to resolve it, you may

your dependents for up to 24 months while in the military.

continue your existing employer-based health plan coverage for you and

• Even if you don't elect to continue coverage during your military service, you

have the right to be reinstated in your employer's health plan when

you are reemployed, generally without any waiting periods or exclusions

(e.g., pre-existing condition exclusions) except for service-connected

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

 Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.

 Receive information and training on job hazards, including all hazardous substances in your workplace.

Request an OSHA inspection of your

 Participate (or have your representative) • File a complaint with OSHA within 30

See any OSHA citations issued to your

tests that measure hazards in the workplace, and the workplace injury and illness log.

Employers must:

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 iniury or illness. Comply with all applicable OSHA

Provide employees a workplace free from

recognized hazards. It is illegal to retaliate

standards. Report to OSHA all work-related fatalities within 8 hours, and all inpatient

of an eye within 24 hours. Provide required training to all workers in a language and vocabulary they can understand.

hospitalizations, amputations and losses

 Prominently display this poster in the workplace.

 Post OSHA citations at or near the place of the alleged violations.

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



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

MA-1216-A5-F02

request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. Employer Support Of The Guard And Reserve 1-800-336-4590 U.S. Department of Labor 1-866-487-2365

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a)

F: (508) 755-3861

Rev. 4/7/2015

REV. 10-10